



**SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT
PROGRAMME**

TENDER APPLICATION FORM

RFT: 2021/045_ReAd

File: AP 6/1/12

THIS APPLICATION IS FOR THE FOLLOWING TENDER:

Consultant – Event Coordinator – 3rd Clean Pacific Roundtable, Readvertisement

*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV or your Technical Proposal. Failure to do this will mean your application will **not** be considered.*

| 1. DETAILS | | | |
|---|---------------------|--|--|
| NAME OF FIRM (if applicable) | | | |
| NAME OF PRINCIPAL CONTRACTOR | | | |
| LIST OTHER PROPOSED PERSONNEL (if applicable) | | | |
| NATIONALITY | | | |
| POSTAL ADDRESS | | E-MAIL ADDRESS | |
| TELEPHONE WORK | | MOBILE NUMBER | |
| TELEPHONE HOME | | FAX NUMBER | |
| 2. ACADEMIC BACKGROUND (PRINCIPAL CONTRACTOR & PROPOSED PERSONNEL) | | | |
| Dates | Institution/Country | Qualification Attained | |
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| 3. WORK EXPERIENCE | | | |
| Dates | Employer | Position (briefly list core functions) | |
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| 4. PROFESSIONAL AFFILIATIONS/AWARDS | | | |
| Dates | Organisation | Member/Award Status | |
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| 5. PROFESSIONAL REFEREES (Provide three references relevant to this tender submission, including the most recent work completed) | | |
|---|---|--------------------------------|
| Name | Position | Organisation & Contact Details |
| | | |
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| 6. STATE HOW YOU MEET EACH SELECTION CRITERIA | | |
| CRITERIA 1 At least 5 years of relevant practical experience in project management, event management, coordination of activities, fundraising, monitoring, and reporting, preferably in the Pacific region: (10%) | <ul style="list-style-type: none"> • | |
| CRITERIA 2 Excellent communications skills with high command of spoken and written English including demonstrated experience with media, publications, communications, and networking with internal and external stakeholders: (10%) | <ul style="list-style-type: none"> • | |
| CRITERIA 3 Demonstrated technical research, analytical, organisational and time management skills including strong management and leadership skills as well as good understanding and appreciation of environmental ethics, values and priorities (20%) | <ul style="list-style-type: none"> • | |
| CRITERIA 4 Provision of a detailed workplan outlining achievable timelines to achieve deliverables by deadlines (20%). | <ul style="list-style-type: none"> • | |
| CRITERIA 5 Excellent computer skills including use of Microsoft Office suite and basic website design experience and skills. (15%). | <ul style="list-style-type: none"> • | |
| CRITERIA 6 Demonstrated ability to show initiative, multi-task and meet deadlines with minimal supervision including strong self-motivation and commitment (15%) | <ul style="list-style-type: none"> • | |

| | |
|---|---|
| CRITERIA 7 Detailed Financial Proposal in USD dollars. Clearly identify amount for fees, expenses and all other related costs (10%) | <ul style="list-style-type: none"> Attached a breakdown if necessary |
| 7. GENERAL INFORMATION | |
| Declaration of close relations to any individual who is currently employed at SPREP. Please list name/s and nature of relationship. | |
| Declaration Tenderer has no association with exclusion criteria, including bankruptcy, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, misrepresentation, corruption, participation in a criminal organization, money laundering or terrorist financing, child labor, and deficiency in capability in complying main obligations. | |
| Declaration Tenderer (and other proposed personnel) have not been charged with any child related offences | |
| Discipline Record (list past employment disciplinary cases or criminal convictions, if any) | |
| 8. ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT | |
| | |
| 9. HOW DID YOU LEARN ABOUT THIS TENDER? | |
| | |
| 10. CERTIFICATION & AUTHORISATION: All information submitted herewith is true and correct. SPREP has the authority to seek verification of any information provided. | |
| | |
| Signature | Date |

The following documents must be attached to this Tender application form:

- Curriculum Vitae – Principal Contractor & Proposed Personnel

- Detailed Financial Proposal
- Business Licence
- Conflict of Interest Form
- Any other relevant information to support this tender application.

CONFLICT OF INTEREST FORM

Request for Tender (RFT) – AP_6/1/12 – Consultant: Event Coordinator – 3rd Clean Pacific Roundtable

1. I confirm that I, my family members, and the organisation or company that I am involved with are independent from SPREP. To the best of my knowledge, there are no facts or circumstances, past or present, or that could arise in the foreseeable future, which might call into question my independence.
2. If it becomes apparent during the procurement process that I may be perceived to have a conflict of interest, I will immediately declare that conflict and will cease to participate in the procurement process, unless or until it is determined that I may continue.

OR

1. I declare that there is a potential conflict of interest in the submission of my bid [please provide an explanation with your bid]

Name, Signature

Date

Title _____