



# SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT PROGRAMME

## TENDER APPLICATION FORM

RFT: 2021/078

File: AP\_1/1

### THIS APPLICATION IS FOR THE FOLLOWING TENDER:

**Study to inform the development of a project concept note on Financing Climate Smart Landscapes for Building Resilient Livelihoods in Agriculture and Forest Ecosystems in East New Britain and New Ireland Provinces, Papua New Guinea**

*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*

<b>1.</b>	<b>DETAILS</b>		
NAME OF FIRM (if applicable)			
NAME OF PRINCIPAL CONSULTANT /TEAM LEADER AND NATIONALITY			
LIST OTHER PROPOSED PERSONNEL AND NATIONALITIES (if applicable)			
POSTAL ADDRESS		E-MAIL ADDRESS	
TELEPHONE WORK		MOBILE NUMBER	
TELEPHONE HOME		FAX NUMBER	
<b>2.</b>	<b>PROFESSIONAL REFEREES (List at least 3 including the most recent relevant to this job)</b>		
Name	Position	Organisation & Contact Details	
<b>3.</b>	<b>STATE HOW YOU MEET EACH SELECTION CRITERIA</b>		
<b>CRITERIA 1</b>			
<b>Technical Proposal (80%)</b>			
<ul style="list-style-type: none"> <li>i. Proposed methodology to undertake the study.</li> <li>ii. A plan to undertake the study including an outline of the specific deliverables (reference Payment Schedule in the terms of reference) and timelines.</li> <li>iii. Outline of team members' experience in conducting feasibilities or assessments in accordance with donor requirements.</li> <li>iv. Team composition including roles and experience in meeting at a minimum the qualifications outlined in the terms of reference.</li> </ul>			
Attach a detailed Technical Proposal			
<b>CRITERIA 2</b>			
<b>Financial Proposal (20%)</b>			
Financial proposal to outline all costs associated with the undertaking of the study including professional fees, PNG-based travel costs, communications and miscellaneous costs inclusive of all taxes.			
Attach a detailed Financial Proposal			

<b>4.</b>	<b>GENERAL INFORMATION</b>	
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)		
<b>5.</b>	<b>ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT</b>	
<b>6.</b>	<b>HOW DID YOU LEARN ABOUT THIS TENDER?</b>	
<b>7.</b>	<b>CERTIFICATION &amp; AUTHORISATION:</b>	
All information submitted herewith is true and correct. SPREP has the authority to seek verification of any information provided.		
<b>Signature</b>		<b>Date</b>

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

- Curriculum Vitae of all Personnel
- Business Licence
- Any other relevant information to support this tender application.

### **CONFLICT OF INTEREST FORM**

#### **Request for Tender (RFT) – Study to inform the development of a project concept note on Financing Climate Smart Landscapes for Building Resilient Livelihoods in Agriculture and Forest Ecosystems in East New Britain and New Ireland Provinces, Papua New Guinea**

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\_\_\_\_\_