



SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT PROGRAMME

TENDER APPLICATION FORM

RFT: 2021/079

File: AP_3/28/6

THIS APPLICATION IS FOR THE FOLLOWING TENDER:

Green Climate Fund (GCF) Readiness 1, Solomon Islands: Consultancy Firm or Consortium of Consultants to Strengthen the Capacity of the National Designated Authority (NDA) of the Solomon Islands to engage with the Green Climate Fund

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

1. DETAILS			
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	
2. PROFESSIONAL REFEREES (List at least 3 including the most recent relevant to this job)			
Name	Position	Organisation & Contact Details	
3. STATE HOW YOU MEET EACH SELECTION CRITERIA			
CRITERIA 1			
(10%) The tender application form and related technical submission meet all qualifications and work experience requirements as per section 6 of the TOR in Annex A.			
CRITERIA 2			
(10 %) Demonstrate excellent oral and written communication skills, including the ability to prepare high quality written reports and other documents as required in Annex A.			

CRITERIA 3

(10%) Experience in stakeholder engagement, capacity building, communications and training across national and local government, NGO's and the private sector including facilitation of consultation and workshops as required in Annex A.

CRITERIA 4

(30%) Technical Proposal

- a) Preliminary methodology to be used to undertake each of the work packages in accordance with the Terms of Reference in Annex A.
- b) Proposed workplan including scheduled timeframe to complete the deliverables (as outlined in Section 4 of the TOR in Annex A).
- c) Demonstrate in the proposal the ability to deliver a communication strategy and communication materials for the SI NDA as outlined in Annexe A.

Attach a Technical Proposal

CRITERIA 5

(40%) Detailed Financial Proposal (professional fees and associated costs). The cost of travel will be discussed with the winning bidder before a contract can be signed considering the current COVID19 situation.

Attache a detailed Financial proposal

4. 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)

5. ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT

6.	HOW DID YOU LEARN ABOUT THIS TENDER?	
7.	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 of all Personnel
- Business Licence
- Any other relevant information to support this tender application.

CONFLICT OF INTEREST FORM

**Request for Tender (RFT) – Green Climate Fund (GCF) Readiness 1, Solomon Islands:
Consultancy Firm or Consortium of Consultants to Strengthen the Capacity of the National
Designated Authority (NDA) of the Solomon Islands to engage with the Green Climate
Fund**

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 _____