



**SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT
PROGRAMME**

TENDER APPLICATION FORM

RFT: 2022/005

File: AP_6/15

THIS APPLICATION IS FOR THE FOLLOWING TENDER:

Design, Develop, and Deliver a Regional Virtual Vocational Training Program on used oil management, disaster waste management, sustainable financing mechanisms for waste management, and project management

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.

*Failure to do this will mean your application will **not** be considered.*

For the Technical and Financial proposals you may attach these separately.

1. DETAILS			
NAME OF FIRM (if applicable)			
NAME OF PRINCIPAL CONSULTANT			
LIST OTHER PROPOSED PERSONNEL (if applicable)			
NATIONALITY			
POSTAL ADDRESS		E-MAIL ADDRESS	
TELEPHONE WORK		MOBILE NUMBER	
TELEPHONE HOME		FAX NUMBER	
2. ACADEMIC BACKGROUND (PRINCIPAL APPLICANT & PROPOSED PERSONNEL)			
Dates	Institution/Country	Qualification Attained	
3. WORK EXPERIENCE			
Dates	Employer	Position (briefly list core functions)	
4. PROFESSIONAL AFFILIATIONS/AWARDS			
Dates	Organisation	Member/Award Status	

5. PROFESSIONAL REFEREES (List at least 3 including the most recent relevant to this job)		
Name	Position	Organisation & Contact Details
6. STATE HOW YOU MEET EACH SELECTION CRITERIA		
CRITERIA 1		
Experience (Based on the Consultant Capability form) Demonstrated skills and experience of each member of the proposed team (outline for each person) in designing, developing and/or delivering Training Programs (including development of resources) in the 4 thematic areas covered by the tender. Previous experience in the Pacific would be an advantage (20%)		
CRITERIA 2		
Description of how the mission will be carried out and how the training will be conducted to lead to accreditation, including learning duration (how much on-line time, how long expected to completion, etc.) (20%)		
CRITERIA 3		
Description of educational material used (video, articles, etc.), proposed evaluation tools (how many assignments exercises, MCQs, how the final exam will be conducted to evaluate the achievement of the objectives for accreditation) (15%)		
CRITERIA 4		
Organisation and responsibilities of each member of the team, and details of subcontractors to be utilised where required (10%)		
CRITERIA 5		
Proposed overall work plan with ability to complete assignment within Timeframes specified in Terms of Reference, including course development time and course delivery time (15%)		
* full details can be attached separately.		

CRITERIA 6

Financial proposal – Detailed outline of the costs involved in successfully delivering this project (20%)

Complete the Financial proposal form provided

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, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company and being a shell company.

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.	<p>CERTIFICATION & AUTHORISATION: All information submitted herewith is true and correct. SPREP has the authority to seek verification of any information provided.</p> <p>By signing this application form you are indicating your agreement to SPREP’s Standard Terms and Conditions outlined in the Contract for Services (attached). SPREP Standard Contract Terms and Conditions are non-negotiable.</p>	
Signature		Date

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

- Curriculum Vitae – Principal Consultant & Proposed Personnel
- Detailed workplan and schedule of activities
- Detailed Financial Proposal
- Business Licence
- Any other relevant information to support this tender application.

CONFLICT OF INTEREST FORM

Request for Tender (RFT) – Design, Develop, and Deliver a Regional Virtual Vocational Training Program on used oil management, disaster waste management, sustainable financing mechanisms for waste management, and project management

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 _____