



SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT PROGRAMME

TENDER APPLICATION FORM

RFT: 2022/021

File: AP_3/28/5

THIS APPLICATION IS FOR THE FOLLOWING TENDER:

Development of Tuvalu's National Adaptation Plan to advance medium and long-term adaptation planning

*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate the selection criteria is met – DO NOT refer to CVs. Failure to do this will mean the application will **not** be considered.*

1. DETAILS			
NAME OF FIRM (if applicable)			
NAME OF PRINCIPAL CONSULTANT /TEAM LEADER			
LIST OTHER PROPOSED PERSONNEL (if applicable)			
NATIONALITY OF ALL TEAM MEMBERS			
POSTAL ADDRESS OF FIRM		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 Tender)			
Name		Position	Organisation & Contact Details
3. STATE HOW THE FIRM /CONSORTIUM OF CONSULTANTS MEET EACH SELECTION CRITERIA			
3.1 Technical Proposal			
3.1.1	The composition of the Team and their respective specific role(s) and level of engagement (number of days) in the scope of work – 30%		
3.1.2	Summary of each Team member qualification and experience against the terms of reference (All CVs to be attached separately) – 20%		

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3.1.3	Proposed approach and methodology to undertake the activities in the scope of work – 30%
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3.2 Financial Proposal

The financial proposal to outline all costs associated with the undertaking of the scope of work including professional fees (should be costed at a daily rate per team member), international travel, Tuvalu-based travel costs, communications and miscellaneous costs inclusive of all taxes – 20%.
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4. GENERAL INFORMATION	
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Declaration of close relations to any individual who is currently employed at SPREP. Please list name/s and nature of relationship.	
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<p>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.</p>	
<p>Declaration Tenderer (and other proposed personnel) have not been charged with any child related offences</p>	
<p>Discipline Record (list past employment disciplinary cases or criminal convictions, if any)</p>	
<p>5.</p>	<p>ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT</p>
<p>6.</p>	<p>HOW DID YOU LEARN ABOUT THIS TENDER?</p>
<p>7.</p>	<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 /Team Leader and other Team members
- Business licence
- Any other relevant information to support this tender application.

CONFLICT OF INTEREST FORM

Request for Tender (RFT) – Development of Tuvalu’s National Adaptation Plan to advance medium and long-term adaptation planning

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.

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

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

Name, Signature

Date

Title_____