



SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT PROGRAMME

TENDER APPLICATION FORM

RFT: 2022/031

File: AP_3/28/2

THIS APPLICATION IS FOR THE FOLLOWING TENDER:

Provision of consultancy service for the review of the Sarakata flood mitigation guidelines and development of a flood management plan and early warning system

*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 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	
3. WORK EXPERIENCE			
Dates	Employer	Position (briefly list core functions)	
4. PROFESSIONAL AFFILIATIONS/AWARDS			
Dates	Organisation	Member/Award Status	

5.	PROFESSIONAL REFEREES (Provide three references relevant to this tender submission, including the most recent work completed)	
Name	Position	Organisation & Contact Details
6.	STATE HOW YOU MEET EACH SELECTION CRITERIA	
CRITERIA 1 (5%)		
Masters degree in Hydrology, Meteorology, or other related fields.		
CRITERIA 2 (10%)		
At least 10 years of experience in the field of hydrology, meteorology and early warning.		
CRITERIA 3 (15%)		
Demonstrated experience in the review and upgrade of flood management plans and / or early warning systems.		
CRITERIA 4 (10%)		
Demonstrated experience working in the Pacific region on similar projects.		

CRITERIA 5 (25%)

Comprehensive technical proposal responding to the requirements in the terms of reference including the proposed methodology to undertake the services required, and details of relevant experience and qualifications to provide the services.

* full details can be attached separately

CRITERIA 6 (10%)

Demonstrated track record in the production of high-quality reports in English.

CRITERIA 7 (5%)

Must be fluent in English (oral and written communications). French and Bislama language is desirable.

CRITERIA 8 (20%)

The financial proposal is to outline all costs associated with the undertaking of the role including professional fees (daily rate), communications and miscellaneous costs inclusive of all taxes. The financial proposal should also detail travel costs based on one visit to Vanuatu. Tender submission must be in United States Dollars (USD).

* full details can be attached separately

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.	CERTIFICATION & AUTHORISATION: All information submitted herewith is true and correct. SPREP has the authority to seek verification of any information provided. By signing this application form you are indicating your agreement to SPREP's Standard Terms and Conditions outlined in the Contract for Services (attached).
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 3/28/2: Provision of consultancy service for the review of the Sarakata flood mitigation guidelines and development of a flood management plan and early warning system

☐ 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 _____