SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT PROGRAMME

TENDER APPLICATION FORM

RFT: WRP-2026-024
File: AP_3/39

THIS APPLICATION IS FOR THE FOLLOWING TENDER:
Procurement of Generator for the Regional Specialised Meteorological Centre (RSMC), Nadi, Fiji

*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

Technical compliance and quality of proposed equipment (60%)

***full components outlined in Annex A**

CRITERIA 2

Experience, references, and programme delivery (10%)

***full components outlined in Annex A**

CRITERIA 3

Warranty, after-sales support and local service capability (10%)

***full components outlined in Annex A**

CRITERIA 4

Financial Proposal – provide a detailed outline of the costs involved in successfully delivering this project submitted in FJD Dollars (FJD) and inclusive of all associated taxes. (20%)

****full components outlined in Annex B***

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
- Annex A
- Annex B
- Business Licence
- Conflict of Interest Form
- Any other relevant information to support this tender application.