

# REQUEST FOR PROPOSAL (RFP)

## FOR SERVICES

<b>Project Title:</b>	Assessment of the The Pacific Public Health Surveillance Network (PPHSN)
<b>Nature of the services</b>	Conduct an assessment and evaluation of the PPHSN and its six services through the project Improving Health Security Towards Resiliency in the Pacific
<b>Location:</b>	Any location with travel to PICTs
<b>Date of issue:</b>	12/08/2022
<b>Closing Date:</b>	9/09/2022
<b>SPC Reference:</b>	RFP22-3832

## Contents

<b>PART 1: INTRODUCTION</b>	<b>3</b>
1.1 ABOUT THE PACIFIC COMMUNITY (SPC)	3
1.2 SPC'S PROCUREMENT ACTIVITIES	3
1.3 SPC'S REQUEST FOR PROPOSAL (RFP) PROCESS	3
<b>PART 2: INSTRUCTIONS TO BIDDERS</b>	<b>4</b>
2.1 BACKGROUND	4
2.2 SUBMISSION INSTRUCTIONS	4
2.3 CLARIFICATIONS	5
2.4 EVALUATION	5
2.5 CONTRACT AWARD	5
2.6 KEY DATES	5
2.7 LEGAL AND COMPLIANCE	6
2.8 COMPLAINTS PROCESS	7
<b>PART 3: TERMS OF REFERENCE</b>	<b>8</b>
<b>SPECIFIC OBJECTIVES</b>	<b>9</b>
III. EXPECTED OUTPUTS	9
CONTRACT PARAMETERS	10
<b>PART 4: PROPOSAL EVALUATION MATRIX</b>	<b>12</b>
4.1 EVALUATION CRITERIA & SCORE WEIGHT	12
4.2 FINANCIAL EVALUATION	13
<b>PART 5: PROPOSAL SUBMISSION FORMS</b>	<b>14</b>
<b>ANNEX 1: BIDDER'S LETTER OF APPLICATION</b>	<b>14</b>
<b>ANNEX 2: CONFLICT OF INTEREST DECLARATION</b>	<b>15</b>
What is a conflict of interest?	15
Always declare a conflict	15
Declaration at any time	15
Declaration for any person involved	15
Failure	15
<b>ANNEX 3: INFORMATION ABOUT THE BIDDER AND DUE DILIGENCE</b>	<b>17</b>
VENDOR INFORMATION	17
DUE DILIGENCE	17
SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)	18
<b>ANNEX 4: TECHNICAL PROPOSAL SUBMISSION FORM</b>	<b>20</b>
<b>ANNEX 5: FINANCIAL PROPOSAL SUBMISSION FORM</b>	<b>22</b>

## Part 1: INTRODUCTION

### 1.1 About the Pacific Community (SPC)

The Pacific Community (SPC) is the principal scientific and technical organisation of the Pacific region, established by treaty in 1947 with the signing of the Agreement Establishing the South Pacific Commission (the Canberra Agreement).

SPC has our headquarters in Noumea, New Caledonia and has regional offices in Fiji, the Federated States of Micronesia and Vanuatu, as well as an office in France. SPC works across the Pacific and has staff in nearly all of our Pacific Island Country and Territory members.

SPC works for the well-being of Pacific people through the effective and innovative application of science and knowledge and is guided by a deep understanding of Pacific Island contexts and cultures. Our unique organisation covers more than 20 sectors and is renowned for knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience and conservation of plant genetic resources for food security.

For more information about SPC and the work that we do, please visit our website: <https://www.spc.int/>.

### 1.2 SPC's procurement activities

SPC's procurement activities are guided by the principles of high ethical standards, value for money, open competition and social and environmental responsibility and are carried out under our Procurement Policy.

SPC's *Procurement Policy* provides the framework for ensuring that SPC obtains the best value for its purchases, in terms of both cost and quality; demonstrates financial probity and accountability to its members and development partners; manages and prevents the potential for conflicts of interest; reduces its environmental impact and manages any other risks.

At SPC, all procurement follows the same main steps: planning; statement of needs; requisition; solicitation; evaluation; award; receipt; and payment. Different procedures apply depending on the value of the goods, services and works to be procured.

For further information or enquiries about SPC's procurement activities, please visit the procurement pages on our website: <https://www.spc.int/procurement> or email: [procurement@spc.int](mailto:procurement@spc.int).

### 1.3 SPC's Request for Proposal (RFP) Process

At SPC, procurement valued at more than EUR 45,000 must be advertised through a Request for Proposal (RFP) with any bids received evaluated by SPC's Procurement Committee to determine the offer that provides the best value for money.

This RFP sets out SPC's requirements and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information. The RFP contains detailed instructions and templates to enable you to submit a compliant bid. It sets out the overall timetable; it confirms the evaluation criteria that SPC will use to evaluate quotations; it explains the administrative arrangements for the receipt of the bids; and it sets out how bidders can request further information.

Your participation confirms your acceptance of SPC's conditions of participation in the RFP process.

## Part 2: INSTRUCTIONS TO BIDDERS

### 2.1 Background

SPC invites you to submit a bid to deliver the services as specified in [Part 3](#).

SPC has advertised this RFP on its website and may send it directly to potential vendors. The same specifications, submission and other solicitation requirements will be provided to all vendors.

SPC has compiled these instructions to guide prospective bidders and to ensure that all bidders are given equal and fair consideration.

Please read the instructions carefully before submitting your bid. For your bid to be considered, you must provide all the prescribed information by the closing date and in the format specified.

### 2.2 Submission instructions

Your submission must be clear, concise and complete and should only include information that is necessary to respond effectively to this RFP. Please note that you may be marked down or excluded from the procurement exercise if your submission contains any ambiguities or lacks clarity.

Your proposal must include the following documents (annexes of [Part 5](#) of the RFP):

- a) Bidder's Letter of Application (Annex 1);
- b) Conflict of Interest Declaration (Annex 2);
- c) Information about the bidder and Due diligence (Annex 3);
- d) Technical proposal submission form (Annex 4);
  - a. CVs of each team member,
  - b. Example of work,
  - c. General proposed methodology of the assessment,
  - d. Any other relevant document.
- e) Financial proposal submission form (Annex 5).

Your proposal must be submitted in **two separate emails**.

You must submit your **Technical proposal** (Annexes 1 to 4 and all their supporting documents) in English as an attachment to one email. No financial information may appear in the technical proposal.

You must submit your **Financial proposal** (Annex 5) in a separate email. All prices in the proposal must be presented in \_EUROS. Your Financial proposal is to be password protected. SPC will request the password in the event that it is required.

Both emails are to be sent to [procurement@spc.int](mailto:procurement@spc.int) with the subject line of your email as: **Submission RFP22-3832 – PHD - Assessment of the PPHSN**.

Your proposal must be received no later than **9/09/2022 by 4:00 PM Noumea Time**. Only one bid per bidder is permitted.

SPC will send a formal acknowledgement to each proposal received before the deadline.

SPC reserves the right to exclude from consideration any proposal not received by the deadline, with incomplete information or in incorrect form.

### 2.3 Clarifications

You may submit questions or seek clarifications on any issue relating to this RFP. The questions are to be submitted in writing to [procurement@spc.int](mailto:procurement@spc.int) with the subject line: **Clarification** RFP22-3832 – PHD - Assessment of the PPHSN. The deadline for submission of clarifications is **2/09/2022** by **4:00 PM Noumea Time**.

Details will be kept of any communications between SPC and bidders. This assists SPC to ensure transparency of the procurement process. While SPC prefers written communication in the RFP process, at any point where there is phone call or other conversation, SPC will keep a record or a file note of the exchange with prospective bidders.

### 2.4 Evaluation

#### Validity

Each proposal will be assessed for compliance with the submission requirements by the Bids Opening Committee. At this stage, basic due diligence will also be undertaken.

To assist in the examination, evaluation and comparison of proposals, SPC may ask the bidder for clarification of its proposal or additional information. The request for clarification will be in writing.

#### Technical

All valid proposals will be assessed against the technical evaluation criteria set out in Part 4. The criteria are provided with weighted scores according to the relative importance of each. SPC will not change the evaluation criteria set out in the RFP at any stage of the procurement process. Any changes in the evaluation criteria will result in the RFP process being re-issued.

Bidders are expected to familiarise themselves with local conditions and take these into account in preparing their proposal. Where minimum qualifications are set as specific evaluation criteria, these could include educational qualification, professional accreditation or certification, licensing, experience and expertise.

#### Financial

Any bids that pass the minimum technical evaluation requirements will pass onto financial evaluation.

During the financial evaluation, if there is a discrepancy between the unit price and the total price, the lower price shall prevail. If there is a discrepancy between words and figures the amount in words will prevail.

The total cost of the proposal is to be inclusive of any taxes and is not subject to revision.

### 2.5 Contract award

SPC may award the contract once the Procurement Committee has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be the most responsive to the RFP documents, provide the best value for money and best serve the interests of SPC.

SPC's [General Terms and Conditions of Contract](#) will apply to any contracts awarded under this RFP, unless otherwise agreed. Any requested changes to the General Terms and Conditions of Contract must be foreshadowed in the submission.

The award of the contract will be made by contract signed and dated by both parties.

### 2.6 Key dates

Please see the proposed procurement timetable in the table below. This timetable is intended as a guide only and while SPC does not intend to depart from the timetable, it reserves the right to do so at any stage.

STAGE	DATE
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<b>RFP advertised</b>	12/08/2022
<b>Deadline for seeking clarification</b>	2/09/2022
<b>RFP Closing Date</b>	9/09/2022

## 2.7 Legal and compliance

**Child and vulnerable adult protection:** SPC is committed to the well-being of children and vulnerable adults. All SPC contractors are required to commit to the principles of SPC's Child and Vulnerable Adult Protection Policy ([XI.G Manual of Staff Policies](#)). Breach of this requirement can result in SPC terminating any contract with a successful bidder. Any allegations of potential misconduct in relation to this RFP involving children or vulnerable adults should be sent to [complaints@spc.int](mailto:complaints@spc.int).

**Confidentiality:** Unless otherwise agreed by SPC in advance or where the contents of the RFP are already in the public domain when **shared** with the bidder, bidders shall at all times treat the contents of the RFP and any related documents as confidential. SPC will also treat the information it receives from the bidders as confidential.

**Conflict of interest:** Bidders must take all necessary measures to prevent any situation of conflict of interest. You must notify SPC in writing as soon as possible of any situation that could constitute a conflict of interest during the RFP process. If you have any familial connection with SPC staff, this must be declared, and approval will then be sought for you to engage in the RFP process. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder.

**Cost of preparation of quotations:** Under no circumstances will SPC be liable for any proposal submission costs, expenditure, work or effort that you may incur in relation to your provision of a proposal (including if the procurement process is terminated or amended by SPC).

**Currency, validity, duties, taxes:** Unless specifically otherwise requested, all proposals should be in EUROs\_ and must be net of any direct or indirect taxes and duties and shall remain valid for 120 days from the closing date. The successful bidder is bound by their proposal for a further 60 days following notification they are the preferred bidder so that the contract may be awarded. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during this period.

**Eligibility:** Bidders are required to disclose to SPC whether they are subject to any sanction or temporary suspension imposed by any international organisation, or whether they are subject to bankruptcy proceedings. You may not be bankrupt or suspended, debarred, or otherwise identified as ineligible by any international organisation. Failure to disclose such information may result in debarment and termination of any contract issued to the bidder by SPC.

**Fraud and corruption:** SPC has zero tolerance for fraud and corruption. All contractors have an obligation to report potential fraud and corruption. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder. Allegations of potential misconduct by an SPC staff member or contractor involving fraud or corruption can be sent to [complaints@spc.int](mailto:complaints@spc.int).

**Good faith:** The information in this RFP is provided by SPC in good faith. No representation, warranty, assurance or undertaking (express or implied) is or will be made, and no responsibility or liability will be accepted by SPC in relation to the adequacy, accuracy, completeness or reasonableness of this RFP or any information provided by SPC in relation to this RFP.

**Modifications:** Any clarifications, corrections or modifications will be published on the SPC website prior to deadline. In the event a bidder has submitted a bid before the clarification, correction or modification, the bidder will be informed and may modify the bid. The modified bid will still need to be received before the deadline.

**No offer of contract or invitation to contract:** This RFP is not an offer to contract or an invitation by SPC to enter into a contract with you.

**Privacy:** The bidder is to comply with the requirements of applicable legislation and regulatory requirements in force for the use of personal data that is disclosed for the purposes of this RFP. SPC will handle any personal information it receives under the RFP in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

**Right to amend, seek clarity, withdraw, not award:** SPC reserves the right to: (1) amend, add to or withdraw all or any part of this RFP at any time, or to re-invite bids on the same or any alternative basis; (2) seek clarification or documents in respect of any bidder's submission; (3) choose not to award a contract as a result of this RFP; (4) make whatever changes it sees fit to the timetable, structure or content of the procurement process, depending on approvals processes or for any other reason. Please note that while SPC will not change the evaluation criteria set out in the RFP without the RFP process being re-issued, SPC does reserve the right at the time of award of contract to vary the quantity of services and goods specified in the RFP and to accept or reject any proposal at any time prior to award of the contract without incurring any liability to the affected bidder or any obligation to inform the affected bidder/s of the grounds for SPC's action.

**Right to disqualify:** SPC reserves the right to disqualify: (1) any bidder that does not submit a proposal in accordance with the instructions in this RFP; (2) any bidder that misrepresents information to SPC; (3) any bidder that directly or indirectly canvasses any SPC employee concerning the award of a contract.

**Use of material:** Bidders shall not use the contents of the RFP or any related material for any purpose other than for the purpose of considering submitting, or submitting, a bid to SPC.

**Warranty, representation, assurance, undertaking:** The bidder acknowledges and agrees that no person has any authority to give any warranty, representation, assurance or undertaking on behalf of SPC in connection with any contract which may (or may not) follow on from this RFP process.

## 2.8 Complaints process

Bidders that consider they were not treated fairly during any SPC procurement process may lodge a protest. The protest should be addressed to [complaints@spc.int](mailto:complaints@spc.int). The bidder must provide the following information: (1) full contact details; (2) details of the relevant procurement; (3) reasons for the protest, including how the alleged behaviour negatively impacted the bidder; (4) copies of any documents supporting grounds for protest; (5) the relief that is sought.

## Part 3: Terms of Reference

### Project Title: Assessment of the The Pacific Public Health Surveillance Network (PPHSN)

#### A. Background/ context

The Pacific Public Health Surveillance Network (PPHSN) is a voluntary network of countries and organisations dedicated to the promotion of public health surveillance and appropriate response to the health challenges of 22 Pacific Island countries and territories. Created in 1996 under the joint auspices of the Pacific Community (SPC) and the World Health Organization (WHO), PPHSN's goal is to strengthen disease surveillance and the timely detection and coordinated response to disease outbreaks at national and regional levels. The core members of the PPHSN are the Departments and Ministries of Health of the Pacific Island Countries and Territories (PICTs); the allied members of the PPHSN comprise regional training institutions, agencies, laboratories, and other organizations or networks with an interest in public health surveillance in the region, who chose to be a PPHSN member. To achieve its goal, PPHSN established a support system of six networking services namely:

- i) EpiNet for preparedness and response,
- ii) LabNet for disease verification and identification,
- iii) Pacific Syndromic Surveillance System (PSSS) for outbreak detection,
- iv) PacNet for alert and communication,
- v) PICNet for infection prevention and control, and
- vi) Strengthening Health Interventions in the Pacific (SHIP) – Data for Decision Making (DDM) for capacity building.

There are five development strategies based on the Strategic Framework 2003-2006 supporting these networks:

- 1) harmonization of surveillance data and development of appropriate surveillance systems,
- 2) publication and dissemination of timely, accurate, and relevant information,
- 3) training in applied epidemiology and public health surveillance,
- 4) extension of the electronic communication network to new partners, services and other public health networks, and
- 5) development of relevant and cost-effective computer applications.

In 2020, the onset of the COVID-19 pandemic highlighted both the strengths and the vulnerabilities of PPHSN in supporting Pacific Island countries and territories (PICTs) in preparedness and responding to the pandemic. The strengths included an existing alert and communication platform linking all countries that facilitated timely surveillance and alert information to be shared. This enabled countries to have a panoramic view of the pandemic spread within the region. Additionally, the existing laboratory network provided the platform to build better testing capabilities of countries through enhancements of PCR capabilities and having access for referral of samples for whole genomic sequencing.

The vulnerabilities highlighted the need to strengthen the public health systems and services in the Pacific. Points of entry and border control measures were the major response actions of PICTs. However, no PPHSN service was looking into border control process, protocols, and policies. Infection Prevention and Control (IPC) was also a major concern during this period. PICTs sought technical guidance in setting-up isolation and quarantine facilities as well as guidelines on environmental cleaning and use of PPEs. PICTs also requested guidance on organizing contact tracing teams and training for contact tracing. Although PPHSN responded to PICTs requests for technical assistance, the response was fractional and not in a holistic and coordinated approach. The enormous impact of COVID-19 exposed the shortcomings in the current PPHSN services as well as the weaknesses and gaps in the governance and its coordinating role for preparedness and response



to emerging and re-emerging public health threats henceforth the health security framework of the region.

Through the Agence Française de Développement grant – **Strengthening the Capacities of the Pacific Public Health Surveillance Network** and US State Department project - **Improving Health Security Towards Resiliency in the Pacific**, an assessment and evaluation of the PPHSN and its six services will be conducted. The activity will (i) review the status of each of the six networking services before the COVID-19 pandemic, (ii) assess the regional and national governance and coordination capacities in surveillance and preparedness and response during health emergencies (outbreak/pandemic and disasters), iii) evaluate the achievement of the goal of PPHSN through the six services and (iv) document the lessons learned during the COVID-19 pandemic. The results of the assessment and evaluation will be used to facilitate the updating of the PPHSN's 2003-2006 Strategic Framework and the drafting of the 2022-2026 Strategic Plan as it shifts from a service network to a health security network for the Pacific.

## **B. Scope of services**

The Pacific Community (SPC) seeks the services of technical assistance provider to conduct an evaluation of the Pacific Public Health Surveillance Network services and strategies implemented during the last 15 years. The goal of the evaluation is to determine the impact of the PPHSN services and strategies on the health information system, public health surveillance and outbreak response in the Pacific at both the country and regional levels. Additionally, to assess how PPHSN has contributed to regional health security and how it has contributed to the achievement of IHR 2005 core capacities at country level. The evaluation results are intended to guide the updating of the PPHSN strategic plan for the coming years.

The appointed consultant will be expected to make available a team of at least 3 consultants to work on the project. Submission of details of the consultants working on the project will be required (CV...).

## **Specific Objectives**

1. To evaluate the performance and impact of PPHSN strategies and services for the last 15 years in relation to the implementation of the 2003-2006 Strategic components (goals, objectives, strategies and expected outcome);
2. To assess the current governance and coordination structure of PPHSN, including what constitute an effective member of the PPHSN-CB, and how they can be aligned to changing regional health architecture;
3. To assess the current governance and coordination structure of countries in relation to surveillance, infection prevention and control and response to health emergencies (disease outbreaks);
4. To assess the current role of PPHSN in support of regional health security and of attainment of IHR 2005 core capacities by countries; and
5. To make recommendations on key focus areas to be included in the PPHSN Strategic Plan, its linkage to the PaHSec Coordination Plan including approaches for integrating the three priorities for health security in the Pacific, i.e. CDs, NCDs and climate change in achieving the Healthy Islands vision and indicators related to the Healthy Islands M&E Framework and the SDGs.

## **C. Expected Outputs**

- Inception Report with detailed evaluation plan, methodology and timelines of the assessment.

- Final PPHSN evaluation tools and method of analysis.
- Detailed evaluation report with summary of findings, including results, feedback on performance and implementation, and recommendations for the way forward.
  - a. Debriefing with initial findings.
  - b. Draft final report: A print ready revised report, incorporating the comments and suggestions from member countries, key stakeholders and SPC will be submitted no later than October 2022. The final report is to be accompanied by all documents collected including raw data and submitted no later than 15 December 2022.
- Presentation during PPHSN meeting (including power-point material and a summary sheet).

#### **D. Reporting and contracting arrangements**

The team of consultants will be responsible to Berlin Kafoa, Director of Public Health Division, SPC.

#### **Contract parameters**

The Surveillance, Preparedness and Response Programme will coordinate and manage the evaluation team and will undertake the following specific responsibilities throughout the assignment:

1. Hire the assessment team.
2. Make logistical arrangements for the assessment team, including travel, lodging and communications.
3. Provide over-all technical leadership and direction for the assessors throughout the assignment and will provide assistance with the following tasks:
  - a. TOR: respond to queries about the Terms of Reference and the assignment at large.
  - b. Documents: Identify and prioritize background materials for the assessment team and provide them, preferably in electronic form, at least a week leading to the inception of the assignment.
  - c. Site visit preparations: provide a list of key contacts, and suggested length of visit for use in planning country travel and realistic estimate of travel costs.

#### **E. Timelines**

The team of consultants will work for 60 days for this engagement.

#### **F. Duty Station**

The team of consultants will work partly remotely from their country of residence with travel to PICTs based on the methodology and Pacific Community office as needed.

#### **G. Skills and qualifications**

The team of consultants will be engaged with expertise in:

1. Evaluation of networks and public health information and surveillance systems;
2. Public health surveillance, response and disease control including CDs, NCDs and health security at national, regional and international levels and in running of regional networks and information and communication technology;
3. Human resource development and strategic planning in resource constrained settings;

4. Laboratory specialist with wide experience in laboratory surveillance and laboratory quality management systems, and microbiology strengthening.
5. Infection prevention and control and antimicrobial resistance surveillance.

#### **H. Scope of Bid Price and Schedule of Payments**

The consultant will be paid in tranches upon submission of deliverables as shown in the table below. As the work is work from home, the cost reflects his professional fees and no other costs included in it.

<b>Milestones/Outputs</b>	<b>% Payment</b>
Submission of inception report	20%
Submission of the tools to be used for the assessment and method of analysis	30%
Submission of draft result of the assessment	20%
Submission of the final assessment result and presentation of result	30%
<b>TOTAL</b>	<b>100%</b>

## Part 4: PROPOSAL EVALUATION MATRIX

### 4.1 Evaluation criteria & Score Weight

A two-stage procedure will be utilised to evaluate the proposals, with evaluation of the technical proposal being completed prior to any financial proposal being opened and compared.

The competencies which will be evaluated are detailed in [Part 3](#).

The evaluation matrix below also reflects the obtainable score specified for each evaluation criterion (technical requirement) which indicates the relative significance or weight of the items in the overall evaluation process.

The technical component, which has a total possible value of 700 points, will be evaluated using the following criteria.

Evaluation criteria	Score Weight (%)	Points obtainable
<b>Technical requirement 1</b>		
At least 10 years of relevant professional work experience in the areas of the different service network and program evaluation (e.g., M&E, program/project evaluations, organizational assessments, laboratory, infection prevention and control).	25%	175
Have completed within the agreed timeframe and budget at least three assessment and evaluation assignments as the lead. (Provide samples of previous assignments)	15%	105
<b>Technical requirement 2</b>		
Experience working and has a deep understanding of the key issues, culture/religion within the Pacific region.	25%	175
Knowledge of PPHSN is a plus.	15%	105
<b>Technical requirement 3</b>		
Ability to effectively reach out and communicate to target/key audience to draw out lessons learned and provide forward looking improvements or recommendations in performing the assignment. (Provide samples of previous communication supports)	20%	210
<b>Total Score</b>	<b>100%</b>	<b>700</b>
<b>Qualification score</b>	<b>70%</b>	<b>490</b>

## **4.2 Financial evaluation**

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the services and financial incentives and benefits provided to SPC. The lowest financial proposal will be awarded maximum 300 points and other financial offers and incentives will be awarded points as per the formula below:

$$\text{Financial Proposal score} = (\text{Lowest Price} / \text{Price under consideration}) \times 300$$

## Part 5: PROPOSAL SUBMISSION FORMS

### Annex 1: BIDDER'S LETTER OF APPLICATION

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services for the sum as may be ascertained in accordance with the Financial Proposal attached herewith and made part of this proposal.

We acknowledge that:

- SPC may exercise any of its rights set out in the Request for Proposal documents, at any time;
- The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
- The Request for Proposal documents are a summary only of SPC's requirements and is not intended to be a comprehensive description of them;
- Neither the lodgement of the Request for Proposal documents nor the acceptance of any tender nor any agreement made subsequent to the Request for Proposal documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the Request for Proposal documents, or since the date as at which any information contained in the Request for Proposal documents is stated to be applicable;
- Excepted as required by law and only to the extent so required, neither SPC, nor its respective officers, employees, advisers or agents will in any way be liable to any person or body for any loss, damage, cost or expense of any nature arising in any way out of or in connection with any representations, opinions, projections, forecasts or other statements, actual or implied, contained in or omitted from the Request for Proposal documents.

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded on the basis of the Technical and Financial Components proposed.

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the Bidder's representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

## Annex 2: CONFLICT OF INTEREST DECLARATION

### INSTRUCTIONS TO BIDDERS

#### What is a conflict of interest?

A conflict of interest may arise from economic or commercial interests, political, trade union or national affinities, family, cultural or sentimental ties, or **any other type of relationship or common interest between the bidder and any person connected with the contracting authority** (SPC staff member, consultant or any other expert or collaborator mandated by SPC).

#### Always declare a conflict

The existence of a potential or apparent conflict of interest does not necessarily prevent the bidder concerned from taking part in a tender process. **However, the declaration of the existence of such a conflict by the persons concerned is essential and allows SPC to take appropriate measures to mitigate it and prevent the associated risks.**

Bidders are therefore invited to declare any situation, fact or link which, to their knowledge, could generate a real, potential or apparent conflict of interest.

#### Declaration at any time

Conflicts of interest may arise at any time during the procurement process or the implementation of a contract (e.g. new partner in the project) or as a result of a change in personal life (e.g. marriage, inheritance, financial transaction, creation of a company). If such a relationship is found and could be perceived by a reasonable person as likely to influence a decision, a declaration of the situation is necessary. In case of doubt, a conflict situation must be declared.

#### Declaration for any person involved

A declaration must be completed for each person involved in the tender (principal representative of the bidder, possible subcontractors, consultant, etc.)

#### Failure

Failing to declare a potential conflict of interest may result in the bidder being refused a contract or placed on SPC's list of non-responsible suppliers.

## DECLARATION

I, the undersigned, *[name of the representative of the Bidder]*, acting in the name and on behalf of the company *[name of the company]*, declare that:

<input type="checkbox"/>	To my knowledge, I am not in a conflict-of-interest situation
<input type="checkbox"/>	There is a potential conflict of interest with regard to my <i>[Choose an item]</i> . relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned</i> , although, to the best of my knowledge, this person is not directly or indirectly involved in any stage of the procurement process
<input type="checkbox"/>	I may be in a conflict of interest with regard to my <i>[Choose an item]</i> relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned</i> , as this person is, to the best of my knowledge, directly or indirectly linked to the procurement process
<input type="checkbox"/>	To my knowledge, there is another situation that could potentially constitute a conflict of interest: <i>[Describe the situation that may constitute a conflict of interest]</i>

In addition, I undertake to:

- declare, without delay, to SPC any situation that constitutes a potential conflict of interest or is likely to lead to a conflict-of-interest;
- not to grant, seek, obtain or accept any advantage, whether financial or in kind, to or from any person where such advantage constitutes an unfair practice or an attempt at fraud or corruption, directly or indirectly, or constitutes a gratuity or reward related to the award of the contract;
- to provide accurate, truthful and complete information to SPC in connection with this procurement process.

I acknowledge that I and/or my company and/or my business partners who are jointly and severally bidding on the **RFP 22-3832** may be subject to sanctions such as being placed on SPC's list of non-responsible vendors, if it is established that false statements have been made or false information has been provided.

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*



### Annex 3: INFORMATION ABOUT THE BIDDER AND DUE DILIGENCE

Please complete the following questionnaire and provide supporting documents where applicable.

VENDOR INFORMATION			
Are you already registered as an SPC vendor?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', please complete the form. If 'Yes', do you have any information to update?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please complete the form. If 'No', sign directly the form without completing it			
<b>1. Please provide information related to your entity.</b>			
Company name	<i>[Enter company name]</i>	Address	<i>[Enter address]</i>
Director/CEO	<i>[Enter name of the executive person]</i>	Position	<i>[Enter position of the executive person]</i>
Business Registration/License number	<i>[Enter company registration/license number (or tax number)]</i>		
Date of business registration	<i>[Enter date of business registration]</i>		
Country of business registration	<i>[Enter country of business registration]</i>		
<b>Status of the entity:</b>			
<input type="checkbox"/> For-profit entity (company), <input type="checkbox"/> NGO, <input type="checkbox"/> International organisation, <input type="checkbox"/> Government body, <input type="checkbox"/> University, <input type="checkbox"/> Association, <input type="checkbox"/> Research Institute, <input type="checkbox"/> Other: <i>[insert details]</i>			
<b>2. Please provide the following documents (or any other relevant documents according to your national legislation) to verify the legal existence of the entity, the authority of its officer and proof of its address:</b>			
<input type="checkbox"/> Evidence of the power of attorney or board resolution granted to the officer to transact business on its behalf or any other document delegating authority <input type="checkbox"/> Certificate of business registration/license <input type="checkbox"/> Memorandum, Articles or Statutes of Association <input type="checkbox"/> Telephone or electricity bill in the name of the entity <input type="checkbox"/> Bank statement bearing the name of the entity			
<b>3. How many employees does your company and its subsidiaries have?</b>		<i>[provide answer]</i>	
<b>4. Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>5. If 'no', what type of business insurance do you have?</b>		<i>[provide answer]</i>	
<b>6. Are you up to date with your tax and social security payment obligations?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>7. Is your entity regulated by a national authority?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If you answered 'yes', please specify the name:</i>		<i>[Insert name of the national regulation authority]</i>	
<b>8. Is your entity a publicly held company?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>9. Does your entity have a publicly available annual report?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Please send SPC your audited financial statement from the last 3 financial years if available</i>			

DUE DILIGENCE			
<b>10. Does your entity have foreign branches and/or subsidiaries?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If you answered 'yes' to the previous question, please confirm the branches.</i>			
• Head Office & domestic branches		<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Domestic subsidiaries		<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Overseas branches		<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Overseas subsidiaries		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>11. Does your entity provide financial services to customers determined to be high risk including but not</b>			

<b>limited to:</b>					
Foreign Financial Institutions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Casinos	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cash Intensive Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Foreign Government Entities	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Non-Resident Individuals	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Money Service Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Other, please provide details:			[Provide details]		
<b>12.If you answered 'yes' to any of the boxes in question 11, does your entity's policies and procedures specifically outline how to mitigate the potential risks associated with these higher risk customer types?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'yes', please explain how:			[Provide explanation]		
<b>13.Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect fraud, corruption, money laundering or terrorist financing activities?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'yes', please send SPC your policy in English.					
<b>14.Does your entity have an officer responsible for anti-corruption, or anti-money laundering and counter-terrorism financing policy?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please state that officer's contact details:			[Insert name and contact details of your officer in charge]		
If 'no', what process does your entity have in place to prevent and detect money laundering or terrorist financing activities?				[provide answer]	
<b>15.Has your entity or any affiliated entity ever filed for bankruptcy?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>16.Have any of the entity's current or former directors or CEO filed for bankruptcy?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>17.Has your entity ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of any laws or regulations, including those relating to money laundering or terrorism financing?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'yes', please provide details:			[Provide details]		
<b>18.Has the director or CEO of your entity ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of any laws or regulations, including those relating to money laundering or terrorism financing?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'yes', please provide details:			[Provide details]		

## SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)

<b>19.Does your entity have a written policy, controls and procedures to implement its Social and Environmental Responsibility (SER) commitments?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please send SPC your policy in English.					
<b>Does your Policy cover the followings?</b>					
<input type="checkbox"/> Child protection <input type="checkbox"/> Human rights <input type="checkbox"/> Gender equality <input type="checkbox"/> Social inclusion <input type="checkbox"/> Sexual harassment, abuse or exploitation <input type="checkbox"/> Environmental responsibility					
Please, outline the major actions you have undertaken in these areas:			[provide answer]		
<b>20.Does your entity have an officer responsible for Social and Environmental Responsibility (SER)?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please state that officer's contact details:			[Insert name and contact details of your officer in charge]		
If 'no', what process does your entity have in place to ensure your social and environmental responsibility?				[provide answer]	

I declare that the particulars given herein above are true, correct and complete to the best of my knowledge, and the documents submitted in support of this form are genuine and obtained legally from the respective issuing authority.

I declare that none of the funds received or to be received by my company will be used for criminal activities, including financing terrorism or money laundering.

By sending this declaration to SPC, I agree that my business and personal information may be used by SPC for due diligence purposes. I also understand and accept that SPC will treat any personal information it receives in connection with my proposal in accordance with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

## Annex 4: TECHNICAL PROPOSAL SUBMISSION FORM

Technical Requirements	
Evaluation criteria	Response by Bidder
<b>Experience and specified personnel/sub-contractors</b>	
<b>Experience:</b>	<b>Experience:</b>
	<i>[insert details of relevant experience]</i>
	<b>Details for three references:</b>
	1. Client's name: <i>[insert name of client 1]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	2. Client's name: <i>[insert name of client 2]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	3. Client's name: <i>[insert name of client 3]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
Value contract: <i>[insert value of contract]</i>	
<b>Personnel:</b>	<b>Details about personnel/sub-contractors</b>
	Manager's experience: <i>[insert details about manager's experience]</i>
	Consultants' experience: <i>[insert details about consultants' experience]</i>
<b>Technical requirement 1:</b>	
At least 10 years of relevant professional work experience in the areas of the different service network and program evaluation (e.g., M&E, program/project evaluations, organizational assessments, laboratory, infection prevention and control).  Have completed within the agreed timeframe and budget at least three assessment and evaluation assignments as the lead. (Provide samples of previous assignments)	<i>[Bidder's answer]</i>
<b>Technical requirement 2:</b>	
Experience working and has a deep understanding of the key issues, culture/religion within the Pacific region.  Knowledge of PPHSN is a plus.	<i>[Bidder's answer]</i>
<b>Technical requirement 3:</b>	
Ability to effectively reach out and communicate to target/key audience to draw out lessons learned and provide forward looking improvements or recommendations in performing the assignment.	<i>[Bidder's answer]</i>

(Provide samples of previous communication supports)	
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Your technical proposal must also include:

- a. CVs of each team member,
- b. Example of work,
- c. General proposed methodology of the assessment.
- d. Any other relevant document.

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

## Annex 5: FINANCIAL PROPOSAL SUBMISSION FORM

### INSTRUCTIONS TO BIDDERS

In their financial proposal, bidders should detail as much as possible the price requested in response to the technical specifications.

Wherever possible, this should be stated as a lump sum and then as a total amount (e.g. lump sum can be: daily rate for a consultant, a project manager, a developer, a scientist, lump sum for the organisation of an event, price of a consultation and total amount can be: number of days of drafting required to produce the report, number of meetings required, number of conferences, workshops, etc.).

Good detail in their financial proposal helps bidders to give clarity and transparency to their proposal and makes it easier for SPC to score the proposals received.

The contract to be concluded with the selected bidder must mention all the costs incurred for the execution of the assignment entrusted to him. No additional costs can be claimed from SPC after the contract has been signed. Bidders must mention in their financial proposal all additional costs foreseen for the execution of the contract (material, equipment, travel, etc.). These costs will either be included in their fees, paid or reimbursed by SPC upon presentation of supporting documents. In any case, they must be estimated by the bidder in its financial proposal and will form an integral part of SPC's evaluation of proposals.

Bidders must also mention any special conditions relating to the amount of their proposal or the terms of payment.

The financial proposal must be submitted in accordance with the applicable legislation. However, the final amount of the awarded contract may be paid to the successful bidder inclusive or exclusive of taxes, depending on the tax exemptions enjoyed by SPC as an intergovernmental organisation in its member countries and territories.

The following form is given as an indication, the bidder may submit its financial proposal to SPC in another format, provided that it complies with the instructions detailed in this RFP.

## BIDDER'S FINANCIAL PROPOSAL – SERVICES

Services description	Total Amount EUR
Assessment of the The Pacific Public Health Surveillance Network (PPHSN) – 60 working days	<i>[total amount]</i>

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, taking into account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*