

REQUEST FOR PROPOSAL (RFP)

FOR GOODS

Project Title:	Selection of Preferred Suppliers to provide fishing equipment, gear and materials to construct fishing gear and FADs
Nature of the goods:	Fishing equipment, gear and materials to construct fishing gear and FADs
Location:	South Pacific
Date of issue:	24/04/2023
Closing Date:	5/06/2023
SPC Reference:	RFP23-5259

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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 its 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 its 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.

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 goods as specified in [Part 3](#).

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

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)**, together with:
 - A **technical memo** of maximum 5 pages (excluding annexes) specifying:
 - I. Your organisation.
 - II. The lots on which you wish to position yourself on all or part of the equipment to be supplied.
 - III. Your ability to deliver to the different locations mentioned in [Part 3 - §E](#).
 - IV. The brands of materials used and your supply channels, as well as alternative solutions meeting the same technical requirements, available in the catalogue.
 - V. For the material supplied in the framework of lot 1:
 - Your feedback on the equipment supplied (examples of use in other contexts, tests carried out and results obtained...).
 - The origin and quality of the biodegradable materials.
 - VI. For lots 2 and 3: the coverage rate of the list of materials to be supplied.
 - VII. At least 3 references for the supply of similar goods (name and contact of your customer, description of the goods and amount of the contract).
 - VIII. The measures taken within your company in terms of environmental protection and sustainable development (recycling, etc.).
 - The **example of the PSA** (Preferred Supplier Agreement) amended if required.
- e) **Financial Proposal Submission Form (Annex 5)** completed-with the Unit Price Schedule in Excel format (Annex 5.1).

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** (Annexes 5 & 5.1) in a separate email. All prices in the proposal must be presented in USD. 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 with the subject line of your email as: **Submission RFP23-5259 – Selection of preferred suppliers to provide fishing equipment, gear and materials to construct fishing gear and FADs**.

Your proposal must be received no later than **5/06/2023** by **4 pm, Nouméa 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 with the subject line: **Clarification RFP23-5259 – Selection of preferred suppliers to provide fishing equipment, gear and materials to construct fishing gear and FADs**. The deadline for submission of clarifications is **26/05/2023** by **4 pm, Nouméa 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, unless specified otherwise, is to be exclusive of any taxes in accordance with the applicable legislation and is not subject to revision during the first year of the contract.

2.5 Contract award

The purpose of this RFP is to implement Preferred Supplier Agreements (PSAs). An example of a PSA is attached to this RFP for information purposes.

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.

PSA are established for an initial period of one (1) year and may be renewed for a period not exceeding three (3) years, depending on the results and quality of the service provided.

SPC's [General Terms and Conditions of Contract](#) will apply to any contracts awarded under this RFP, unless otherwise agreed. **Any requests for amendments to the General Terms and Conditions of Contract and/or the contractual clauses of the PSA must be made when submitting the bid and attached to the Technical Proposal.**

In the absence of requests for changes, the General Conditions of Contract and the terms of the PSA contract shall be deemed to be known, understood and accepted by the bidder.

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
RFP advertised	24/04/2023
Deadline for seeking clarifications	26/05/2023
RFP Closing Date	5/06/2023 at 4 pm

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.

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 USD 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.

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. 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: Specification of Goods

A. Background / Context

SPC is the Pacific Island region's principal technical and scientific organisation. It delivers technical, scientific, research, policy and training support to Pacific Island countries and territories in public health, geoscience, agriculture, forestry, water resources, disaster management, fisheries, education (community, TVET, quality and standards for all school levels), statistics, transport, energy, ICT, media, human rights, gender, youth and culture. For more information, visit www.spc.int.

Within SPC is the Oceanic Fisheries Programme (OFP) and Coastal and Aquaculture Fisheries Programme (CFAP) of the Fisheries, Aquaculture & Marine Ecosystems (FAME) Division, which has the goal of ensuring: fisheries resources of the Pacific region are sustainably managed for economic growth, food security and environmental conservation.

The OFP is the primary scientific services provider for the Western and Central Pacific Fisheries Commission (WCPFC). As part of this role, OFP is responsible for coordinating, managing and lead research activities of WCPFC project 110: non-entangling and biodegradable FAD trials in the Western and Central Pacific Ocean (WCPO). The aim of this project is to test non-entangling and biodegradable drifting Fish Aggregating Devices (dFADs) in the WCPO purse seine tuna fishery to identify designs that achieve good fishing performance while reducing ecological impacts.

The CFAP provides science and technical support to Pacific Island Country and Territory (PICT) governments and administrations to enhance the management of coastal fisheries, and the sustainable development of aquaculture and nearshore livelihoods.

OFP and CFAP supports and implements all seven of the FAME Business Plan objectives:

- Objective 1 – Enhance strategic oversight, efficient operational systems, partnership, and collaboration with other SPC divisions, our members, and partners.
- Objective 2 – Provide, and facilitate access to and interpretation of fisheries, aquaculture, and marine ecosystems information and knowledge.
- Objective 3 – Enhance data collection and provide data management services for fisheries, aquaculture, and marine ecosystems.
- Objective 4 – Provide scientific research, analysis, and advice for evidence-based fisheries management.
- Objective 5 – Strengthen the contributions of Pacific islands aquaculture and fisheries toward sustainable, biosecure, equitable and more secure food systems.
- Objective 6 – Identify diverse and sustainable livelihood options for SPC member PICTs.
- Objective 7 – Support the development of national capacity and enhance capabilities in fisheries and aquaculture among PICTs.

B. Functional Specifications

- **Biodegradable Materials**

Materials selected will be used to construct non-entangling and biodegradable dFADs. Non-entangling and biodegradable dFADs should be able to last for 9 to 12 months, and be used in normal fishing conditions by purse seine fishers, then degrade quickly to avoid environmental impacts, such as marine pollution, entanglement of sensitive species, or damage to sensitive ecosystem.

Materials provided by the supplier can include ropes, canvas, bamboos, floatation components (buoys, bamboo, wood), or materials used as weight (e.g. dirt, sand, stone). Biodegradable materials should be, to the extent possible, readily available, from suppliers in the Pacific region, cost-effective and/or already tested in previous biodegradable FAD trials.

- **Drifting and Anchored Fish Aggregating Device (FAD) Gear**

The above biodegradable materials are used primarily for drifting FADs, some of those materials will be trialled on anchored FADs. Key material components of anchored FADs are sinking rope, 16 to 20 mm diameter, either nylon or lead core polypropylene, floating rope 16 - 20 mm diameter (e.g. polypropylene etc), ABS floats, 2 to 30 kgs, Styrofoam EVA floats 2 to 9 kgs to hot dipped galvanised swivels, shackles, thimbles, aluminium flag poles.

- **Fishing Gear**

Fishing gear include mini-longline gear and diamondback and loligo squid gear.

C. Design Specifications

- **Biodegradable Materials**

Materials provided by the supplier should be fully biodegradable (e.g., from plant-based materials such as cotton, jute, hemp, sisal, etc.), except for some floatation components (purse seine corks) and the satellite echosounder buoy attached to the dFAD.

- **Fish Aggregating Device (FAD) Gear**

The materials should be durable to withstand ocean environments on the context if FADs are constructed correctly and if FADs are not tampered with, these FADs can have at least three years longevity. Aggregators are non-entangled designed.

- **Fishing Gear**

Fishing gear include mini-longline gear and diamondback and loligo squid gear.

D. Technical Specifications

Lot 1 Biodegradable Materials

ITEM #	DESCRIPTION OF GEAR	UNIT
1	Thick Canvas (cotton or similar biodegradable material) of 300-400 g/m ² and 1.5-1.6 m width	Roll of 150 yards
2	Ropes (cotton or similar biodegradable material) of 20 mm diameter	Coil of 200 m
3	Ropes (cotton or similar biodegradable material) of 10-12 mm diameter	Coil of 100 m
4	Ropes (cotton or similar biodegradable material) of 10-12 mm diameter	Coil of 200 m
5	Ropes (cotton or similar biodegradable material) of 10-12 mm diameter with loops	Coil of 100 m
6	Ropes (cotton or similar biodegradable material) of 10-12 mm diameter with loops	Coil of 200 m
7	Bamboos of 90-100 mm diameter	Length of 1.2 m
8	Bamboos of 30-40 mm diameter	Length of 1.2 m

ITEM #	DESCRIPTION OF GEAR	UNIT
9	Buoys (black or dark blue) of 7 kg (purse seine corks or similar)	Piece
10	Buoys (black or dark blue) of 3.5 kg (purse seine corks or similar)	Piece

Lot 2 Fish Aggregating Device (FAD) Gear

ITEM #	DESCRIPTION OF GEAR	UNIT
1	ABS Float, Orange colour, #30G-2 (L 437 mm x 290 mm dia x 45 mm hole), 20 kg buoyancy	Piece
2	10B-8 ABS float with centre hole x 290 mm dia x 800 m working depth x 10.8 kg buoyancy	Piece
3	EVA Float, Yellow colour, #BL-16 (L 250 mm x dia 210 mm x 45 mm hole), 7.2 kg buoyancy	Piece
4	Nylon rope x 3 to 12 Strands, White colour x 16 mm	Coil of 200 m
5	Polypropylene rope x 3 to 12 strands, blue colour x 16 mm	Coil of 200 m
6	ABS Float, Orange colour, working depth 1000 m, #6B-10 (170 mm x 20 mm hole), 2 kg buoyancy	Piece
7	Aluminium poles for flag markers x 32 mm ID x 38 mm OD x 2 m	Piece
8	PE Orange flags x 400 mm x 400 mm x 40 mm seam for flagpole	Piece
9	Clear plastic hose x 32 mm ID x 38 mm OD	Coil of 60 m
10	Forged eye swivel (Eye & eye), #G-402 x 19 mm	Piece
11	Galvanised bow shackle, G2130 x 16 mm	Piece
12	Hot dip galvanised (HDG) chain, long link x 16 mm x 10 m	Piece
13	Nylon rope, black resin x 4 mm	Coil of 720 m (@10 kg/coil)
14	Waxed nylon twine – black colour x #210D/24	Spool of 1 kg
15	H.D.G. Hall anchor x 125 kg	Piece
16	Insulation tapes x 19 mm x 0.13 mm thick	Roll of 20 m
17	Mussel rope	Coil of 400 m
18	Rope thimble, either hot dipped galvanised or ABS plastic	Piece

Lot 3A Fishing Gear – Mini Longline Gear

ITEM #	DESCRIPTION OF GEAR	UNIT
1	Manual longline reel x 400 mm x 140 mm drum	Piece
2	Nylon monofilament mainline x 3.2 mm	Spool of 4500 m
3	Nylon branchline, translucent x 2.0 mm	Coil of 500 m
4	Hauling block x 100 mm	Piece
5	Aluminium crimps, #D	Bag of 500 pcs
6	Plastic hook bin x 720 mm x 450 mm x 370 mm height	Piece
7	Boning knife	Piece
8	Bleeding/Drop blood knife	Piece
9	Sharpening stone, coarse, 203 mm x 51 mm x 25 mm	Piece
10	Hand saw, plastic handle x 457 mm	Piece
11	Saw blade x 305 mm	Piece

ITEM #	DESCRIPTION OF GEAR	UNIT
12	ABS float, #12H-3 with nylon pole	Piece
13	SS Fish Hook #7	100 pcs
14	SS Tuna Circle Hook,# 14/0	100 pcs
15	Luminous tube, 2.1 mm x 1 lb/hank	Hank of 20 m
16	SS Snap – Japanese type, #3.25 mm x 125 mm w/No.2 SBL swivel	100 pcs
17	Monofilament scissors, #S1313-1	Piece
18	Hand crimper with cutter, 4 crimping sizes	Piece
19	Polyester twisted rope, 6.5 mm, red colour	Coil of 500 m
20	Xenon strobe light, #SY-61A w/holder	Piece
21	Bamboo pole of 30-40 mm diameter	Length of 13 ft
22	EVA float, yellow colour, #BL-14	Piece
23	ABS floats, orange colour, #30G-2 (L 437 mm x 290 mm dia x 40 mm hole) 20 kg buoyancy	Piece
24	Reflector tape, 50 mm x 120 mm, red colour	Piece

Lot 3B Fishing Gear – Diamondback & Loligo Squid Gear

ITEM #	DESCRIPTION OF GEAR	UNIT
1	Electric Deepbottom/midwater fishing reel, ½ HP, 24 V, Reel size 365 mm diameter	Piece
2	Spare spools for electric reel x 365 mm	Piece
3	POP Hawaii CSG HD Electric reel	Piece
4	Folbe nylon 3" pulley block	Piece
5	Braid line x 1.0 mm x 200 lbs test x 500 m	Piece
6	Long neck 3-way swivel, #3 x 3A	Piece
7	Ring Pliers	Piece
8	Traffic Cone 700 mm high	Piece
9	Hard Plastic Fish Drum 1.0 m l x 0.55 m w x 0.64 m h	Piece
10	Elastic Shock Cushion Shock Absorber x 5 mm x 100 m	Piece
11	Split Ring 10 mm id x 2 mm	Bag of 6 pcs
12	Squid weight 1.2 kg lead with swivel	Piece
13	Kirby Sea Hook #2330 ringed & tinned No 3	Piece
14	Kirby Sea Hook #2330 ringed & tinned No 4	Piece
15	Kirby Sea Hook #2330 ringed & tinned No 5	Piece
16	O'Shaughnessy #7 J Hook (7/0)	Piece
17	Double IP round hooks #7897DT #21	Piece
18	Double IP round hooks #7897DT #22	Piece
19	Cloth Net Bag 500 m L x 400 m W	Piece
20	Plastic Cutting Board 500 m x 400 mm x 15 mm	Piece
21	Parachute Sea Anchor #10-FW (for boats up to 10m)	Piece
22	SS or alloy hauling blocks, 75 mm Diameter	Piece
23	Squid jig drum (265 mm x 165 mm x 340 mm) & front roller x SFM-300 mm complete set with brackets, hand winch and SS collecting plate (600 mm x 450 mm)	Piece
24	Chinese bamboo hats	Piece
25	Nylon monofilament fishing line 330 lbs test (1.65 mm), red colour	Coil of 200 m

ITEM #	DESCRIPTION OF GEAR	UNIT
26	Nylon Sekiyama line, #2.5 mm, w/lead core, red colour	Coil of 400 m
27	Underwater LED light (Blue colour), #SY-66 w/SS snap	Piece
28	Spare LED bulb for underwater light	Piece
29	SS Diamondback squid hooks w/2 layers hooks x 290 mm x 55 mm with white plastic lure body	Piece
30	SS Diamondback squid hooks w/2 layers hooks x 290 mm x 55 mm with pink plastic lure body	Piece
31	SS Snap – Japanese type #2.0 mm x 86 mm w/no. 4 SBL swivel	Piece
32	SS Snap – Japanese type #2.6 mm x 100 mm w/no. 2 SBL swivel	Piece
33	SS Snap – Japanese type #1.8 mm x 70 mm	Piece
34	SS B.L. swivel, #1x5(16 mm)	Piece
35	Hexagonal lead sinker, #1.2 kg	Piece
36	S.S. Futaba swivel, #4s	Piece
37	Electric insulation tapes, #19 mm w. X 0.13 mm thick	Roll of 20 yards
38	Spear gun rubber w/hole in centre - Size: 6 mm x 3 mm hole	Coil of 50 m
39	Spear gun rubber w/hole in centre - Size: 12 mm x 5mm hole	Coil of 50 m
40	Spear gun rubber w/hole in centre - Size: 16 mm x 5 mm hole	Coil of 25 m
41	Dyneema braided fishing line, SK-71, #0.90 mm (test:200 lbs), grey colour	Spool of 500 m
42	S.S. split ring, #1.8 mm x 10.7 mm ID	Bag of 10 pcs
43	White lamp shade, #707 with led bulb 10-30v, 10 w	Piece
44	Waterproof & shockproof squid light - 12 volt, T8 lamps. size: 1 ft x 10 w, white	Piece
45	Waterproof & shockproof squid light - 12 volt, T8 lamps. size: 4 ft x 40 w, white	Piece
46	Squid soft jig - Japan origin (13 cm) - Green colour w/2-layer hooks	Bag of 10 pcs
47	Squid soft jig - Japan origin (13 cm) - Red colour w/2-layer hooks	Bag of 10 pcs
48	Squid soft jig - Japan origin (13 cm) - Luminous colour w/2-layer hooks	Bag of 10 pcs
49	Solid squid jig - Japan origin - #CM-3, 7 bars, dark green w/1.4 mm x 2-layer hooks	Piece
50	Solid squid jig - Japan origin - #CM-3, 7 bars, red colour w/1.4 mm x 2-layer hooks	Piece
51	Solid squid jig - Japan origin - #CM-3, 7 bars, orange colour w/1.4 mm x 2-layer hooks	Piece
52	Solid squid jig - Japan origin - #CM-16, 7 bars, dark green w/1.4 mm x 3-layer hook	Piece
53	Solid squid jig - Japan origin - #CM-16, 7 bars, red colour w/1.4 mm x 3-layer hooks	Piece
54	Solid squid jig - Japan origin - #CM-16, 7 bars, orange colour w/1.4 mm x 3-layer hooks	Piece
55	Solid squid jig - Japan origin - #CM-22, 7 bars, dark green w/1.5 mm x 2-layer hooks	Piece
56	Solid squid jig - Japan origin - #CM-22, 7 bars, red colour w/1.5 mm x 2-layer hooks	Piece
57	Solid squid jig - Japan origin - #CM-22, 7 bars, orange colour w/1.5 mm x 2-layer hooks	Piece

ITEM #	DESCRIPTION OF GEAR	UNIT
58	Solid squid jig - Japan origin - #CM-22a, 7 bars, dark green w/1.5 mm x 3-layer hooks	Piece
59	Solid squid jig - Japan origin - #CM-22a, 7 bars, red colour w/1.5 mm x 3-layer hooks	Piece
60	Solid squid jig - Japan origin - #CM-22a, 7 bars, orange colour w/1.5 mm x 3-layer hooks	Piece
61	Nylon mono fishing line - clear white - #0.75 mm	Coil of 500 m
62	Nylon mono fishing line - clear white - #0.85 mm	Coil of 500 m
63	Nylon mono fishing line - clear white - #0.90 mm	Coil of 500 m
64	Nylon mono fishing line - clear white - #1.05 mm	Coil of 500 m
65	Nylon mono fishing line - clear white - #1.17 mm	Coil of 500 m
66	Lead sinker, size: 0.45 kg/pc	20 pcs
67	Lead sinker, size: 1.20 kg/pc	20 pcs
68	S.S. fish chopping knife, #sc-312(210 mm)	Piece
69	12V wire cable, 1.25 mm*2C	Coil of 100 m
70	Dimmer switch, DC 12V-24V, 8A	Piece
71	Nylon knotless fishing net - Colour: brown, #210d/24(1.0 mm) x 30 mm x 80 mm x 100 m	Piece
72	S.S. tuna circle hook w/ring, size:13/0	Piece
73	S.S. tuna circle hook w/ring, size:14/0	Piece
74	Plastic handreel, 270 mm diameter	Piece
75	S.S. gaff hook, #7.5 mm	Piece
76	S.S. fish nerve piercer, size: 1/2"	Piece
77	S.S. fish nerve piercer, size: 5/8"	Piece
78	S.S. fish nerve piercer, size: 3/4"	Piece
79	S.S. fish nerve piercer, size: 7/8"	Piece
80	ABS floats, orange, working depth: 300 m, #8a-3	Piece
81	SK brand head lamp, 15 watt, 1 pc, w/1x li-ion battery, 1x rechargeable case	Piece
82	Sabiki rigs, 7 hooks, size: 5	Piece
83	Sabiki rigs, 7 hooks, size: 7	Piece
84	Sabiki rigs, 7 hooks, size: 8	Piece
85	Sabiki rigs, 7 hooks, size: 9	Piece
86	Sabiki rigs, 7 hooks, size: 10	Piece
87	Sabiki rigs, 7 hooks, size: 11	Piece
88	Sabiki rigs, 6 hooks, size: 10	Piece
89	Sabiki rigs, 6 hooks, size: 12	Piece
90	Sabiki rigs, 6 hooks, size: 14	Piece
91	Sabiki rigs, 6 hooks, size: 16	Piece
92	Waxed nylon twine - black colour, #210d/24	Spool of 1 kg
93	Aluminium Sleeve E	500 pcs
94	Aluminium Sleeve F	500 pcs
95	Flat Pliers	Piece
96	Long Nose Pliers	Piece
97	Portable GPS Garmin GPSMap #86SC	Piece
98	Furuno GPS/WAAS Chart Plotter comprising 1 display Unit, 2-50/200 KHZ Transducer Unit (1 KW) 50/200-1T, 2-Maching Box MB-1100	Piece

ITEM #	DESCRIPTION OF GEAR	UNIT
99	Multimeter Tester	Piece
100	Digital Scale 30 kg	Piece
101	Tori lines	Coil of 50 m

E. Terms and conditions of the contract

Delivery Requirements

Delivery or pick-up should be possible for any major port in the Pacific, including but not limited to:

- Noumea (New Caledonia)
- Honolulu (Hawaii, US)
- Pohnpei (Federated States of Micronesia)
- Majuro (Republic of the Marshall Islands)
- Pago Pago (American Samoa)
- Tarawa and Kiritimati (Kiribati)
- Port Moresby (Papua New Guinea)
- Noro and Honiara (Solomon Islands)
- Papeete (French Polynesia)
- Apia (Samoa)
- Avatiu (Cook Islands)
- Nadi and Suva (Fiji Islands)
- Funafuti (Tuvalu)
- Alofi (Niue)
- Port Vila (Vanuatu)

Delivery is understood to be at least in accordance with the CIF incoterm.

SPC reserves the right to specify for each order:

- A different incoterm depending on the legislation applicable in the country of destination and the privileges and immunities it enjoys in that country (this incoterm could include customs clearance).
- Coverage of the last kilometre.

Ordering Process

The proposed contract is a Preferred Supplier Agreement (PSA). This contract does not represent a commitment to order the defined goods (in terms of quantity and frequency). Orders placed under this PSA will be triggered at the discretion of SPC.

The PSA specifies the contractual conditions that will govern the relationship between the selected contractor(s) and SPC for the supply of the goods mentioned.

Reporting Arrangements

The follow-up of the PSA is managed by either Dr. Lauriane Escalle, Senior Fisheries Scientist, or William Sokimi; Fisheries Development Officer.

A review of the PSA will be carried out at least annually in order to (non-exhaustive list):

- Make a qualitative and quantitative assessment of the work done;
- Discuss the positive points and areas for improvement of the goods supply;
- Identify the difficulties encountered (both operational and contractual);
- Discuss the orders for the coming year if the PSA is renewed.

For each order, the SPC representative is defined and the selected contractor(s) will work under its responsibility.

The SPC representative is the only one entitled to validate, coordinate and supervise the necessary interventions, reports and schedules.

F. Schedule

The PSA implemented with the successful contractor(s) shall be established for an initial period of one (1) year. It may be renewed for a period not exceeding three (3) years depending on the results and quality of the goods supplied.

During this period, the schedules for orders covered by the PSA shall be drawn up by the SPC representative.

G. Scope of Bid Price

The Contractor defines the prices for the supply of the goods that may be ordered under the Contract by means of the Unit Price Schedule provided in Annex 5.1.

Prices are quoted exclusive of taxes & inclusive of taxes. The price to be applied will be defined at the time of the order according to the place of delivery and the privileges and immunities available to the SPC at destination.

Payment Schedule

For each order, payments will be done according to the following terms:

Milestone/deliverables	% payment
Before production (upon receipt of Purchase Order)	40 %
After production/time of shipment (upon confirmation of bill of lading)	30 %
After delivery (upon confirmation of receipt of products)	30 %

SPC reserves the right to specify for each order:

- An appropriate payment schedule.
- A complementary financial guarantee.

Final payment for goods delivered under the contract will only be made upon confirmation of receipt of the goods, formalised through a delivery note without reservations signed by local SPC representative.

Upon receipt of the invoice(s), SPC will process payments in accordance with SPC's 30-day payment terms for suppliers.

Price Revision

During the first year of the PSA, no price adjustments are foreseen.

At the end of the first year, an update of the prices may be requested and justified with the appropriate documents (reference index, inflation...). SPC reserves the right to grant this request.

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 bellow 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 600 points, will be evaluated using the following criteria.

Evaluation criteria	Score Weight (%)	Points obtainable
Organisational requirements:		
<ul style="list-style-type: none"> All the documents required for the technical and financial offer (Cf. Part 2 - §2.2) 		Mandatory requirements Bidders will be disqualified if any of these requirements are not met
Technical requirements: Common criteria		
Supply capacity:		
<ul style="list-style-type: none"> Lead time for delivery 10% Stock availability 10% References 10% Delivery to the different locations mentioned in Part 3 - §E 10% 	40 %	240
Local implementation		
<ul style="list-style-type: none"> Presence (offices) Supply chains 	10 %	60
Technical requirements: Specific criteria		
Lot 1:		
<ul style="list-style-type: none"> Feedback on the equipment supplied (examples of use in other contexts, tests carried out and results obtained...) 25% Origin and quality of the biodegradable materials 25% 	50 %	300
Lot 2 &3:		
<ul style="list-style-type: none"> Coverage rate of the list of materials to be supplied 	50 %	300
Total Score (common criteria + average of specific criteria)	100 %	600
Qualification Score	70 %	420

4.2 Financial Evaluation

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the goods and financial incentives and benefits provided to SPC. The lowest financial proposal will be awarded maximum 400 points and other financial offers and incentives will be awarded points as per the formula below:

$$\text{Financial Proposal score} = (\text{Lowest Price} / \text{Price under consideration}) \times 400$$

The Financial Proposal must be protected by a password and include :

- The Financial Proposal Submission Form (Annex 5) in a stamped and signed .pdf version;
- The completed Unit Price Schedule (Annex 5.1):
 - In Excel format.
 - In .pdf version stamped and signed.

Prices are quoted exclusive & inclusive of taxes. The price to be applied will be defined at the time of the order according to the place of delivery and the privileges and immunities available to the SPC at destination. The financial evaluation will be carried out on prices exclusive of taxes.

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 goods 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 23-5259** 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			
1. Please provide information related to your entity.			
Company name	[Enter company name]	Address	[Enter address]
Director/CEO	[Enter name of the executive person]	Position	[Enter position of the executive person]
Business Registration/License number	[Enter company registration/license number (or tax number)]		
Date of business registration	[Enter date of business registration]		
Country of business registration	[Enter country of business registration]		
Status of the entity:			
<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: [insert details]			
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:			
<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			
3. How many employees does your company and its subsidiaries have?		[provide answer]	
4. Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. If 'no', what type of business insurance do you have?		[provide answer]	
6. Are you up to date with your tax and social security payment obligations?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Is your entity regulated by a national authority?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'yes', please specify the name:		[Insert name of the national regulation authority]	
8. Is your entity a publicly held company?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Does your entity have a publicly available annual report?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please send SPC your audited financial statement from the last 3 financial years if available			

DUE DILIGENCE			
10. Does your entity have foreign branches and/or subsidiaries?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'yes' to the previous question, please confirm the branches.			
• 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

11. Does your entity provide financial services to customers determined to be high risk including but not limited to:					
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]		
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?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'yes', please explain how:				[Provide explanation]	
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?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'yes', please send SPC your policy in English.					
14. Does your entity have an officer responsible for anti-corruption, or anti-money laundering and counter-terrorism financing policy?				<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]	
15. Has your entity or any affiliated entity ever filed for bankruptcy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
16. Have any of the entity's current or former directors or CEO filed for bankruptcy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
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?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'yes', please provide details:			[Provide details]		
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?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'yes', please provide details:			[Provide details]		

SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)					
19. Does your entity have a written policy, controls and procedures to implement its Social and Environmental Responsibility (SER) commitments?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please send SPC your policy in English.					
Does your Policy cover the followings?					
<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]		
20. Does your entity have an officer responsible for Social and Environmental Responsibility (SER)?				<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

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)**, together with:
 - A **technical memo** of maximum 5 pages (excluding annexes) specifying:
 - I. Your organisation.
 - II. The lots on which you wish to position yourself on all or part of the equipment to be supplied.
 - III. Your ability to deliver to the different locations mentioned in [Part 3 - §E](#).
 - IV. The brands of materials used and your supply channels, as well as alternative solutions meeting the same technical requirements, available in the catalogue.
 - V. For the material supplied in the framework of lot 1:
 - Your feedback on the equipment supplied (examples of use in other contexts, tests carried out and results obtained...).
 - The origin and quality of the biodegradable materials.
 - VI. For lots 2 and 3: the coverage rate of the list of materials to be supplied.
 - VII. At least 3 references for the supply of similar goods (name and contact of your customer, description of the goods and amount of the contract).
 - VIII. The measures taken within your company in terms of environmental protection and sustainable development (recycling, etc.).
 - The **example of the PSA** (Preferred Supplier Agreement) amended if required.

Requests for amendments to the General Terms and Conditions of Contract and/or the contractual clauses of the PSA must be made by amending the sample PSA contract and submitted with the Technical Proposal.

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

The Financial Proposal must be protected by a password and include :

- The Financial Proposal Submission Form (Annex 5) in a stamped and signed .pdf version;
- The completed Unit Price Schedule (Annex 5.1):
 - In Excel format.
 - In .pdf version stamped and signed.

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]*