

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	Building Prosperity for Women Producers, Processors and Women -owned Business through Organic Value Chains (BPWP) Project
<b>Nature of the services</b>	Consultancy for the review of PHASE 1 and Design of PHASE 2 of the Building Prosperity for Women Producers, Processors and Women -owned Business through Organic Value Chains (BPWP) Project
<b>Location:</b>	Remote based
<b>Date of issue:</b>	9/08/2023
<b>Closing Date:</b>	23/08/2023
<b>SPC Reference:</b>	RFQ 23-5620

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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).

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.

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 Quotation (RFQ) Process

At SPC, procurement valued at more than EUR 2,000 and less than or equal to EUR 45,000 requires an evaluation of at least three quotations to determine the offer that provides the best value for money through a Request for Quotation (RFQ) process.

This RFQ sets out SPC's requirements for a project and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information.

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

## Part 2: INSTRUCTIONS TO BIDDERS

### 2.1 Background

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

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 quotation to be considered, it is important that you provide all the prescribed information by the closing date and in the format specified.

### 2.2 Submission Instructions

You must **submit your quotation and all supporting documents** in English and as an attachment to an email sent to [florencer@spc.int](mailto:florencer@spc.int) and with the subject line of your email as follows: **Submission RFQ 23-5620- review of PHASE 1 and Design of PHASE 2 of BPWP Project**. The email should also be copied to [rfq@spc.int](mailto:rfq@spc.int).

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- Part 5, Bidders Letter of Application, Technical Proposal Submission Form
- Financial proposal submission form
- CV of all personnels

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

Bids will be evaluated on the basis of information received by **11.59pm Fiji time on 23/08/2023**.

### 2.3 Evaluation & Contract Award

Each quotation validly received will be assessed against the evaluation criteria matrix set out in [Part 4](#). Any changes in the evaluation criteria will result in the RFQ process being re-issued.

SPC may award the contract once it has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be substantially responsive to the RFQ documents, provide the best value for money (highest cumulative score) and best serve the interests of SPC.

In the event of a bid being accepted, procurement will take place under SPC's [General Terms and Conditions of Contract](#) and depending on the value or nature of the procurement, the award will be made by issuing a purchase order or a signed and dated contract, or both.

### 2.4 Key Contacts

Please contact SPC should you have any doubt as to what is required or if we can help answer any questions that you may have.

Florence Rahiria will be your primary point of contact for this RFQ and can be contacted at [florencer@spc.int](mailto:florencer@spc.int). You should copy any communications into [rfq@spc.int](mailto:rfq@spc.int).

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 RFQ process, at any point where there is phone call or other conversation, SPC expects to keep a file note of the exchange, with all forms of communication with prospective bidders to be retained as source documents for the procurement of the services.

### 2.5 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
RFQ sent to potential vendors	9/08/2023
RFQ Closing Date	23/08/2023
Award of Contract	25/08/2023
Commencement of Contract	28/08/2023
Conclusion of Contract	13/11/2023

### 2.6 Legal and compliance

**Confidentiality:** Unless otherwise agreed by SPC in advance or where the contents of the RFQ are already in the public domain when shared with the bidder, bidders shall at all times treat the contents of the RFQ 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 RFQ 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 RFQ process. **In support of your response to this RFQ, you must**

submit to SPC [the Conflict-of-Interest Declaration form](https://spc.int/procurement) available on our procurement page website: <https://spc.int/procurement>.

Breach of this requirement can result in SPC terminating any contract with a successful bidder.

**Currency, validity, duties, taxes:** Unless specifically otherwise requested, all proposals should be in bidders' local currency 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.

**No offer of contract or invitation to contract:** This RFQ 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 RFQ. SPC will handle any personal information it receives under the RFQ in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

**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 RFQ process.

## 2.7 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

### A. Background/context

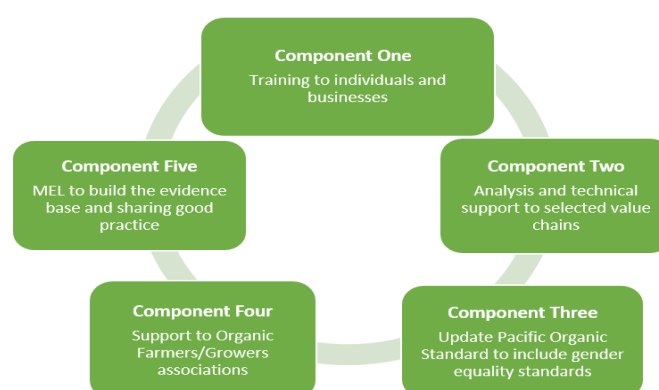
The Pacific Community (SPC) through Pacific Organic and Ethical Trade Community (POETCom) is implementing the Building Prosperity for Women Producers, Processors and Women-owned Businesses through Organic Value Chains (BPWP) Project. The BPWP Project is funded by the Australian Government – Department of Foreign Affairs and Trade (DFAT) as part of its commitment to promoting gender equality and women’s empowerment in the Pacific, and is being implemented by SPC in Palau, Republic of Marshall Islands, Kiribati and Pohnpei (Federated States of Micronesia). The project objective is to *build prosperity for women producers, processors and women owned businesses through organic value chains involved in agricultural organic value chains*. The project works with individuals, families, producers, and vendors and with organic governance structures to promote gender equality and achieve the desired end of investment outcomes. The overall goal of the project is that women will have access to sustainable livelihoods through participation in organic value chains.

The Project began in 2018 and its current phase (Phase 1) is scheduled to conclude in December 2023. Following the current Phase closure, the project will transition into a second phase.

The four expected end of investment outcomes for BPWP Phase 1 are:

- i. Women have increased financial independence and influence in decision-making within the household.
- ii. Women are increasingly participating in organic value chains including in decision-making processes.
- iii. Women and men benefit from viable organic value chains that meet market needs and increase food security.
- iv. The Pacific organic sector has more gender equitable policies and practice.

The project is being implemented through five technical assistance components:



The project outcomes are delivered through a combination of inter-linked activities using the following approaches:

1. Training – the project works with producers, processors and vendors (as household units where relevant) on organic farming and processing practices for improved yield as well as financial management and decision making at business and household levels.
2. Capacity Development – the project provides support (advisory and financial) in building the capacity of national Organic Farmers Associations to govern/regulate the certification process in each project location.
3. Technical Assistance – the project provides specialised technical assistance to actors throughout the value chain to improve the quality and yield of raw produce and processed goods.

4. Policy and regulatory standards – support the review of the Pacific Organic Standard, that governs the certification process for the region, to incorporate gender equality standards. Once adopted, all farmers and processors certified to the Standard will need to adapt their practices to adhere to its requirements. This will be verified through their usual auditing processes.

The project works with relevant partners including government ministries including agriculture and internal/women's affairs, NGOs, farmer organisations and existing programs to advocate for a supportive legislative/policy environment for organic practice and women's economic empowerment.

## B. Purpose, objectives, scope of services

The objective is to:

1. Review the project's performance to date in responding to the outcomes of the project.
2. Situate the assessment of performance with significant changes in the operating environment.
3. Make recommendations based on reflections and progress to date, challenges as well as upcoming opportunities to determine the design and direction of a second phase of the project.

### Scope of services

The review will assess the current projects' achievement to date, in particular the extent to which project outputs and purposes are being achieved, identify good approaches for inclusion into knowledge products and areas for improvement and suggestions for consideration in the design of a second phase.

More specifically undertake the following tasks.

- (a) Assess the project's impact so far and overall progress against the outputs in the log frame, assessing coherence across the outputs and their combined contribution to achieving the purpose.
- (b) Review of the context (operating environment, policy, recent development) within which the project operates and assess whether risks and assumptions remain relevant.
- (c) Review the assumptions that underpin the change we anticipate- do we have the right project design to influence improvements in the enabling environment, has the project selected the right value chains to support, is the support impacting positively on women's economic empowerment and what is the efficiency and effectiveness of the provision of the various approaches.
- (d) Based on the findings of this review, make recommendations for adjustment to the current project scope and activities for consideration in the design of the second phase. In particular, activities to be scaled up, activities to be reconsidered, geographical focus and new ideas to be considered.

### Key Evaluation questions

- I. What progress has been achieved to date against the project deliverables (outputs)?
- II. What were the key barriers and challenges which affected progress over the project to date?
- III. What were the key intended and unintended outcomes achieved and why?
- IV. What could we do differently?
- V. What are the opportunities for BPWP to evolve in the future?

The review to also addressed the following key components.

- **Relevance:** Is the design of the project suitable, given the context? Is the BPWP project relevant to the needs of its primary actors?
- **Effectiveness:** Has the project met its objectives, i.e., is BPWP project progressing towards its intended outcomes?
- **Efficiency:** Has the project operated in an efficient way, considering principles of value for money?

- **Impact:** Has BPWP contributed to longer term positive change for women, particularly those who are marginalised and vulnerable?
- **Sustainability:** Has BPWP built the capacity and ownership of key stakeholders? Has BPWP contributed to more environmentally sustainable agricultural production?

## Methodology

The primary audiences are SPC and the Australian Department of Foreign Affairs and Trade to make evidence-based programming decisions therefore an external, utilisation-focused Review is planned which will involve three key steps:

- Desk review of secondary data, namely key program documents such as design & Theory of Change, reporting, work planning, reflection workshop notes & midterm evaluation. The desk review will be able to give initial insight into key evaluation question 1, to be validated by primary data collection from relevant groups (namely staff and project participants)
- Primary data collection with a diverse range of project and community stakeholders,
- Sense-making Workshop to engage with the key findings and co-develop recommendations to inform second phase of the project.

## Expected Milestones/Outputs and Deliverables:

The consultancy team is expected to deliver the following products by the end of the consultancy:

- 1) **Detailed work plan** : (maximum 5 pages excluding annexes, ) This should outline the scope and methodology of the Review including: Clarifying the priority review questions and issues; the methodology to be used for assessing the progress of the program; the process for information collection and analysis, including tools such as questionnaires and/or questions to be asked during discussions; identification of any challenges anticipated in achieving the review objectives; allocation of tasks of the review team; key timelines, a consultation schedule identifying key stakeholders to be consulted and the purpose of consultations; and other activities/research to be undertaken.
- 2) **Draft Review report** highlighting key findings of the evaluation and recommendations for second phase (maximum 15 pages excluding annexes). This should include clear summary of the review outcomes, focusing on a balanced analysis and evidence of relevant issues and recommendations to SPC on Second phase of BPWP. Must include an **executive summary** and key recommendations.
- 3) **A PowerPoint presentation**, highlighting the key findings and recommendations for partners (governments, DFAT, SPC, relevant NGO partners) which will be delivered in a meeting with SPC and DFAT.
- 4) **A final review report**, including executive summary. (Maximum 15 pages excluding annexes). This should include consideration and incorporation of feedback from SPC, DFAT and other relevant stakeholders. In addition to the final report, the review team will produce a 3-page briefing note as a summary of the evaluation and its findings. The recommendations should be prioritised and clearly differentiated between recommendations for adjustments/improvements to the current project design and recommendation for consideration in the second phase of project.
- 5) **A written design document of the second phase of BPWP** (Maximum 35 pages excluding annexes) This should include updated analysis and strategic context, investment description and delivery approach with clarity on the focus and direction of activities of a second phase.

## C. Timelines

- The consultancy amounts to the total of 45 days and will commence upon signing and will end no later than 13 November 2023, unless extended mutually by both parties.



- Preference for a team comprising two experts of which one will have strong evaluation and reviewing project expertise and a project design expert.
- The consultant must propose a work plan, budget, and activity schedule with timelines to achieve the expected outputs using the appropriate methodologies.
- The consultancy must be completed within the agreed timeliness and is strictly not subject to an extension.

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

- The consultant will work collaboratively and closely with the SPC.
- The consultant cannot make a decision or commitment nor media representations for SPC.
- The consultant is expected to supply his/her own computer/laptop and other equipment.
- SPC will provide logistics and technical support for the sense making workshop proposed for Fiji .
- The consultant shall be engaged to undertake the consultancy working according to a planned schedule to be completed no later than expiry of the contract.

##### **Travel Arrangements:**

Travel is planned for three countries which include Fiji, Kiribati, and Palau.

The travel for the consultant will be approved and facilitated by SPC and limited to payment of air/boat fare and Daily Subsistence Allowance (DSA) (covers meals, accommodation, incidentals and airport transfers) in line with SPC's travel policy as and when required.

SPC does not provide insurance for consultants' travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes, or duties for which the consultant may be liable.

It is assumed that the consultant has considered these conditions when submitting their bid.

#### **E. Skills and qualifications**

Preference for consultants to work as a team.

##### **Evaluation expert (Lead)**

- Degree or advanced degree in relevant field(s) related to monitoring and evaluation, social science related field.
- Minimum of 10 years professional experience in the monitoring and evaluation sector, with extensive experience of undertaking multi-donor evaluation and reviews
- Strong ability to make recommendations focused on results and impacts, with strong understanding of evaluation methods processes.
- Analytical skills, well-developed team skills, experience in gathering and interpreting data and information and writing constructive reports.
- Understanding of the Australian aid program quality reporting systems and Australia's approach to gender equality.
- Demonstrated knowledge and experience in gender equality programming, organic farming, and multi-stakeholder partnerships.
- Strong written and oral skills, particularly in the Pacific cross-cultural setting.

##### **Project design expert**

- i. Degree or advanced degree in relevant field(s) related to project management or relevant field in social science,
- ii. Minimum of 10 years professional experience project designing, with extensive experience of undertaking donor project designing.
- iii. Strong ability to develop projects based on recommendations focused on results and impacts, with a understanding of evaluation methods processes.
- iv. Analytical skills, well-developed team skills, experience in gathering and interpreting data and information and writing constructive reports.
- v. Understanding of the Australian aid program quality reporting systems and Australia's approach to gender equality and social inclusion.
- vi. Demonstrated knowledge and experience in designing projects addressing gender and social equality, economic empowerment, or community development.
- vii. Strong written and oral skills, particularly in a Pacific cross-cultural setting.

## F. Scope of Bid Price and Schedule of Payments

The consultant will be paid in line with the payment schedule below:

<b>Milestone/deliverables</b>	<b>Deadline</b>	<b>% payment</b>
Submission and acceptance of a <b>workplan</b>	04 September	10
<b>Draft Report</b> highlighting key findings of the evaluation and recommendations for second phase (maximum 15 pages excluding annexes). This should include clear summary of the review outcomes, focusing on a balanced analysis and evidence of relevant issues and recommendations to SPC on Second phase of BPWP. Must include an <b>executive summary</b> and key recommendations.	25 September	20
A presentation to project stakeholders highlighting key findings and the recommendations for Phase 2 Design.	26 September	
Final Review report (incorporating feedback from SPC/DFAT)	2 October	30
Phase 2 Design /Sense making workshop	13 October	10
Final Phase 2 Project Design of BPWP (Incorporating feedback from SPC/DFAT)	13 November	30
<b>TOTAL</b>		

Payments will be made within 30 days upon receipt and acceptance of relevant reports, timesheets and invoice.

## Part 4: PROPOSAL EVALUATION MATRIX

### 4.1 Competency Requirements & Score Weight

The evaluation matrix below 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.

Evaluation criteria	Score Weight (%)	Points obtainable
<b>Mandatory requirements</b>		
Provide a CV with the proposal submission forms		<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met
<b>Technical requirements</b>		
Relevant educational background of the consultants	10%	70
Professional experience in evaluation, leading and participating in independent reviews and project designing and development	20%	140
Understanding and experience in evaluation methods and processes with proven skills and experience in reviews and project design and development.	15%	105
Analytical skills, well-developed team skills, experience in gathering and interpreting data and information and writing constructive reports	15%	105
Understanding of the Australian aid program quality reporting system and Australia's approach to gender equality	10%	70
Demonstrated knowledge and experience in evaluating and designing projects addressing gender equality economic development, organic farming, and multi-stakeholder partnerships.	10%	70
Strong written and oral skills, particularly in a Pacific cross-cultural setting	15%	105
Understanding of the BPWP country's social and political context	5%	35
<b>Total Score</b>	<b>100%</b>	<b>700</b>

## Part 5: Proposal Submission Forms

### BIDDER'S LETTER OF APPLICATION FORM

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required *[Choose an item]* 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 RFP/RFQ documents, at any time;
- The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
- The RFP/RFQ 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 RFP/RFQ documents nor the acceptance of any tender nor any agreement made subsequent to the RFP/RFQ documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the RFP/RFQ documents, or since the date as at which any information contained in the RFP/RFQ 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 RFP/RFQ 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]*

## TECHNICAL PROPOSAL SUBMISSION FORM

### INSTRUCTIONS TO BIDDERS

The Technical Proposal Submission Form is a table that includes the technical criteria on which bidders will be scored and allows the bidder to respond to them. This table is then used by the technical evaluation committee to score the technical proposals received.

Technical Requirements	
Evaluation criteria	Response by Bidder
<b>Experience and specified personnel/sub-contractors</b>	
<b>Referees</b>	<b>Experience:</b> Previous experience in similar work <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>Mandatory – CV</b>	Please provide CV of all key personnel proposed
<b>Technical Requirements</b>	
Relevant educational background of the consultants	<i>[Bidder's answer]</i>
Describe professional experience in evaluation, leading and participating in independent reviews and project designing and development	<i>[Bidder's answer]</i>
Demonstrate understanding and experience in evaluation methods and processes with proven skills and experience in reviews and project design and development.	<i>[Bidder's answer]</i>
Demonstrate analytical skills, well-developed team skills, experience in gathering and interpreting data and information and writing constructive reports	<i>[Bidder's answer]</i>
Describe the understanding of the Australian aid program quality reporting system and Australia's approach to gender equality	<i>[Bidder's answer]</i>
Demonstrated knowledge and experience in evaluating and designing projects addressing gender equality economic development, organic farming, and multi-stakeholder partnerships.	<i>[Bidder's answer]</i>

Demonstrate strong written and oral skills, particularly in a Pacific cross-cultural setting (provide examples or reports/videos if possible)	<i>[Bidder's answer]</i>
Demonstrate understanding of the BPWP country's social and political context	<i>[Bidder's answer]</i>

**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]*

## BIDDER'S FINANCIAL PROPOSAL

The contract schedule of payment will be based on milestones achieved. Please provide a daily rate for your professional fees and total professional fees.

Services description	Lump sum Price [Currency]	Total Amount [Insert currency]
Professional Fees	Daily Rate	[total amount]
Total Professional Fees - [Insert total days Bidding for]	Total lump sum	[total amount]

The consultant is required to provide any any other related costs in the financial proposal submission form (if not already included in the consultancy fee) payable by SPC solely. This will be reimbursed by the SPC upon submission of receipts. The costs must solely be for the purpose of implementation of project activities will require prior approval from Project manager before it is incurred. Please include these costs here:

Other costs	
Item description	Total Amount [Insert currency]
[Item description]	[total amount]
[Item description]	[total amount]
[Item description]	[total amount]
[Item description]	[total amount]
<b>Total Other costs</b>	[Total]

Total Professional Fees	
Total other costs	[total other costs]
<b>GRAND TOTAL IN</b> [Insert currency]	

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]