



# REQUEST FOR QUOTATION (RFQ)

## FOR WORKS

<b>Project Title:</b>	Safe Agricultural trade Facilitation through Economic integration in the Pacific [SAFE Pacific] project funded by the European Union & the 'Support to business-friendly and Inclusive National and Regional Policies, and Strengthen Productive Capabilities and Value Chains' Project (Business Friendly Project)
<b>Nature of the works</b>	Road repair work and construction of an export platform for the Kava storage facility at ACTIV Association's business site in Stella Mare, Vanuatu
<b>Location:</b>	Stella Mare, Vanuatu
<b>Date of issue:</b>	24/04/2024
<b>Closing Date:</b>	6/05/2024
<b>SPC Reference:</b>	RFQ 24-6452

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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 works 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 [sanfreds@spc.int](mailto:sanfreds@spc.int) and [williamk@spc.int](mailto:williamk@spc.int) and with the subject line of your email as follows: **Submission RFQ24-6452- Road repair work and construction of an export platform for the Kava storage facility at ACTIV Association's business site in Stella Mare, Vanuatu.** 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 form
- Business registration certificate
- References and pictures of past work of similar nature
- 

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 6/05/2024**.

### 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.

Sanfred Smith and William Kunai will be your primary point of contact for this RFQ and can be contacted at [sanfreds@spc.int](mailto:sanfreds@spc.int) and [williamk@spc.int](mailto:williamk@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 works.

### 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
<b>RFQ sent to potential vendors</b>	24/04/2024
<b>RFQ Closing Date</b>	6/05/2024
<b>Award of Contract</b>	20/05/2024
<b>Commencement of Contract</b>	21/05/2024
<b>Conclusion of Contract</b>	31/07/2024

## 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: SCOPE OF WORKS

### A. Background/context

The 'Safe Agriculture trade Facilitation through Economic integration in the Pacific' (SAFE Pacific project) being funded under the 11th European Development Fund (EDF) aims to provide targeted assistance to support small Pacific Island Countries (PICs) to increase export capacity and improve economic growth. With its rich diversity of culture and resources, there is potential for greater trade and market opportunities for small Pacific ACP (African, Caribbean, Pacific) states.

SAFE Pacific is being implemented in 15 Pacific ACPs: Cook Islands, Fiji, Federated States of Micronesia, Kiribati, Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Solomon Islands | Samoa, Timor-Leste, Tonga, Tuvalu, Vanuatu.

**The project's specific objectives are two-fold:**

- 1) to increase intra-regional and international trade and;
- 2) to increase the private sector's participation in economic integration

The primary objectives of this project are as follows:

- To upgrade approximately 90 meters of road, measuring 4 meters in width and 15 centimetres in thickness.
- To construct an export platform with dimensions of 20 meters by 9 meters, adhering to the same specifications as the road.
- To reinforce both the road and export platform with a suitable mix to ensure durability and load-bearing capacity.

### B. Description of the works

Description of work includes, but is not limited to, the following:

- Procurement and transportation of materials required for road repair and platform construction.
- Execution of road repair works, including excavation, laying of reinforced mix, and compaction.

Technical specification:

- Dimensions: 90 meters (length) x 4 meters (width) x 0.15 meters (thickness).
  - Material: Reinforced mix suitable for road construction, ensuring durability and load-bearing capacity.
- Construction of the export platform, ensuring compliance with specified dimensions and technical requirements.

Technical specification:

- Dimensions: 20 meters (length) x 9 meters (width) x 0.15 meters (thickness).

- Material: Same specifications as the road repair, suitable for heavy equipment and export activities.
- Implementation of quality control measures to uphold standards and specifications.
- Provision of necessary equipment, labour, and supervision throughout the project duration.
- Compliance with safety regulations and environmental considerations.

1. Deliverables:

The following deliverables are expected upon project completion:

- Repaired road section meeting specified dimensions and quality standards.
- Constructed export platform in accordance with provided specifications.
- Documentation of materials used, construction process, and quality assurance measures.

2. Site inspection

Contractors are required to undertake a thorough inspection of the site to understand the level of work required before quoting. No variation will be accepted. The specifications shall be read in conjunction with established national building codes and in accordance with the technical drawings provided.

Contact the following person for site visit:

Sandrine Wallez

Director

ACTIV Association

Stella Mare subdivision, second Lagoon, Port Vila, Vanuatu

Email: [sandrine.wallez@activassociation.org](mailto:sandrine.wallez@activassociation.org)

Tel: +678 5470172

Following the inspection interested bidders must submit the following to demonstrate their suitability:

1. Brief company profile which highlights the following:
  - Number of years of experience in undertaking similar work
  - Experience in road/ Driveway construction
  - Company Registration
2. Portfolio/picture evidence of successfully completed relevant civil works (particularly for development/UN agencies/ NGOs/ MSME's/ Government/ SOE's etc and within the scope of the items listed in the scope of work)
3. List of 3 Referees from clients for who work has been successfully completed in the last 5 years
4. Work Description that outlines the types of work required
5. Project Timeline
6. Construction period/ timeline
7. Cost of the Constructions
8. The contractor's price proposal will include all expected costs for materials, labor and equipment for this assignment.

### **C. Timelines/Duration of the works**

All works must be completed no later than 15 July 2024.

### **D. Site Description**

Road leading up to business site and platform construction within the perimeter of ACTIV Association Stella Mare subdivision, Second Lagoon, Port Vila, Vanuatu.

### **E. Building/ Service Standards**

The entire project shall therefore be professionally executed. The work shall be inspected by the SPC focal point and grantee, prior to acceptance.

### **F. Risk Management**

Contractors must ensure that:

- Personnel are supplied with and properly utilize appropriate PPE/safety equipment (i.e. gloves, safety boots, hardhats etc.) while on site.
- Appropriate cover is in place for public liability and workman's compensation.

SPC is not liable for any accidents, injury or loss of life due to any violation of proper health and safety procedures.

### **G. Material supply and bill of quantities**

In line with the technical specifications provided for this project, Contractors shall develop a Bill of Quantities (BOQ) containing list of material which the contractor is expected to use, its technical specifications and the quantity required.

The BOQ with fields requiring prices for each item shall be attached to the financial submission form.

### **H. Reporting and contracting arrangements**

The Contractor will report to the Director of ACTIV Association and SPC (Value Chain Specialist and Finance & Administration Officer). Regular meetings shall be scheduled with the Contractor, ACTIV Association and SPC to monitor the progress of the work, and its consistency with the required scope of services.

### **I. Final inspection and certification of completion and acceptance**

Final inspection will be carried out by SPC before payment can be released. 3% of the contract value will be retained for defects liability period for up to 6 months from completion date.



## J. Skills and qualifications

- At least two previous assignments attesting to experience in road/driveway repair work, and export platform construction (or similar)
- Minimum of three years of relevant experience.
- Company Registration accompanies a concise company profile that emphasizing the number of years of experience performing comparable work.
- Experience with Private industries, development agencies or the Government of Vanuatu would be an asset.

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

Below is the proposed payment schedule:

<b>Milestone/deliverables</b>	<b>Deadline</b>	<b>% payment</b>
Milestone 1: submission of construction workplan & demobilisation	20/05/2024	20%
Milestone 2: Completion of all works	30/06/2024	67%
Milestone 3: Upon final Inspection and acceptance of completed works by ACTIV Association	05/07/2024	10%
Milestone 4: Upon completion of the defect's liability period	05/12/2023	3%
<b>TOTAL</b>		<b>100%</b>

## 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 and requirements) 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>		
<a href="#">The Conflict-of-Interest Declaration form</a> <b>Part 5- Bidders letter of Application, Technical proposal Submission form, financial proposal form</b> <b>Business registration certificate</b>		<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met
<b>Technical requirements</b>		
<b>Technical requirement 1:</b> At least two previous assignments attesting to experience in road/driveway repair work, and export platform construction (or similar) as well as with a minimum of three years of relevant experience.  Experience with Private industries, development agencies or the Government of Vanuatu would be an asset	20%	140
<b>Technical requirement 2:</b> Company Registration accompanies a concise company profile that emphasizing the number of years of experience minimum of three years of relevant experience carrying out comparable work	20%	140
<b>Technical Requirement 3</b> Description of Works to be carried out in line with the Scope of Work in Part 3	20%	140
<b>Technical requirement 4:</b> Clear workplan of the works to be carried out and Timeline and resources and machinery available	20%	140
<b>Technical requirement 5:</b> Experience with Private industries, development agencies or the Government of Vanuatu would be an asset. Share examples of previous work where possible.	20%	140
<b>Total Score</b>	<b>100%</b>	<b>700</b>

#### Financial Evaluation:

The financial evaluation carries 300 points. The maximum number of points is allocated to the lowest-priced proposal. All other financial proposals receive proportional scores based on how they compare with the lowest-priced proposal. These scores are calculated according to the formula below:

$$\frac{[Total\ financial\ component\ score] \times [Lowest\ price]}{[Price\ under\ consideration]} = Score\ for\ financial\ proposal$$

## Part 5: PROPOSAL SUBMISSION FORM

### 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 works 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 – WORKS

Technical Requirements	
Evaluation criteria	Response by Bidder
<b>Experience and specified personnel/sub-contractors</b>	
<b>Experience:</b>	
<b>Experience:</b> At least two previous assignments attesting to experience in road/driveway repair work, and export platform construction (or similar) as well as with a minimum of three years of relevant experience	<i>[insert details of relevant experience]</i>
<b>References:</b>	
<b>Referees-</b> List of 3 Referees from clients for who work has been successfully completed in the last 5 years	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> <i>[insert details of the personnel/su-contractors required (e.g. engineers, site managers, project managers, architects etc. and minimum or maximum team of experts)]</i>	<b>Details about personnel/sub-contractors</b>
	Project Manager's experience: <i>[insert details about the project manager and its experience]</i>
	Site Manager's experience: <i>[insert details about the site manager and its experience]</i>
	<i>[Etc.]</i> <i>[insert details about the staff/sub-contractors and its experience]</i>
<b>Technical Requirement 1- Company Profile</b>	
Brief company profile which highlights the following: <ul style="list-style-type: none"> <li>- Number of years of experience in undertaking similar work</li> <li>- Experience in road/ Driveway construction</li> <li>- Company Registration (to be provided as part of the supporting documents)</li> </ul>	<i>[Bidder's answer]</i>
<b>Technical Requirement 2- (Evidence of past work (most recent preferred))</b>	
Portfolio/picture evidence of successfully completed relevant civil works (particularly for	<i>[Bidder's answer]</i>

development/UN agencies/ NGOs/ MSME's/ Government/ SOE's etc and within the scope of the items listed in the scope of work)	
<b>Technical Requirement 3- Description of Works to be carried out in line with the Scope of Work in Part 3</b>	
Work Description that outlines the types of work required	<i>[Bidder's answer]</i>
Stage 1 -	<i>[Bidder's answer]</i>
Stage 2 -	<i>[Bidder's answer]</i>
Stage 3 -	<i>[Bidder's answer]</i>
Add on if necessary	<i>[Bidder's answer]</i>
<b>Technical Requirement- 4 Project Timeline (refer part 3 Section C)</b>	
Describe in detail the timeframe for each stage of work and also by when all works will be completed	<i>[Bidder's answer]</i>
<b>Technical Requirement 5- Work with other sectors and agencies</b>	
Describe experience with Private industries, development agencies or the Government of Vanuatu. Share examples where appropriate.	<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]*

## FINANCIAL PROPOSAL SUBMISSION FORM – WORKS

### 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, unit prices for the various equipment and materials required should be given, as well as lump sums for the personnel involved, followed by the total amount (including additional services and any other costs associated with the construction of the works, if applicable).

A good level of 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 (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. No additional costs can be claimed from SPC after the contract has been signed.

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 inclusive of taxes 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/RFQ and in particular:

**BIDDER'S FINANCIAL PROPOSAL – WORKS**

State all possible Construction Equipment's and Materials			
Cost Description	Lump sum Price [Currency]	Total quantity	Total Amount [Currency]
[Item description]	[unit price]	[quantity]	[total amount]
[Item description]	[unit price]	[quantity]	[total amount]
[Item description]	[unit price]	[quantity]	[total amount]
[Item description]	[unit price]	[quantity]	[total amount]
<b>Total Package 1</b>			[Total 1]

Human Resources – State all possible labour cost and technical expertise			
Cost Description	Lump sum Price [Currency]	Total quantity	Total Amount [Currency]
[Item description]	[unit price]	[quantity]	[total amount]
[Item description]	[unit price]	[quantity]	[total amount]
[Item description]	[unit price]	[quantity]	[total amount]
[Item description]	[unit price]	[quantity]	[total amount]
<b>Total Package 2</b>			[Total 2]

Other costs			
Item description	Unit Price [Currency]	Total quantity	Total Amount [Currency]
[Item description (e.g. additional services: maintenance, guarantee, commercial service)]	[unit price]	[quantity]	[total amount]
[Item description]	[unit price]	[quantity]	[total amount]
[Item description]	[unit price]	[quantity]	[total amount]
[Item description]	[unit price]	[quantity]	[total amount]
<b>Total Other costs</b>			Total 3

Total amount	Total amount for 1 + 2
Total other costs	[total other costs]
<b>GRAND TOTAL</b>	

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]*