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| SPREP-PROE-tall-colour_sml copy.gif | **SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT PROGRAMME****TENDER APPLICATION FORM** |

RFT: PWP-168-CON

File: AP\_6/5/8/1

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| **THIS APPLICATION IS FOR THE FOLLOWING TENDER:** |
| **Videography services for the PacWastePlus Programme Communications and Visibility actions in Tonga.** |

*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV.*

*Failure to do this will mean your application will* ***not*** *be considered.*

*For the Technical and Financial proposals you may attach these separately.*

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| **1.** | **DETAILS** |
| NAME OF FIRM *(if applicable)* |  |
| NAME OF PRINCIPAL CONSULTANT |  |
| LIST OTHER PROPOSED PERSONNEL *(if applicable)* |  |
| NATIONALITY  |  |
| POSTAL ADDRESS |  | E-MAIL ADDRESS |  |
| TELEPHONE WORK |  | MOBILE NUMBER |  |
| TELEPHONE HOME |  | FAX NUMBER |  |
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| **2.** | **ACADEMIC BACKGROUND** *(PRINCIPAL APPLICANT & PROPOSED PERSONNEL)* |
| Dates | Institution/Country | Qualification Attained |
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| **3.** | **WORK EXPERIENCE**  |
| Dates | Employer | Position (briefly list core functions) |
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| **4.** | **PROFESSIONAL AFFILIATIONS/AWARDS** |
| Dates | Organisation | Member/Award Status |
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| **5.** | **PROFESSIONAL REFEREES (List at least 3 including the most recent relevant to this job)** |
| Name | Position  | Organisation & Contact Details |
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| **6.** | **STATE HOW YOU MEET EACH SELECTION CRITERIA**  |
| **CRITERIA 1** Company statement indicating any commitments or management processes that promote or support environmental management, biodiversity protection, waste management, or climate change as SPREP seeks to work with like-minded suppliers in the delivery of project activities 5% |
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| **CRITERIA 2**Overview of typical management process to address client requests, concept/script approval, production stages and production timeliness, etc.10% |
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| **CRITERIA 3**Demonstrated ability to coordinate resources, equipment and required staffing for video/photography pre-production, production, and post-production stages.15% |
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| **CRITERIA 4**A minimum of 3 years proven experience in undertaking high-quality videos/photos production assignments. Previous experience in similar tasks for international or regional organisations like SPREP will be an advantage.10% |
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| **CRITERIA 5**Demonstrated qualifications and/or experience in advanced use appropriate post-production software for both videography and stills photography 10% |
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| **CRITERIA 6** The supplier must provide samples (via online links) of high-quality produced videos/photos for different audiences that showcase:* + Visual appeal: Striking, modern, visually appealing photography and videography, including composition, choice of viewpoints, visual impact, originality
	+ Adherence to technical requirements for good photography and videography, including colour, contrast, lighting, focus/sharpness
	+ Videography/photography experience in environmental management will be an added advantage

20% |
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| **CRITERIA 7**Financial Proposal 30%\*Complete the financial offer form provided. |
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| **7.** | **GENERAL INFORMATION** |
| Declaration of close relations to any individual who is currently employed at SPREP. Please list name/s and nature of relationship. |  |
| Declaration **Tenderer has no association with** exclusion criteria, including bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company and being a shell company. |  |

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| Declaration Tenderer (and other proposed personnel) have not been charged with any child related offences |  |
| Discipline Record (list past employment disciplinary cases or criminal convictions, if any) |  |
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| **8.** | **ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT** |
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| **9.** | **HOW DID YOU LEARN ABOUT THIS TENDER?** |
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| **10.** | **CERTIFICATION & AUTHORISATION:****All information submitted herewith is true and correct. SPREP has the authority to seek verification of any information provided.****By signing this application form you are indicating your agreement to SPREP’s Standard Terms and Conditions outlined in the Contract for Services (attached). SPREP Standard Contract Terms and Conditions are non-negotiable.**  |
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| **Signature** | **Date** |

**The following documents must be attached to this Tender application form:**

* Curriculum Vitae – Principal Consultant & Proposed Personnel
* Completed Financial Offer Form
* Business License
* Any other relevant information to support this tender application.

**CONFLICT OF INTEREST FORM**

**Request for Tender (RFT) – Videography services for the PacWastePlus Programme communications and visibility actions in Tonga**

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 I confirm that I, my family members, and the organisation or company that I am involved with are independent from SPREP. To the best of my knowledge, there are no facts or circumstances, past or present, or that could arise in the foreseeable future, which might call into question my independence.

If it becomes apparent during the procurement process that I may be perceived to have a conflict of interest, I will immediately declare that conflict and will cease to participate in the procurement process, unless or until it is determined that I may continue.

OR

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I declare that there is a potential conflict of interest in the submission of my proposal [please provide an explanation with your proposal]

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Name, Signature Date

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_