**SPREP EOI Response Form 1**

Suggested instructions for Respondents

* Please use this Response Form in responding to our EOI. It is important that you do not change the structure (section headings and sequence). Changing this structure will make it harder for the evaluators to find relevant information quickly.
* Before starting to complete this form please make sure that you have read the Expression of Interest (EOI) in full and understand our Requirements (EOI Section 2), our Evaluation Approach (EOI Section 3) and EOI Process, Terms and Conditions (shortened to EOI-Terms described in EOI Section 4). If anything is unclear or you have any questions please get in touch with our Point of Contact (EOI Section 1 paragraph 1.3) before the Deadline for Questions (EOI Section 1, paragraph 1.2).
* We have included supplier tip boxes to help you understand what is required. The areas highlighted in yellow indicate where you are to write your response.
* Remember to delete the supplier tip boxes and remove the highlights from your answers before sending us your response – they are for your use only!

|  |  |
| --- | --- |
|  | To remove a highlight from text: select the text you want to remove the highlight from. In the ‘Home’ tab in the ‘Font’ group select the arrow at the right of the ‘Text highlight colour’ and select ‘no colour’. |

**Check list for Respondents**

|  |  |
| --- | --- |
| **Task** | **✓** |
| 1. Complete all sections of the Response Form. |  |
| 1. Delete all ‘supplier tip’ boxes from the Response Form. |  |
| 1. Remove all yellow highlights from the Response Form. |  |
| 1. Ensure you have met the Pre-conditions in Section 3.2 of the EOI. |  |
| 1. Make sure that you have complied with the following instructions:  * the Response Form is no longer than **25 pages**. * the font size is not smaller than 10 points. |  |
| 1. Arrange for the declaration and the honor form in Appendix A to be signed. |  |
| 1. Arrange for the response to be submitted electronically before the Deadline for EOIs. |  |

AP\_9/7/3/7

EOI – 2024/066 (Readvertisement)

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EOI

Response Form 1

In response to the call for Expressions of Interest

By: Secretariat of the Pacific Regional Environment Programme

For: Human Resource Information System

Deadline for Responses: 9:00 am, 17 March 2025 (Samoa date and time)

1. **About the Respondent**

|  |  |
| --- | --- |
| **A red and white sign  Description automatically generated**  **Supplier**  **tips** | * The section gives SPREP basic information about your organisation and identifies your Point of Contact for the duration of the EOI process. * If an item is not applicable e.g. you do not have a registered office complete the box by stating ‘not applicable’. * If you are submitting a joint or consortium response complete an ‘Our profile’ table for each Respondent. Cut and paste the table as appropriate. Provide only one Point of Contact for your joint/consortium response. |

**Our profile**

Choose one of these statements to complete, and delete the others

This is an expression of interest by [insert the name of your organisation] (the Respondent) alone to supply the Requirements.

**OR** This is a [joint/consortium] expression of interest by [insert the name of your organisation] and [insert the name of the other organisation/s] (together the Respondents) to supply the Requirements.

|  |  |
| --- | --- |
| **Item** | **Detail** |
| Trading name: | [insert the name that you do business under] |
| Full legal name (if different): | [if applicable] |
| Physical address: | [if more than one office – put the address of your head office] |
| Postal address: | [e.g. P.O. Box address] |
| Registered office: | [if you have a registered office insert the address here] |
| Business website: | [url address] |
| Type of entity (legal status): | [sole trader / partnership / limited liability company or other entity / other please specify] |
| Registration number: | [if your organisation has a registration number insert it here e.g. company registration number]. Please include a copy of your registration certificate with your response. |
| Country of residence: | [insert country where you (if you are a sole trader) or your organisation is resident for tax purposes] |
| Estimated Gross Turnover | Value in USD |
| Maximum ceiling of contract value which your company can work | Value in USD |
| Maximum “Bank Guarantee” amount available to the Company from Bankers | Value in USD |

**Our Point of Contact**

|  |  |
| --- | --- |
| Item | Detail |
| Contact person: | [name of the person responsible for communicating with SPREP] |
| Position: | [job title or position] |
| Phone number: | [landline] |
| Mobile number: | [mobile] |
| Email address: | [work email] |

1. **Response to the Requirements**

|  |  |
| --- | --- |
| **A red and white sign  Description automatically generated**  **Supplier**  **tips** | * In this section you are asked to provide your response to our Requirements (EOI Section 2) by demonstrating your organisation’s ability to meet our conditions and criteria (EOI Section 3: Our Evaluation Approach). Carefully read EOI Sections 2 and 3 before completing this part. * If there is anything that you do not understand ask our Point of Contact to clarify. * If any information you provide is commercially sensitive to your organisation you must let SPREP know. Please mark the information ‘commercially sensitive’ or ‘Confidential Information’. It is not acceptable to render this whole document confidential unless this is truly the case. SPREP has a duty to protect Confidential Information subject to the exceptions in the EOI-Terms (Section 6). * If some of an answer is in another document e.g. a marketing brochure, copy and paste the relevant extract into this response. Do not submit the whole brochure. Please do not include any advertising brochures or similar material in your response. * You may include information not specifically requested by us in your response. But only if it adds value and is relevant to our Requirements. |

**Pre-conditions**

|  |  |
| --- | --- |
| **A red and white sign  Description automatically generated**  **Supplier**  **tips** | * You must be able to answer ‘yes’ to each of these pre-conditions. Make sure you are able to verify that this is the case, if asked. * ‘Yes’ means that you can currently meet the pre-condition. It does not mean that you are planning to, or intend to at some time in the future. * If you cannot answer ‘yes’ to all, your response will not meet the basic Requirements and will be declined. |

|  |  |  |
| --- | --- | --- |
| **#** | **Prerequisites for Eligibility** | **Meets** |
| PR01 | None of the conditions noted in Section 3.1 of the EOI document apply to us. | [Yes/No] |

|  |  |  |
| --- | --- | --- |
| **#** | **Pre-condition** | **Meets** |
| PC01 | If your proposed solution is a cloud or Software as a Service (SaaS) offer the total estimated costs for the first three years including the implementation cost must not exceed **USD 700,000.** | [Yes/No] |
| PC02 | If your proposed solution is not a Software as a Service (SaaS) offer the implementation and annual license/maintenance cost for the first three years must not exceed **USD 700,000**. | [Yes/No] |
| PC03 | Compliance with SPREP’s EOI terms and conditions as noted in Section 4 of the EOI | [Yes/No] |

**Overview of our solution**

Please provide an overview of your solution and how you anticipate the proposed solution will deliver the business outcomes that are specified in Section 2 of the EOI.

|  |
| --- |
| [insert your answer here] |

**Questions relating to the evaluation criteria**

|  |  |
| --- | --- |
| **A red and white sign  Description automatically generated**  **Supplier**  **tips** | * Here you are asked to answer questions relating to the evaluation criteria. Your response will be scored against your answers to these criteria. Aim to give answers that are relevant, concise and comprehensive. * Consider the % weighting for each criterion. The higher the weighting the more important it is. Take the weightings into account in deciding how much detail to include. * If you have made any assumption about the Requirements or delivery, clearly state the assumption. * There may be several questions that relate to one criterion. If these questions are not individually weighted assume that they are of equal importance. |

|  |  |  |
| --- | --- | --- |
| 1. **Build acceptable business relationship with SPREP** | | **Weighting 10%** |
| Please describe your account management process with client. | | |
| [insert your answer here] | | |
| Please describe your issue resolution and escalation process including resource’s availability and competence. | | |
| [insert your answer here] | | |
| Where is the support centre for this application located, i.e. which city or cities? What hours is support available in Samoa standard time? | | |
| [insert your answer here] | | |
| How many staff are employed by your organisation and how many have practical experience in the implementation of the proposed solution? What is the average turnover of staff in years? | | |
| [insert your answer here] | | |
| 1. **Proven record of vendor and the proposed solution** | **Weighting 15%** | |
| Provide the names / detail of at least two referees who are able to comment effectively on your ability to provide the services covered by this EOI. | | |
| [insert your answer here] | | |
| Please provide the names of clients who are currently using the proposed (or similar) solution. | | |
| [insert your answer here] | | |
| How many years has your company been in business and selling / implementing the proposed (or similar) solution? | | |
| [insert your answer here] | | |
| How many implementations of the proposed (or similar) solution have you undertaken for new clients (not upgrades) in the past? Please provide the numbers and the names of the clients. | | |
| [provide your answer in the table below]   |  |  |  | | --- | --- | --- | | **Period** | **Number of implementations** | **Names of clients** | | 0 – 12 months |  |  | | 13 – 24 months |  |  | | 25 – 26 months |  |  | | | |
| 1. **Meet the requirements in Section 2 of the EOI** | **Weighting 75%** | |
| **General** | | |
| Please confirm if your proposed solution is a SaaS (cloud) or in-house solution | | |
| [insert your answer here] | | |
| Name of product or products including the version of the application you are proposing. | | |
| [insert your answer here] | | |
| Please provide a roadmap for the future development of your product. Information can be provided as attachment if required. | | |
| [insert your answer here] | | |
| Do you have a proven implementation / project management methodology? If so, please briefly describe. | | |
| [insert your answer here] | | |
| **Non-functional/Technical** | | |
| Do you support SPREP’s technical architecture environment. Please:   * specify high level application architecture of the product. * specify the database management system(s) and versions supported. * specify the supported client and server environments. * outline briefly any application programming interfaces for the product. * describe the method of importing and exporting information to and from the system. | | |
| [insert your answer here] | | |
| Can you support an environment primarily built on Microsoft products? | | |
| [insert your answer here] | | |
| Can you support single sign-on? | | |
| [insert your answer here] | | |
| Can you support the integration with an FMIS to account and project code details for recording against employee and/or position records? | | |
| [insert your answer here] | | |
| Can you support the alignment of your solution with the technical architecture of SPREP as outlined in Appendix A of the EOI document? Please outline how your solution will continue to be aligned with future advances in technology. | | |
| [insert your answer here] | | |
| Can you support deployment of the proposed solution using mobile devices? | | |
| [insert your answer here] | | |
| Can you support access to your system by a workforce that is geographically dispersed across the Pacific Region? | | |
| [insert your answer here] | | |
| Can you support multi-site/country offices specific legislation/laws in regard to Payroll etc.? | | |
| [insert your answer here] | | |
| Can you support the ability to record audit trails of various actions e.g. entry, approval etc.? | | |
| [insert your answer here] | | |
| Can you provide strong interface capability including exchanging information with third party applications in real time? | | |
| [insert your answer here] | | |
| Can you support multi-currency transactions? | | |
| [insert your answer here] | | |
| **Functional** | | |
| Can you meet the requirements as specified in Section 2.2 of the EOI for the following process? Please provide sufficient detail in your answers to allow SPREP to evaluate against the requirements. | | |
| Payroll | | |
| [insert your answer here] | | |
| Contract Management | | |
| [insert your answer here] | | |
| Leave Management | | |
| [insert your answer here] | | |
| Performance Development | | |
| [insert your answer here] | | |
| People and Organisation Development | | |
| [insert your answer here] | | |
| Recruitment | | |
| [insert your answer here] | | |
| Learning & Development | | |
| [insert your answer here] | | |
| On-boarding | | |
| [insert your answer here] | | |
| Induction | | |
| [insert your answer here] | | |
| HR Portal | | |
| [insert your answer here] | | |
| Reporting & Enquiry | | |
| [insert your answer here] | | |
| User Maintenance and Security and HR Delegations | | |
| [insert your answer here] | | |
| User Interface | | |
| [insert your answer here] | | |
| Workflows | | |
| [insert your answer here] | | |

**Assumptions**

Please state any assumptions that you have made in relation to the requirements in your answers. Where you have made assumptions in relation to the costs and pricing information, please state these in the Costing section which is in a separate document.

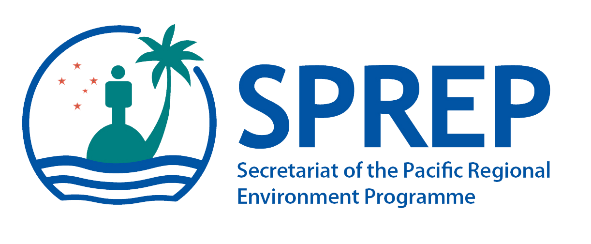
|  |
| --- |
| [insert your answer here] |

1. **Our Declaration**

|  |  |
| --- | --- |
| **A red and white sign  Description automatically generated**  **Supplier**  **tips** | * Here are must answer questions in making a formal declaration. * Remember to select ‘agree’ or ‘disagree’ at the end of each row. If you don’t you will be deemed to have agreed. * Remember to get the declaration signed by someone who is authorised to sign and able to verify each of the elements of the declaration e.g. chief executive or a senior manager. * If you are submitting a joint or consortium response each Respondent (supplier involved in the joint bid or consortium) must complete a separate declaration. |

|  |  |  |
| --- | --- | --- |
| **Respondent’s Declaration** | | |
| **Topic** | **Declaration** | **Respondent’s Declaration** |
| **EOI Process, Terms and Conditions:** | I/we have read and fully understand the EOI, including the EOI Process, Terms and Conditions (shortened to EOI-Terms detailed in Section 4. I/we confirm that Respondent/s agree to be bound by them. | **[agree / disagree]** |
| **Collection of further information:** | The Respondent/s authorises SPREP to:   1. collect any information about the Respondent, except commercially sensitive pricing information, from any relevant third party, including a referee, or previous or existing client 2. use such information in the evaluation of this response.   The Respondent/s agrees that all such information will be confidential to SPREP. | **[agree / disagree]** |
| **Requirements:** | I/we have read and fully understand the nature and extent of SPREP’s Requirements as described in Section 2. I/we confirm that the Respondent/s has the necessary capacity and capability to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period. | **[agree / disagree]** |
| **Ethics:** | In submitting this response, the Respondent/s warrants that it:   1. has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor 2. has not directly or indirectly approached any representative of SPREP (other than the Point of Contact) to lobby or solicit information in relation to the EOI 3. has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of SPREP. | **[agree / disagree]** |
| **Conflict of Interest Declaration:** | The Respondent warrants that it has no actual, potential or perceived Conflict of Interest in submitting this response, or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the procurement process the Respondent will report it immediately to SPREP’s Point of Contact. | **[agree / disagree]** |
| **Details of Conflict of Interest:** [if you think you may have a Conflict of Interest briefly describe the conflict and how you propose to manage it or write ‘not applicable’]. | | |
| **DECLARATION**  **I/we declare that in submitting the response and this declaration:**   1. **the information provided is true, accurate and complete and not misleading in any material respect** 2. **the response does not contain Intellectual Property that will breach a third party’s rights** 3. **I/we have secured all appropriate authorisations to submit this response, to make the statements and to provide the information in the response and I/we am/are not aware of any impediments to enter into a Contract to deliver the Requirements.**   **I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and the response may result in the response being eliminated from further participation in the EOI process and may be grounds for termination of any Contract awarded as a result of the EOI.**  **By signing this declaration the signatory below represents, warrants and agrees that he/she has been authorised by the Respondent/s to make this declaration on its/their behalf.** | | |
| **Signature:** |  | |
| **Full name:** |  | |
| **Title / position:** |  | |
| **Name of organisation:** |  | |
| **Date:** |  | |

APPENDIX A – HONOR FORM



Please complete and sign this Honor Form.

**Declaration of honour on  
exclusion criteria and selection criteria**

The undersigned [*insert name of the signatory of this form*], representing:

|  |  |
| --- | --- |
| (*only for natural persons*) himself or herself | (*only for legal persons*) the following legal person: |
| ID or passport number:  (‘the person’) | Full official name:  Official legal form:  Statutory registration number**:**  Full official address:  VAT registration number:  (‘the person’) |

The person is not required to submit the declaration on exclusion criteria if the same declaration has already been submitted for the purposes of another award procedure of the same contracting authority, provided the situation has not changed, and that the time that has elapsed since the issuing date of the declaration does not exceed one year.

In this case, the signatory declares that the person has already provided the same declaration on exclusion criteria for a previous procedure and confirms that there has been no change in its situation:

|  |  |
| --- | --- |
| **Date of the declaration** | **Full reference to previous procedure** |
|  |  |

I – Situations of exclusion concerning the person

|  |  |  |
| --- | --- | --- |
| 1. declares that the above-mentioned person is in one of the following situations: | YES | NO |
| 1. it is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under Union or national legislation or regulations; |  |  |
| 1. it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law; |  |  |
| 1. it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibity where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following: |  | |
| (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract or an agreement; |  |  |
| (ii) entering into agreement with other persons with the aim of distorting competition; |  |  |
| (iii) violating intellectual property rights; |  |  |
| (iv) attempting to influence the decision-making process of the contracting authority during the award procedure; |  |  |
| (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure***;*** |  |  |
| 1. it has been established by a final judgement that the person is guilty of any of the following: |  | |
| (i) fraud; |  |  |
| (ii) corruption; |  |  |
| (iii) conduct related to a criminal organisation; |  |  |
| (iv) money laundering or terrorist financing; |  |  |
| (v) terrorist offences or offences linked to terrorist activities, or inciting, aiding, abetting or attempting to commit such offences; |  |  |
| (vi) child related offences or child labour or other offences concerning trafficking in human beings; |  |  |
| (vii) creating a shell company and being a shell company. |  |  |
| 1. it has shown significant deficiencies in complying with the main obligations in the performance of a contract or an agreement financed by SPREP, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by SPREP; |  |  |
| 1. it has been established by a final judgment or final administrative decision that the person has committed an irregularity; |  |  |
| 1. it has been established by a final judgment or final administrative decision that the person has created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration or principal place of business. |  |  |
| 1. (*only for legal persons*) it has been established by a final judgment or final administrative decision that the person has been created with the intent provided for in point (g). |  |  |
| 1. for the situations referred to in points (c) to (h) above the person is subject to: 2. facts established in the context of audits or investigations carried out by a Court or the internal auditor, or any other check, audit or control performed under the responsibility of SPREP; 3. non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics; 4. facts referred to in decisions of entities or persons being entrusted with any of SPREP’s donor budget implementation tasks; 5. information transmitted by Member States of SPREP; or 6. decisions of exclusion by an authorising officer of SPREP donor partners. |  |  |

II – Situations of exclusion concerning natural or legal persons with power of representation, decision-making or control over the legal person and beneficial owners

***Not applicable to natural persons, Member States and local authorities***

|  |  |  |  |
| --- | --- | --- | --- |
| 1. declares that a natural or legal person who is a member of the administrative, management or supervisory body of the above-mentioned legal person, or who has powers of representation, decision or control with regard to the above-mentioned legal person (this covers e.g. company directors, members of management or supervisory bodies, and cases where one natural or legal person holds a majority of shares), or a beneficial owner of the person is in one of the following situations: | YES | NO | N/A |
| Situation (c) above (grave professional misconduct) |  |  |  |
| Situation (d) above (fraud, corruption or other criminal offence) |  |  |  |
| Situation (e) above (significant deficiencies in performance of a contract ) |  |  |  |
| Situation (f) above (irregularity) |  |  |  |
| Situation (g) above (creation of an entity with the intent to circumvent legal obligations) |  |  |  |
| Situation (h) above (person created with the intent to circumvent legal obligations) |  |  |  |
| Situation (i) above |  |  |  |

III – Situations of exclusion concerning natural or legal persons assuming unlimited liability for the debts of the legal person

|  |  |  |  |
| --- | --- | --- | --- |
| 1. declares that a natural or legal person that assumes unlimited liability for the debts of the above-mentioned legal person is in one of the following situations [***If yes, please indicate in annex to this declaration which situation and the name(s) of the concerned person(s) with a brief explanation***]: | YES | NO | N/A |
| Situation (a) above (bankruptcy) |  |  |  |
| Situation (b) above (breach in payment of taxes or social security contributions) |  |  |  |

IV – Grounds for rejection from this procedure

|  |  |  |  |
| --- | --- | --- | --- |
| 1. declares that the above-mentioned person: | YES | NO | N/A |
| Was previously involved in the preparation of the procurement documents used in this award procedure, where this entailed a breach of the principle of equality of treatment including distortion of competition that cannot be remedied otherwise. |  |  |  |

V – Remedial measures

If the person declares one of the situations of exclusion listed above, it must indicate measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to this declaration. This does not apply for situations referred in point (d) of this declaration.

VI – Evidence upon request

Upon request and within the time limit set by SPREP the person must provide information on natural or legal persons that are members of the administrative, management or supervisory body or that have powers of representation, decision or control, including legal and natural persons within the ownership and control structure and beneficial owners.

It must also provide the following evidence concerning the person itself and the natural or legal persons on whose capacity the person intends to rely, or a subcontractor and concerning the natural or legal persons which assume unlimited liability for the debts of the person:

For situations described in (a), (c), (d), (f), (g) and (h), production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.

For the situation described in point (b), production of recent certificates issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the person is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

The person is not required to submit the evidence if it has already been submitted for another award procedure of the same contracting authority. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

|  |  |
| --- | --- |
| **Document** | **Full reference to previous procedure** |
| *Insert as many lines as necessary.* |  |

VII – Selection criteria

|  |  |  |  |
| --- | --- | --- | --- |
| 1. declares that the above-mentioned person complies with the selection criteria applicable to it individually as provided in the procurement documents: | YES | NO | N/A |
| 1. It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in Terms of Reference; |  |  |  |
| 1. It fulfills the applicable economic and financial criteria indicated in Terms of Reference; |  |  |  |
| 1. It fulfills the applicable technical and professional criteria indicated in Terms of Reference. |  |  |  |

VIII – Evidence for selection

The signatory declares that the above-mentioned person is able to provide the necessary supporting documents listed in the relevant sections of this declaration and which are not available electronically upon request and without delay.

The person is not required to submit the evidence if it has already been submitted for another procurement procedure of the same contracting authority. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

|  |  |
| --- | --- |
| **Document** | **Full reference to previous procedure** |
| *Insert as many lines as necessary.* |  |

***The above-mentioned person must immediately inform SPREP of any changes in the situations as declared.***

***The above-mentioned person may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.***

Full name Date Signature