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| Annex IV – TENDER SUBMISSION FORM |

[Please insert company letter-head]

[INSERT DATE]

Dear Sir / Madam,

Having examined your Request for Tender dated dd/mm/yyyy, we, the undersigned, offer to provide services to SPREP in Apia Samoa according to the TOR provided by SPREP for the sum as quoted in the financial proposal.

We undertake, if our proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We hereby declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation contained in it may lead to our disqualification.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFT, and the General Terms and Conditions of SPREP’s Contract for Services.

The undersigned represents to the SPREP as follows (check as appropriate)[[1]](#footnote-1)

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| 🞎 | Proposer accepts the Terms and Conditions in Annex (i) and agrees to do all acts required in Annex (i). |
| 🞎 | Proposer also acknowledges that Proposals may be partially awarded between different proposers. |
| 🞎 | Proposer shall submit a performance bond if required in the RFT. |
| 🞎 | Proposer acknowledges that, if awarded a contract, it may be liable for liquidated damages if provided for in this RFT or the contract. |
| 🞎 | Proposer is aware that the SPREP is not committed to award a contract, or to reimburse any costs incurred by the proposer in connection with the RFT process, as stated in Annex (i). |
| 🞎 | Proposer is aware that neither the RFT, nor any of its annexes, including this document, constitutes any agreement or contractual relationship between the SPREP, or any of its entities, and the proposer. Proposer acknowledges that the sole purpose of the RFT and its annexes is to enable vendors to submit a proposal; proposer will not regard or seek to rely upon the RFT or any of its annexes as an offer on the part of the SPREP capable of acceptance by the proposer. |
| 🞎 | Proposer acknowledges that Proposals are evaluated according to the SPREP Financial Regulations and Rules and the evaluation criteria specified in this RFT. |
| 🞎 | Proposer is familiar with and accepts the payment terms in Annex (i). |
| 🞎 | In the event the proposer is a U.S. entity, proposer will indicate in its Proposal whether or not the prices specified therein are currently subject to GSA Federal Supply pricing and state the GSA Contract Number and Expiration Date. |
| 🞎 | Proposer’s Proposal will be valid for the period of 120 days. |
| 🞎 | Proposer is familiar with and accepts the SPREP conditions for the withdrawal and modification of Proposals and the SPREP rules governing errors in Proposals and public opening of Proposals. |
| 🞎 | Proposer accepts the Confidentiality terms stated in Annex (i); and is aware that in the event the SPREP requires proposers to execute a non-disclosure agreement, as stated in Annex (i), and proposer refuses to sign, proposer will not be invited to participate further in the RFT. |
| 🞎 | Proposer accepts the Collusive Biding and other Anti-competitive Conduct terms stated in Annex (i) and represents that the Proposal has been compiled without the improper assistance of employees or former employees of the SPREP, in accordance with Annex (i). |
| 🞎 | Proposer has not, and is not, engaged in any corrupt practices. |
| 🞎 | Proposer is not aware of any existing or potential conflict of interest as specified in Annex (i). If during the procurement process a conflict of interest arises, or appears likely to arise, proposer will notify the SPREP immediately in accordance with Annex (i). |
| 🞎 | Proposer acknowledges that any costs it may incur in connection with the submission of a Proposal to the SPREP are at the sole expense of the proposer. |
| 🞎 | Proposer shall promptly inform the SPREP in writing of any proposal submitted, or likely to be submitted, by a holding, parent, subsidiary, or affiliated company of the proposer in response to this RFT of which it is aware, or ought reasonably to be aware. |
| 🞎 | Proposer shall submit a bid bond if required in the RFT. |

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| REGISTERED OFFICE ADDRESS OF PROPOSER: | POSTAL ADDRESS: |
|  |  |
| TELEPHONE NUMBER(S): | FACSIMILE NUMBER(S): |
|  |  |

Signature of authorized official of proposer or person otherwise authorized to sign the proposal on behalf of the proposer.

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| SIGNATURE: | DATE: |
|  |  |
| NAME (BLOCK LETTERS): | POSITION HELD: |
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**Joint Venture Partner Information Form**

*[The Bidder shall fill in this Form in accordance with the instructions indicated below].*

Date: *[insert date (as day, month and year) of Bid Submission*]

RFT No.: *[insert number of bidding process]*

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| 1. Bidder’s Legal Name: *[insert Bidder’s legal name]* |
| 2. JV’s Party legal name: *[insert JV’s Party legal name]* |
| 3. JV’s Party Country of Registration: *[insert JV’s Party country of registration]* |
| 4. JV’s Party Year of Registration: *[insert JV’s Part year of registration]* |
| 5. JV’s Party Legal Address in Country of Registration: *[insert JV’s Party legal address in country of registration]* |
| 6. JV’s Party Authorized Representative Information  Name: *[insert name of JV’s Party authorized representative]*  Address: *[insert address of JV’s Party authorized representative]*  Telephone/Fax numbers: *[insert telephone/fax numbers of JV’s Party authorized representative]*  Email Address: *[insert email address of JV’s Party authorized representative]* |
| 7. Attached are copies of original documents of:*[check the box(es) of the attached original documents]*   Articles of Incorporation or Registration of firm named in 2 above.   * JV Agreement, or letter of intent to enter into such an Agreement, signed by the legally authorized signatories of all the parties |

1. Terms used in this declaration shall have the meanings ascribed to them in the Terms and Conditions in Annex (i) [↑](#footnote-ref-1)