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

RFT: 2021/039

File: AP\_3/31/19/1

|  |
| --- |
| **THIS APPLICATION IS FOR THE FOLLOWING TENDER:** |
| **GCCA+ SUPA Graphic Designer** |

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

|  |  |
| --- | --- |
| **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 |  |
|  |
| **2.** | **ACADEMIC BACKGROUND** *(PRINCIPAL APPLICANT & PROPOSED PERSONNEL)* |
| Dates | Institution/Country | Qualification Attained |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |
| **3.** | WORK EXPERIENCE  |
| Dates | Employer | Position (briefly list core functions) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |
| **4.** | **PROFESSIONAL AFFILIATIONS/AWARDS** |
| Dates | Organisation | Member/Award Status |
|  |  |  |
|  |  |  |
|  |  |  |
|  |
| **5.** | **PROFESSIONAL REFEREES (List at least 3 including the most recent relevant to this job)** |
| Name | Position  | Organisation & Contact Details |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |
| **6.** | **STATE HOW YOU MEET EACH SELECTION CRITERIA**  |
| **CRITERIA 1:****Quality of Work and Proficiency (25%)**A technical proposal for the requested products in need of graphics design and provide a minimum of six examples (including most recent work) which indicates a strong artistic eye, with the ability to design for target audiences while maintaining modern graphic design approaches. |  |
| **CRITERIA 2:****Experience and Technical Skill (25%)**Demonstrate that they are fully conversant with the Adobe Creative Design Suite, in particular InDesign, Illustrator and Photoshop, as well as proficient in online technology and web-based tools to help develop interactive PDF’s. |  |
| **CRITERIA 3:****Work Ethic and Commitment (25%)**Provide evidence of excellent work ethics including but not limited to responsiveness of your services, ability to take instruction, capable of meeting deadlines, and proficiency in working unsupervised until task is completed to a high quality. |  |
| **CRITERIA 4:****Financial Component (25%)**Detailed and completed financial offer form (Annex B)  |  |
|  |
| **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, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, misrepresentation, corruption, participation in a criminal organization, money laundering or terrorist financing, child labor, and deficiency in capability in complying main obligations. |  |
| 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) |  |
|  |
| **8.** | **ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT** |
|  |
|  |
| **9.** | **HOW DID YOU LEARN ABOUT THIS TENDER?** |
|  |
|  |
| **10.** | **CERTIFICATION & AUTHORISATION:****All information submitted herewith is true and correct. SPREP has the authority to seek verification of any information provided.** |
|  |
|  |  |
| **Signature** | **Date** |

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

* Curriculum Vitae – Principal Consultant & Proposed Personnel
* Detailed Technical Proposal
* Business licence and relevant work permit.
* Detailed Financial Proposal
* Any other relevant information to support this tender application.

**CONFLICT OF INTEREST FORM**

**Request for Tender (RFT) – AP 3/31/19/1 - GCCA+ SUPA Graphic Designer**

1. 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.

2. 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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, Signature Date

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