

Annex I – Instructions to Bidders

A. General

A.1. your proposal could form the basis for a contract between your firm and the Secretariat of the Pacific Environment Programme (SPREP).

A.2. Currency of the proposal. All amounts quoted in the proposal shall be in United States Dollars (USD) unless otherwise specified.

A.3. Definitions

A.3.1. Firm; in the context of this RFT the word “firm” refers to any organization’s legal status, whether it is a sole proprietorship, a company, non-profit, a partnership, a joint venture, or any other form of legal association.

A.3.2. Contractor(s); means the party or parties with which SPREP may eventually enter into a contract(s) for the works and/or services as per the attached TOR at Annex (II).

A.4. Costs incurred. This RFT does not commit SPREP to award a contract or to pay any costs incurred in the preparation or submission of proposals, or in making necessary studies for the preparation thereof, or to procure or contract for services or supplies.

A.5. Right to reject. SPREP reserves the right to reject any or all proposals received in response to this RFT and to negotiate with any of the proposers or other firms in any manner deemed to be in the best interest of SPREP.

A.6. No contractual offer. This RFT contains no contractual offer of any kind. Any proposals submitted will be regarded as an offer by the proposer and not as an acceptance by the proposer of any offer by SPREP.

A.7. Advance payments. The Financial Regulations and Rules of the SPREP preclude advance payments or payments by Letters of Credit.

A.8. Communication. Other than this official means of communication, excluding all provisions made herein, SPREP staff are prohibited from communicating about this procurement with any respondent or external party during the course of this procurement. Respondents are not to call or attempt to communicate in any other way with SPREP staff regarding this procurement. **Any violation of this instruction may adversely affect a Contractor’s prospect of selection.**

A.9. Fraud and Corruption. It is SPREP policy to require that Bidders, suppliers, and contractors and their subcontractors under SPREP contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, SPREP :

A.9.1. defines as “corrupt practices”, for the purposes of this provision, as being, but not limited to, any that can be interpreted, at the sole discretion of the United Nations, in terms of the definitions below:

A.9.1.1. *bribery* is the act of unduly offering, giving, receiving or soliciting anything of value to influence the process of procuring goods or services, or executing contracts

A.9.1.2. *extortion* or coercion is the act of attempting to influence the process of procuring goods or services, or executing contracts by means of threat of injury to person, property or reputation

A.9.1.3. *fraud* is the misrepresentation of information or facts for the purpose of influencing the process of procuring goods or services, or executing the contracts, to the detriment of SPREP or other participants

A.9.1.4. *collusion* is the agreement between Bidders designed to result in bids at artificial prices that are not competitive. “Collusive bidding”, “other anti-competitive conduct”, or “any other similar conduct” may include, *inter alia*, any attempt to alter the results of a solicitation exercise in such a way that would lead to an outcome other than that which would have been obtained through an open and transparent competitive process.

A.9.1.5. *improper assistance* is the practice compiling proposals that, in the sole opinion of the United Nations, are prepared with the assistance of current or former employees or contractors of the United Nations, in violation of confidentiality obligations, or by using information not otherwise available to the general public or which would provide a non-competitive benefit shall also be excluded from further consideration

A.9.2. will reject a proposal to award a contract if it determines that a vendor recommended for award has engaged in corrupt practices in competing for the contract in question

A.9.3. will declare a vendor ineligible, either indefinitely or for a stated period of time, to become a SPREP registered vendor if it at any time determines that the vendor has engaged in corrupt practices in competing for or in executing a SPREP contract

A.9.4. will cancel or terminate a contract if it determines that a vendor has engaged in corrupt practices in competing for or in executing a SPREP contract

A.9.5. will normally require a SPREP vendor to allow SPREP , or any person that SPREP may designate, to inspect or carry out audits of the vendor’s accounting records and financial statements in connection with the contract.

A.10. Investigations. Any vendor participating in SPREP ’s procurement activities, shall facilitate to SPREP personnel upon first request, all documents, records and other elements needed by SPREP to investigate the allegations of misconduct by either vendors or any other party to the procurement activities. The absence of such cooperation may be sufficient

grounds for the debarment of the vendor from SPREP vendor roster and may lead to suspension following review by SPREP Vendor Review Committee.

A.11. Audits. Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the SPREP as well as with other investigations authorized by the SPREP as and when required.

A.12. Confidentiality. This RFT is communicated to and received by each addressee thereof on the understanding and condition that it is confidential and proprietary to SPREP, and contains privileged information. No information contained in the RFT may be copied, exhibited or furnished to others without the prior written consent of SPREP. Proposers will be bound by the contents of this paragraph whether or not they submit a proposal or respond in any other way to this RFT. SPREP will not return proposals received. These proposals shall be kept confidential for the sole and internal consideration of SPREP.

A.13. Modification of request for proposal. SPREP reserves the right to modify or exclude any consideration, information or requirement contained in this RFT and to add new considerations, information or requirements at any stage of the procurement process, including negotiations with proposers, at any time before any contract is awarded for the services detailed in this RFT.

A.13.1. To give proposers reasonable time in which to take a modification into account in preparing their proposals, SPREP may, at its sole discretion, extend the deadline for the submission of proposals. The new deadline will be communicated through the appropriate media.

A.14. Eligible Bidders. Without abandoning the provisions made in this document for determining the technical eligibility of the bidders, SPREP asserts that:

A.14.1. A Bidder, and all parties constituting the Bidder, may have the nationality of any member state of the United Nations.

A.14.2. A Bidder shall not have a conflict of interest. All Bidders found to have conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they are or have been associated in the past, with a firm or any of its affiliates which have been engaged by SPREP to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the Services to be purchased under these Bidding Documents.

A.14.3. A Bidder that is under a declaration of ineligibility by SPREP in accordance with Instructions to Bidders Clause A.9, at the date of contract award, shall be disqualified.

A.14.4. Bidders shall not be eligible to submit a bid when at the time of bid submission:

A.14.4.1. Suppliers are already suspended by SPREP; or,

A.14.4.2. Supplier's names are mentioned in the United Nations 1267 Terrorist list issued by the Security Council resolution 1267 which establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban; or,

A.14.4.3. Suppliers are suspended by the United Nations Procurement Division (UNPD); or,

A.14.4.4. Suppliers have been declared ineligible by the World Bank (see <http://www.worldbank.org/debarr>).

A.15. Joint Venture. Bids may be submitted by a Joint Venture (JV). In the case of a JV:

A.15.1. The duly filled “Joint Venture Partner Information Form” of Annex (v) must be included with the Bid; and

A.15.2. All parties to the JV shall be jointly and severally liable; and

A.15.3. The JV shall nominate a Representative who shall have the authority to conduct all businesses:

A.15.3.1. - for and on behalf of any and all the parties of the JV during the bidding process; and

A.15.3.2. - in the event the JV is awarded the Contract, during contract execution.

B. Preparation and Contents of Proposals

B.1. Language of the proposal. The proposals and all correspondence and documents relating to this RFT shall be written in the English language. Any printed literature furnished by the Bidder may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

B.2. Contents of the proposal.

B.2.1. This sub-section refers exclusively to the assessable contents of the proposal, for instructions on collation, marking and sealing of the proposal components please refer to sub-section “C.1 Format of the Proposal” and sub-section “C.2 Sealing and marking of the Proposals.”

B.2.2. Proposals must offer services for the total requirements. Any proposal which does not fully and comprehensively address this RFT may be rejected. The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the RFT Documents. Failure to comply with these documents will be at the Bidder's risk and may affect the evaluation of the Proposal.

The proposal shall include, but is not limited to, the following information:

B.2.3. Tender submission form Annex (IV)

B.2.4. Qualification document. A brief description of your firm and an outline of recent experience on projects of a similar nature, including experience in the country and language concerned. You should also provide information that will facilitate our evaluation of your firm's substantive reliability and financial and managerial capacity to provide the services.

The following documents are to be submitted:

1. Company Registration Documents;
2. Annual balance sheets and profit & loss statements for the last 3 (three) financial years;
3. The firm's reference list. Minimum five relevant projects with details; and
4. List of relevant completed projects, including project value, and list of corresponding contact persons within the clients.

B.2.5. Technical proposal:

B.2.5.1. The proposal should describe the approach and methodology that will be applied by the firm to meet the objectives and scope of the services required by SPREP. This section should demonstrate the proposal's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; and demonstrating how the proposed methodology meets or exceeds the specification.

You should include the number of person-months in each specialization that you consider necessary to carry out all the work.

B.2.5.2. Assumptions. Include any assumptions as well as comments on the data, support services and facilities to be provided by SPREP as indicated in the TOR, or as you may otherwise believe to be necessary.

B.2.5.3. Team structure. Provide the composition and work tasks (including supervisory) which would be assigned to each member. Include team organogram and curriculum vitae of senior professional members of the team.

B.2.5.4. The technical proposal must not provide financial information.

B.2.6. Financial proposal. This must contain the financial information about the services that will be provided by the Contractor. The firm must state its contract price, discounts, if any, and payment terms. The currency used in the financial proposal shall be in accordance to clause (A.2.) The financial component shall have a cover letter wherein your firm's authorized representative affirms a summary of the price and the period of validity.

B.2.6.1. In addition this component must cover all the services to be provided and must itemize the following:

B.2.6.1.1. An all-inclusive rate per person-day (including honorarium and living expenses) for each team member to be assigned to the project and a rate for the person's work at home, if applicable;

B.2.6.1.2. An all-inclusive amount for international travel and related expenses. Please indicate the number of round trips per team member;

B.2.6.1.3. An all-inclusive amount for local travel;

B.2.6.1.4. All other costs, if any, indicating nature and breakdown;

B.2.6.1.5. Summary of total costs for the services proposed; and

B.2.6.1.6. A proposed schedule of payments.

B.3. Period of validity of proposals. Proposals shall remain valid for a period of at least one hundred and twenty (120) days from the date fixed for opening of Tenders in the RFT. A proposal valid for a shorter period may be rejected by SPREP on the grounds that it is non-responsive.

B.4. Comprehensive and concise proposals. Proposers must provide all requisite information under this RFT and clearly and concisely respond to all points set out in this RFT. Please present information in order of the requirements stipulated in Annex III – Evaluation Criteria. Any proposal which does not fully and comprehensively address this RFT may be rejected. Proposers should also limit their proposals to the requirements of this RFT. Unnecessarily elaborate brochures and other presentations beyond that sufficient to constitute a complete and effective proposal are discouraged.

C. Submission of Tenders

C.1. Format of Tenders. The technical and financial proposals in response to the present request must be delivered as stated in RFT Request Document at point 7.3. For hard copies 2 (two) copies each in separate documents must be delivered, clearly marked “Original Proposal” and “Copy” as appropriate. In the event of any discrepancy between different copies of the proposals, the one stamped “Original Proposal” shall govern.

C.2. Sealing and marking of proposals. The proposer shall seal the hard copies proposal in one outer and two inner envelopes, as detailed below:

C.2.1. The outer envelope shall show the address as stated in the RFT Request Document at point 7, and marked “TENDER: **Tender request for the review and update of the Stockholm Convention National Implementation Plan (NIP)**” – REF: **AP_6/5/4**

C.2.2. Both inner envelopes shall indicate the name and address of the proposer, and clearly marked:

C.2.2.1. “**Technical Proposal**” and shall contain the documents with the information stipulated in paragraphs B2.5 above. The technical proposal shall not contain any pricing information; and

C.2.2.2. “**Financial Proposal**” and shall contain the total price quotation with the information stipulated in clause B.2.6 above.

C.3. If the two inner envelopes are not sealed and marked as per the instructions in this clause, SPREP will not assume responsibility for the proposal’s misplacement, premature opening and/or consequent disqualification of your proposal.

C.4. Signing of the proposals. All copies of the Proposal shall be typed or written in indelible ink and shall be signed by the proposer or a person or persons duly authorized to bind the firm to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Proposal. A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the proposer, in which case such corrections shall be initialed by the person or persons signing the Proposal.

C.5. Deadline for submission of proposals. Proposals should reach the delivery address supplied in point 7 of the RFT Request Document not later than the date and time clearly defined in point 7.1 of the RFT Request Document.

C.6. It is the exclusive responsibility of the proposers to ensure that their proposal reaches the delivery address before the stipulated deadline. Tenders received after the deadline will be rejected.

C.7. Modifications and withdrawals. Tenders may be modified or withdrawn in writing prior to the bid opening. Bids may not be modified or withdrawn after this time.

C.8. Pricing Errors. In case of error in the totaling prices, unit prices will govern. In case of discrepancies between the amounts in figures and the amounts in words the amounts in words will govern.

C.9. Clarifications of request for Tender. Questions on any part of this RFT should be submitted, in writing, to SPREP within the date stipulated at point 5.1 of the RFT Request Document. Responses will be advertised on the website as stipulated at point 5.1. Questions may be sent via email at tenders@sprep.org.

C.9.1. In responding to the requests for clarifications SPREP may, at its sole discretion, apply the provisions made in Annex (i) Clause A.13 Modification of request for proposal.

D. Opening and Evaluation of Proposals

D.1. Opening of proposals. A public opening of proposals will take place on the date and time stipulated at point 7.4 of the RFT Request Document. The bid opening will be held at the address stipulated at point 7 of the RFT Request Document. The purpose of the public opening is to record the proposals submitted by the due date and time. No price will be announced at the time of the public opening. Firms submitting offers are welcome to send one (1) representative with proper authorization to observe the recording of proposals received.

D.2. Clarification of proposals. To assist in the examination, evaluation and comparison of Proposals, SPREP may at its discretion, ask the Bidder for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

D.3. Preliminary Examination. SPREP will examine the Proposals to determine whether they are complete, whether the documents have been properly signed, and whether the Proposals are generally in order. Prior to the detailed evaluation, SPREP will determine the substantial responsiveness of each Proposal to the RFT. For purposes of these Clauses, a substantially responsive Proposal is one, which conforms to all the terms and conditions of the RFT without material deviations. SPREP's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by SPREP and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

D.4. Evaluation of the proposals. Proposals will be evaluated in accordance with the SPREP Financial Regulations and Rules, established procedures of the SPREP Procurement Manual and:

D.4.1. A two-stage procedure is utilised in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price Schedules of the Proposals will be opened only for submissions that passed minimum technical score of 70% (490 points) of the maximum obtainable 700 points;

D.4.2. The evaluation will be conducted in accordance with the cumulative analysis method, according to which the technical and financial proposals have pre-assigned weights and pre-assigned maximum number of scores: technical proposal (70%), 700 points maximum, financial proposal (30%), 300 points maximum; and

D.4.3. The winning proposal will be the one with the highest sum of points obtained both for financial and technical evaluation.

D.5. Technical Evaluation. The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR) as per the evaluation criteria contained in the bidding documents. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. Please see the detailed breakdown of obtainable points in Annex (III).

D.6. Financial Evaluation. In the second stage the price proposals of all contractors who attained minimum 70% of the maximum score (490 points and more) for the technical evaluation will be reviewed. Arithmetical errors will be rectified according to clause C.8 Pricing Errors. If the Bidder does not accept the correction of errors, its Proposal will be rejected.

The lowest amount technically qualified financial proposal will be awarded maximum 300 points and other financial proposals will be awarded points in accordance with the following formula: Financial Proposal score = (Lowest Price / Price under consideration) x 300.
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E. Contracting Arrangements

E.1. Award of contract.

E.1.1. SPREP reserves the right to accept or reject any proposal received in response to this RFT and to negotiate with any of the proposers or other firms in any manner deemed to be in the best interest of SPREP.

E.1.2. Before the expiration date of the proposals validity, SPREP will make its best efforts to select and award the contract to the qualified proposer whose proposal, after being evaluated, is considered to be the most responsive to the needs of the organization.

E.2. Contract currency shall be United States Dollars (USD) and payments will be executed in USD unless otherwise specified.

E.3. Signing of the contract. Any contract awarded for the services described in this RFT will be signed between the selected firm and SPREP unless otherwise specified. The duration of the contract shall expire upon SPREP's acceptance as satisfactory of the deliverables that are submitted by the selected firm.

E.4. Payment provisions. SPREP's general policy is to pay for the performance of contractual services rendered, or to effect payment, upon the achievement of specific milestones described in the contract.

E.4.1. SPREP's policy is not to grant advance payments except in unusual circumstances where the potential contractor specifies in the proposal that there are special circumstances warranting and advance payment. SPREP, at its sole discretion, may however determine that such payment is not warranted or determine the conditions under which such payment would be made.

E.4.2. Any request of advance payment is to be justified and documented and must be submitted with the financial proposal. This justification shall explain the need for the advance payment, itemize the amount requested and provide a time schedule for the utilization of said amount.

E.5. Adjustable Price. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account.

E.6. Ownership of work papers. The work papers and related documentation shall be the property of SPREP and shall be kept in the custody of the selected firm. The eventual transfer, disposal or destruction of the work papers will be subject to the instructions of SPREP. The work papers and related documentation shall be subject to submission and review by SPREP solely and at its discretion.

E.7. General conditions of contract. The contract for the provision of the services shall be subject to the SPREP's General Conditions of Contract for Services. Please note that the terms set forth in this RFT and other terms of your proposal shall be included in any contract entered into between your firm and the SPREP, should SPREP accept your proposal and, that the contract will require compliance with all statements and representations made in your proposal as to the performance of the services.

E.8. Vendor Protest. Vendor protest procedures are intended to afford an opportunity to appeal to persons or firms not awarded a purchase order or contract in a competitive procurement process. **It is not available to non-responsive or non-timely proposers/bidders or when all proposals/bids are rejected.** In the event that you believe you have not been fairly treated, you can find detailed information in the following link: <http://www.sprep.org/accountability/complaints>

Annex II – Terms of Reference (TOR)

2.1 Background

SPREP is calling for tenders from qualified and experienced contractors who will be able to undergo the review and update the Stockholm Convention National Implementation Plan (NIP) for Fiji, Tonga, Tuvalu, Vanuatu by December 2019 and to include also the contemporary management of strategies for listed POPs including the new chemicals listed under the Convention since 2006.

The Stockholm Convention on Persistent Organic Pollutants (POPs) is an internationally binding agreement that commits governments around the world to take the necessary actions to reduce, and where feasible, eliminate the production and environmental releases of 28 listed POPs. The Convention entered into force on 17 May 2004. As Parties to the convention Fiji, Tonga, Tuvalu and Vanuatu are obligated to comply with the Convention's requirement by establishing an inventory and formulating a National Implementation Plan (NIP) for the proper management of the scheduled POPs and wastes in order to eventually eliminate their releases within the country and abroad. Additionally convention Article 7(1)(c) requires that an existing NIP must be updated to show how a country intends to meet its obligations with respect to the amendments to Annexes A, B and C every time new POPs are added.

SPREP anticipates signing the project cooperation agreement with UNEP in July 2019, with commencement of the work immediately after. Contract signing with the consultant is therefore anticipated to be in July – August 2019, but delays may be possible. Should the PCA not be signed, this tender will be cancelled.

2.2 OBJECTIVES:

To review and update the National Implementation Plan (NIP) for Fiji, Tonga, Tuvalu, Vanuatu, by December 2019 to include contemporary management strategies for listed POPs including the new chemicals listed under the Convention since 2006.

2.3 SCOPE OF WORK:

The successful applicant will need to provide the following deliverables in Fiji, Tonga, Tuvalu, Vanuatu, by the December 2019:

Deliverables (required for each country)

1. Identification of national institutional needs and strengths.
2. Provision of in-country hands on training to help develop and build capacity of potential local experts to compile future inventories.
3. Conduct a national training and awareness raising workshop with the assistance of member countries (environment ministries) to:
 - a. Endorse a NIP development roadmap; and
 - b. Increase national awareness on the NIP development process focusing on POPs inventory.
4. Complete a desk review of the national impacts of new POPs.
5. Complete a national socio-economic analysis of POPs impacts.
6. Assess the institutional and legislative capacity for national POPs management.
7. Complete a national POPs inventory in consultation with government.
8. Identify national POPs management priorities in consultation with government.
9. Develop a costed POPs management Action Plan.
10. Draft a final NIP.

2.4 WORKSHOP ARRANGEMENTS:

The Governments of the four countries through their environment ministries will work with the consultant to organize the logistical arrangements for the workshops.

2.5 SUPPLY OF NATIONAL DATA:

Agents of the Government of Fiji, Tonga, Tuvalu, Vanuatu, through their environment ministries will assist the Consultants in the delivery of the consultancy product through the timely provision of any accessible national data on imports of relevant goods and chemicals that may contain Stockholm Convention listed POPs and on any national activity rates that may lead to the generation of unintentional POPs releases from generic sources listed within the UNEP POPS TOOLKIT EFs (2012).

2.6 REPORT TO:

The Consultant will report to the Secretariat of the Pacific Regional Environment Programme as the executing agency.

2.7 TIMEFRAME:

Contract shall be completed by the end of December 2019.

Annex III – Evaluation Criteria

The technical component, which has a total possible value of 700 points, will be evaluated using the following criteria.

A – Technical

The technical evaluation shall be in two stages. Initially the following PASS/FAIL criteria shall be evaluated. Proposals failing any of the criteria below will be technically disqualified and no further evaluation will be conducted.

PASS/FAIL		
REF	DESCRIPTION	REQUIRED DOCUMENTATION
1	3 years Audited Financial Statements	Audited financial statements of the company with the auditor's report for a minimum of three years
2	Business License	Business License

Proposals that have passed all criteria of the first phase above will be evaluated on a sliding scale basis according to the criteria set out below.

B – Expertise of firm submitting the proposal

Item		Points Obtainable	Firm				
			A	B	C	D	E
1	Reputation of the organization and staff (competence and reliability) At least 5 years of similar activities since registration date.	35					
2	General Organizational capacity which is likely to affect implementation	35					
3	References	35					
4	Relevance of: <ul style="list-style-type: none"> - Specialized knowledge - Experience in similar programs - Experience in the region - Work for SPREP major programs At least 2 similar national/international projects	70					
TOTAL		175					

C- Proposed Work plan and approach

6.1.g Ability to complete the assignment within the timeframes specified in the Terms of Reference (that is before December 2019);		Points Obtainable	A	B	C	D	E
1	To what degree the consultant understands the task	45					
2	Have the important aspects of the task been addressed in sufficient detail?	45					
3	Are the time schedule and man power estimates well defined and consistent with the task	85					
4	the scope of the project is well defined and corresponds to the TOR	70					
5	Clear, Logical, realistic presentation of the activity sequence. Project is sufficiently thought out to promise efficient implementation?	70					
Total		315					

D – Specific Technical Criteria

Item		Points Obtainable	Required Documents
1	Have a proven record of successfully completing work in Pacific region or small island context	70	Reference checks
2	Have proven understanding of, and experience in meeting relevant national and international convention (Stockholm) requirements for NIPs Project	70	Reference checks
3	Have demonstrated experience in: <ul style="list-style-type: none"> - Drafting and review of national implementation plans - Arrangement of meetings (National Level) - Conducting of training (National Level) 	70	Reference documents, reference checks
TOTAL		210	

Criteria type	Evaluation Methodology	Documents supporting	Points awarded (for evaluation criteria use)
Pass/Fail	Audited financial statements of the company with the auditor's report for a minimum of three years	Audited financial statement	Lack of 3 audited financial statement or qualified financial statement is grounds for disqualification

ANNEX IV – Tender Submission Form
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Refer attached