



REQUEST FOR PROPOSAL

RFP No.: RFP20-101

DATE: October 23rd, 2020

SUBJECT: REQUEST FOR PROPOSAL – PREFERRED SUPPLIER AGREEMENTS FOR GRAPHIC DESIGN LAYOUT SPECIALISTS.

You are requested to submit a comprehensive proposal for the above RFP as per the Terms of Reference set out in Annex II.

To enable you to submit a Proposal please find enclosed:

- Annex I:** Instructions to bidders
- Annex II:** Terms of Reference, containing a description of SPC's requirements for which these services are being sought
- Annex III:** Proposal submission form
- Annex IV:** Conflict of interest declaration
- Annex V:** Technical Proposal Submission form
- Annex VI:** Financial Proposal submission form
- Annex VII:** SPC General Conditions of Contract for Professional Services

This letter is not to be construed in any way as an offer to contract with your firm/institution.

Yours Sincerely

Akhilesh Prasad

Manager, Procurement, Grants, Risk and Assets

INSTRUCTIONS TO BIDDERS

Request for Proposal (RFP) no: RFP20-101

1. Submission of Proposals**1.1.** Your Proposal shall comprise the following documents:

- a. Annex III: Proposal submission form
- b. Annex IV: Conflict of interest declaration
- c. Annex V: Technical Proposal submission form, including:
 - A letter of interest with brief description of the company as well as its expertise area(s),
 - which work area(s) you are bidding for,
 - and an explanatory note as to how you think your skills and experience will match the scope and requirements of the RFP, in particular each of the area(s) being bid for relative to the competency requirements listed in Section 8.5 (maximum 2 pages per work area).
- d. Annex VI: Financial Proposal submission form

1.2. Proposals must be received by SPC at the email address mentioned below (1.5.) on or before **December 4th, 2020 – 04.00 pm (Noumea Time)**. Any proposal received after this date may be rejected. SPC may, at its discretion, extend the deadline for the submission of proposals, by notifying all prospective bidders in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by SPC at its own initiative or in response to a clarification requested by a prospective bidder.

1.3. All proposals submitted, correspondence, and related documents, shall be in English. If any of the supporting documentation or printed literature is in any other language, a written translation of the document in English should also be provided. In such case the translated document will be used for processing and evaluation purposes.

1.4. All prices in the proposals must be presented in **Euros** and inclusive of all taxes.

1.5. The proposal has to be **in two separate emails** as follows:

- i* Send by e-mail the **technical proposal** (annexes III, IV and V) and related document(s), clearly indicating the RFP number in the email subject;
- ii* Send in a second separate e-mail the **financial proposal** (annex VI) and related document(s). The opening of this second email shall be protected by a password to be provided to SPC Procurement upon request at the time of the financial evaluation.

1.6. Proposals **must be** emailed to procurement@spc.int with the heading **“RFP 20-101 – Preferred Supplier Agreements for Graphic Design Layout Specialists”**.

1.7. For all proposals received before the deadline, SPC will send a formal acknowledgement of receipt to the Bidder.

2. Request for Proposals Timelines and Due Dates

The timeline and due dates for the RFP is provided in Table 1 below:

Table 1: RFP timelines and due dates		
	Date	Time
<i>Deadline for seeking clarification from SPC</i>	November 27th, 2020	04:00 pm – Noumea Time
<i>Deadline for the submission of tenders</i>	December 4th, 2020	04:00 pm – Noumea Time

3. Bidders' responsibilities

- 3.1. The bidder is expected to examine all instructions, forms, terms and specifications in this bidding document. Failure to furnish all information required by the bidding documents or to submit a bid substantially responsive to the bidding documents in every aspect will be at the bidder's risk and may result in the rejection of the proposal.
- 3.2. The bidder shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPC will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 3.3. Bidders must familiarise themselves with local conditions and take these into account in preparing their proposal to obtain information on the assignment, technical requirements, and on local conditions.
- 3.4. By submitting a proposal, the bidder accepts in full and without restriction the special and general conditions governing this proposal as the sole basis of this bidding procedure whatever his own conditions of sale may be, which he hereby waives.
- 3.5. Participation in bidding is open and on equal terms to natural persons, companies, firms, public and/or semi-public agencies, cooperative societies, joint ventures, groupings of companies and/or firms and other legal persons governed by public and private law of any country. Bidders must provide evidence of their organisational status.
- 3.6. The bidder might be requested to provide additional information relating to their submitted proposal, if the Procurement Committee requests further information.
- 3.7. The submitted proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential bidder can provide services for.
 - 3.7.1. Bidders may submit questions and or seek clarifications on any issue relating to this tender in writing to the following email address procurement@spc.int **ONLY**. **Any attempt of communication with SPC, other than through this email address, may result in the disqualification of the bidder concerned.** The deadline for submission of clarifications is **November 27th, 2020 – 4.00pm Noumea Time.**

3.7.2. Any prospective bidder seeking to arrange individual meetings with SPC during the RFP period may be excluded from the RFP procedure.

3.7.3. No clarification meeting / site visit will be undertaken.

4. One Proposal per Bidder

Each bidder shall submit only one proposal for this RFP (covering multiple work areas where specified by the bidder, consistent with 1.1), either individually or as a partner in a joint venture. A bidder who submits or participates in more than one bid shall cause all bids with the bidder's participation to be disqualified.

5. Withdrawals of Proposals

5.1. The bidder may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by SPC prior to the deadline prescribed for submission of Proposals. The bidder's withdrawal notice shall be sent to the email address procurement@spc.int.

5.2. No Proposal may be modified subsequent to the deadline for submission of proposals.

5.3. No Proposal may be withdrawn after the deadline for submission of proposals.

6. Validity of Proposals

6.1. Bidders shall be bound by their bids for a period of **120 days** from the deadline for submission of proposals.

6.2. The successful bidder will be bound by their proposal for a further period of 60 days following receipt of the notification that they have been selected to enable SPC to complete the procurement process and obtain all the necessary approvals so that the contract can be awarded within that period.

7. Modifications to Proposals

7.1. Any additional information, clarification, correction of errors or modifications of bidding documents will be published on the SPC website prior to the deadline for receipt to enable bidders to take appropriate actions.

7.2. Bidders will also be informed of the right to modify and make corrections to proposals, provided that any such modifications or corrections are received by SPC in writing prior to the time specified for submission of proposals. The original proposal thus modified or corrected would then be considered as the official bid.

8. Opening and Evaluation of Proposals

8.1. The Proposals will be opened in the presence of the Bid Opening Committee after the closing of the Request for Proposal (RFP).

8.2. To assist in the examination, evaluation and comparison of Proposals, SPC 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.

8.3. The Procurement Committee will carry out a preliminary examination of the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

8.4. A two-stage procedure will be utilised in evaluating the proposals, with evaluation of the technical proposal being completed prior to any financial proposal being opened and compared. The competencies which will be evaluated are detailed in the Terms of Reference (**Annex II**). The table for each work area also reflects the obtainable score specified for each evaluation criterion which indicates the relative significance or weight of the item in the overall evaluation process.

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

Evaluation Criteria	Score Weight (%)	Points obtainable
<p><u>1. Key qualifications and competence for the work area(s)</u></p> <p><u>Activity 1</u> - Degree/Diploma in Graphic Design - Demonstrated understanding of graphic design and illustration principles as part of a curated portfolio</p> <p><u>Activity 2</u> - Degree/diploma in desktop publishing - Demonstrated understanding of desktop publishing principles as part of a curated portfolio</p> <p><u>Activity 3</u> - Degree/diploma in Graphic Art and/or Design - Demonstrated understanding of graphic art and illustration principles as part of a curated portfolio</p>	30%	210
<p><u>2. Specific experience relevant to the work area(s)</u> - Experience as a Graphic designer and/or desktop publisher in a scientific or technical setting. A complete portfolio should be provided.</p>	20%	140
<p><u>3. Specific experience in SPC's thematic areas</u> - Thematic experience in SPC's scientific/technical disciplines, especially with challenges addressed by the programme detailed in Annex I - Experience working in a Pacific context is desirable but not compulsory</p>	15%	105

- Previous design work for an NGO or Development agency is desirable but not compulsory		
4. Bilingual design experience - Experience designing and laying out bilingual publications in English and French is highly desirable	5%	35
5. Knowledge of international design/technical standards, and expert proficiency using creative design tools - Knowledge of international design standards and technical design requirements - Knowledge of pre-print processes and production requirements - Ability to demonstrate expert knowledge and use of creative tools i.e. Adobe Creative Suite, Microsoft PowerPoint and Office Suite, Illustrator	20%	140
6. Quality of the presentation of the proposal - All required documentation has been provided - Clear offer	10 %	70
TOTAL SCORE	100%	700
QUALIFICATION SCORE	70%	490

8.6. The financial proposal will be opened only for bidders that passed the minimum technical score of 490 points (70%).

8.7. Financial proposals of technically responsive proposals will be reviewed. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price, the lower price shall prevail and the higher price shall be corrected. If the Bidder does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

8.8. The financial component of the proposal will be scored based on the daily fee or cost per analysis.

8.9. The lowest financial proposal will be awarded maximum 300 points and other financial offers and incentives will be awarded points as per the formula below. The formula used for scoring points for financial values proposed will be:

$$\text{Financial Proposal score} = (\text{Lowest Price} / \text{Price under consideration}) \times 300$$

8.10 Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, taking into account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

8.11 The total cost of the proposal is inclusive of all taxes and is fixed and not subject to revision.

9. Award of Contract

- 9.1.** The initial appointment under the Preferred Supplier Agreement (using the SPC template) will be for one (1) year with a possible extension for another three (3) years upon satisfactory performance by the contractor. The performance of the contractor will be monitored, and regular service audits will be carried out by SPC.
- 9.2.** The selected bidder(s) will be included on SPC's Preferred Providers list.
- 9.3.** The award of the contract as preferred provider will be made to the proposal(s) considered to be most responsive to SPC's technical specifications as detailed in the Terms of Reference with due consideration to SPC Procurement Policy which includes the general principle of best value for money, economy and efficiency. SPC is not in any way obliged to select the bidder offering the lowest price.
- 9.4.** SPC reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to the award of contract, without thereby incurring any liability to the affected Bidder or any obligation to inform the affected Bidder of the reason for SPC's action.
- 9.5.** SPC reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award/awards and to consider localized award/awards between any proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.
- 9.6.** Within 15 days of receipt of the contract the successful bidder shall sign and date the contract and return it SPC.

10. Bidder Protest

- 10.1.** If a bidder involved in an SPC procurement process considers they were not treated fairly, or that SPC failed to properly follow the requirements of the Procurement Policy, then that bidder may lodge a protest.
- 10.2.** To lodge a protest, you can email complaints@spc.int with your allegations. Your protest will need to include:
- your full contact details;
 - the details of the relevant procurement;
 - the reasons for your protest, including how the alleged behavior negatively impacted on your bid;
 - copies of any documents supporting your grounds for protest;
 - the relief that is sought.
- 10.3.** Your protest will be recorded and will be acknowledged promptly. You may be contacted to provide more information. An officer uninvolved in the original procurement process and with no conflict of interest will be nominated to investigate your protest.

10.4. Your protest will be received in good faith and will not impact your involvement in future bids.

TERMS OF REFERENCE

Request for Proposal (RFP) no: RFP20-101

1. Activity Description

1.1 Rationale

The Pacific Community (SPC) is the principal scientific and technical organisation supporting development in the Pacific region. It is an international organisation established by treaty (the Canberra Agreement) in 1947 and is owned and governed by its 26 members including all 22 Pacific Island countries and territories. Its working languages are English and French.

The Pacific Community's headquarters are in Noumea, New Caledonia, and it has regional offices in Fiji and Federated States of Micronesia, a country office in Solomon Islands, and field staff in other countries and territories. SPC mission is to work for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of Pacific Island contexts and cultures.

1.2 Background

SPC regularly produces communication and information materials for its target audiences. The subject matter is scientific, technical, legal or administrative and relates to the SPC's various areas of development activity in the Pacific Islands region. In addition, several programmes being implemented by SPC aim to improve information strategies and develop awareness-raising tools and campaigns targeting the general public, youth, local communities at provincial or national levels in the Pacific Island countries and territories (see Annex II).

2. Scope of Work

This request for proposal aims at identifying preferred service providers interested in providing information and communication materials and services in the range of activities as listed below, for implementing in SPC member countries and territories.

The two working languages of SPC are English and French, and service providers should indicate their language skills in the submission form (see Annex III).

Preferred service providers could be expected to undertake work **within one or more** of the following activities:

2.1 Activity 1: Conceptualization and design of publishing products

This activity aims to design and develop a wide range of specialist communication, corporate and information materials, including but not limited to:

- Corporate/executive products
- Annual results and highlights
- Factsheets/Information sheets for donors
- Scientific books and monographs
- Posters and banners

It includes the concept, design, layout and illustrations for printing and electronic distribution. It excludes printing and shipping.

The information materials will be delivered free of rights for SPC, without any time or use limit, including for the web, printed publications, and other formats. In addition to the electronic version of the information materials, the native files must be sent to the Publishing team at SPC.

2.2 Activity 2: Desktop Publishing and Layout

This activity encompasses a wide range of bilingual design tasks, from the layout of scientific and technical documents, to developing PowerPoint presentations for SPC divisions and ad-hoc divisional projects that require layout, design and MS Office tools knowledge. Projects could include

- Policy briefs
- Layout of Scientific/technical reports
- Divisional reports and newsletters
- Financial statements
- SPC brochures and flyers
- Internal policy documents (bilingual FR/ENG)
- Interactive forms
- Posters and factsheets
- MS Office (Word, PowerPoint) templates

It includes the development and layout for printing and electronic distribution based on specific SPC visual identity elements and guidelines. It excludes printing and shipping.

The information materials will be delivered free of rights for SPC, without any time or use limit, including for the web, printed publications, and other formats. In addition to the electronic version of the information materials, the native files must be sent to the Publishing team at SPC.

2.3 Activity 3: Graphic illustration and design

This activity aims to conceptualize and design a wide range of visual elements for publication including but not limited to:

- Infographics
- Icons and logos
- Cartoons
- Design motifs
- Banners
- eLearning content
- Audiovisual content and animations

It includes the conceptualization, development and design of various illustrations and designs that will be used across SPC's corporate and divisional publications. It may also include the design of motifs and logos for corporate use.

The information materials will be delivered free of rights for SPC, without any time or use limit, including for the web, printed publications, and other formats. In addition to the electronic version of the information materials, the native files must be sent to the Publishing team at SPC.

3. Expected Outputs

Preferred service providers will contribute substantially to the delivery of the information and communication materials and services identified in Section 2, with quality design for various project assignments completed in line with SPC and its partner's guidelines, within specified deadlines.

The work will be subject to SPC quality-control procedures.

4. Institutional Arrangement

Preferred service providers will work with SPC and its partners to develop the various services and products. A high level of participation will be the key to the success of projects. Exchanges between teams will be in the official languages of SPC (English, and/or French).

Preferred service providers will be directly responsible to the Publishing Coordinator – Team Leader and/or the Graphic Design – Coordinator based in Noumea.

They will also be expected to work closely with relevant staff within SPC in the area they are working.

5. Duty Station

Preferred service providers may be based in New Caledonia, Fiji or anywhere else in the world.

6. Duration of the Work

Preferred service providers identified through this process will be asked to enter into a Preferred Supplier Agreement, renewable annually for up to 3 years altogether.

7. Scope of Bid and Schedule of Payments

The amount of funds available for work by preferred service providers under this request for proposal will depend both on the specific nature of the work required and SPC's resourcing levels. While the Pacific Community does regularly outsource information and communication materials and services, no commitment can be given in advance as to the nature or amount of work that may be offered to each listed contractor.

8. Qualifications and experience of the successful contractors

The expected skills and qualifications that are required for each work area are outlined below:

- Recognized qualification in any of the following: graphic design, illustration/art, desktop publishing, UX, content design
- Demonstrated experience in designing, illustrating, formatting and laying out scientific, technical and/or corporate reports and products (examples will be requested)
- Demonstrated experience using different design software effectively, for example Adobe Creative Suite
- Experience developing and designing infographics and diagrams for a scientific and technical audience (portfolio will be requested)
- Examples of graphic illustration and artwork, ideally in a Pacific context (portfolio will be requested)

9. Evaluation criteria

Evaluation Criteria	Score Weight (%)	Points obtainable
<u>1. Key qualifications and competence for the work area(s)</u>		
<u>Activity 1</u> - Degree/Diploma in Graphic Design - Demonstrated understanding of graphic design and illustration principles as part of a curated portfolio	30%	210

<p>Activity 2</p> <ul style="list-style-type: none"> - Degree/diploma in desktop publishing - Demonstrated understanding of desktop publishing principles as part of a curated portfolio <p>Activity 3</p> <ul style="list-style-type: none"> - Degree/diploma in Graphic Art and/or Design - Demonstrated understanding of graphic art and illustration principles as part of a curated portfolio 		
<p>2. Specific experience relevant to the work area(s)</p> <ul style="list-style-type: none"> - Experience as a Graphic designer and/or desktop publisher in a scientific or technical setting. A complete portfolio should be provided. 	20%	140
<p>3. Specific experience in SPC's thematic areas</p> <ul style="list-style-type: none"> - Thematic experience in SPC's scientific/technical disciplines, especially with challenges addressed by the programme detailed in Annex I - Experience working in a Pacific context is desirable but not compulsory - Previous design work for an NGO or Development agency is desirable but not compulsory 	15%	105
<p>4. Bilingual design experience</p> <ul style="list-style-type: none"> - Experience designing and laying out bilingual publications in English and French is highly desirable 	5%	35
<p>5. Knowledge of international design/technical standards, and expert proficiency using creative design tools</p> <ul style="list-style-type: none"> - Knowledge of international design standards and technical design requirements - Knowledge of pre-print processes and production requirements - Ability to demonstrate expert knowledge and use of creative tools i.e. Adobe Creative Suite, Microsoft PowerPoint and Office Suite, Illustrator 	20%	140
<p>6. Quality of the presentation of the proposal</p> <ul style="list-style-type: none"> - All required documentation has been provided - Clear offer 	10 %	70
<p>TOTAL SCORE</p>	100%	700
<p>QUALIFICATION SCORE</p>	70%	490

Examples of programmes implemented by SPC:

Project Example Activity 2.1: SPC Factsheet for Potential Donors

More information: [LINK TO HOSTED FILE](#)

Project Example Activity 2.1: Climate Change Book for Climate Change Division

More information: [LINK TO HOSTED FILE](#)

Project Example Activity 2.2: SER POLICY for Human Resources

More information: [LINK TO HOSTED FILE](#)

Project Example Activity 2.2: Training Manual for Healthy Eating

More information: [LINK TO HOSTED FILE](#)

Project Example Activity 2.2: Interactive PowerPoint for the Strategy, Planning and Learning Division

More information: [LINK TO HOSTED FILE](#)

Project Example Activity 2.3: COVID Pamphlet for the Public Health Division

More information: [LINK TO HOSTED FILE](#)

Project Example Activity 2.3: Various illustrations and designs

More information: [LINK TO HOSTED FILE](#)

PROPOSAL SUBMISSION FORM*Request for Proposal (RFP) no: RFP20-101*

To: The RFP Committee
 The Pacific Community
 Po Box D5 - 98848
 Noumea – New Caledonia

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services for the sum as may be ascertained in accordance with the Price Component attached herewith and made part of this proposal.

We acknowledge that:

- SPC may exercise any of its rights set out in the Request for Proposal documents, at any time;
- The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
- The Request for Proposal documents are a summary only of SPC's requirements and is not intended to be a comprehensive description of them;
- Neither the lodgement of the Request for Proposal documents nor the acceptance of any tender nor any agreement made subsequent to the Request for Proposal documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the Request for Proposal documents, or since the date as at which any information contained in the Request for Proposal documents is stated to be applicable;
- Excepted as required by law and only to the extent so required, neither SPC, nor its respective officers, employees, advisers or agents will in any way be liable to any person or body for any loss, damage, cost or expense of any nature arising in any way out of or in connection with any representations, opinions, projections, forecasts or other statements, actual or implied, contained in or omitted from the Request for Proposal documents.
- We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.
- **The SPC general conditions of contract are not negotiable.**

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded on the basis of the Technical and Price Components proposed.

Company Name:

Position of Representative:

Name of Representative:

Signature of Representative:

Dated this _____ day of _____ 20_____

CONFLICT OF INTEREST DECLARATION*Request for Proposal (RFP) no: RFP20-101*

1. I confirm that I, my family members, and the organisation or company that I am involved with are independent from SPC. 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_____

TECHNICAL PROPOSAL SUBMISSION FORM*Request for Proposal (RFP) no: RFP20-101***1. Background****1.1 Contact**

Registered name of the Organisation: (Please provide registration document)	
Year established:	
Full Physical Address:	
Postal Address:	
Telephone contact:	
Email address:	
Contact person:	
Number of employees:	
Proprietor's/shareholder's details:	

1.2 Legal Registration

Place of registration & registration No.	Date of Incorporation	Directors' names

Please provide evidence of certification of compliance with legal obligations (insurance, work safety, accounting monitoring) when applicable.

2. Previous experience**Reference 1:**

Name and address of International Organisation or similar major client:	
Name of reference person and contact details:	Name: Job title: Email: Telephone:

Description of actual services provided by your company. Please provide details, expanding as necessary:	

Reference 2:

Name and address of International Organisation or similar major client:	
Name of reference person and contact details:	Name: Job title: Email: Telephone:
Description of actual services provided by your company. Please provide details, expanding as necessary:	

3. Partners and personnel

List the consortium partners as well as qualifications and experience of key personnel proposed for administration and execution of the consultancy. (Curriculum vitae for personnel proposed for this consultancy should be submitted with the Proposal).

Organisation	Position	Name	Qualifications	Years of experience in current position

4. Work areas you are applying for

Work Area Applied for	Are you bidding for this area? YES/NO	Years of experience in this work area	Please detail relevant experience	Language(s): English, French or other Pacific country (specify)
1. Conceptualization and Design of Publishing Products. Please comment on the following areas: <ul style="list-style-type: none"> - Developing design concepts - Problem solving - Adobe Creative Suite - Pre-press and eVersion processes 				

<ul style="list-style-type: none"> - Communicating scientific and technical concepts - Client communication 				
<p>2. Desktop Publishing and Layout. Please comments on the following areas:</p> <ul style="list-style-type: none"> - Layout of documents - MS Office proficiency - Client communication 				
<p>3. Graphic Illustration and Design. Please comment on the following areas:</p> <ul style="list-style-type: none"> - Developing concepts - Problem solving - Client communication - Communicating scientific and technical ideas visually - Adobe Creative Suite - Infographics 				

5. Certification

I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

Name: _____
 Functional Title: _____
 Date: _____

Signature: _____

Company Seal/Stamp (if any)



FINANCIAL PROPOSAL SUBMISSION FORM*Request for Proposal (RFP) no: RFP20-101*

Below we ask service providers for reference prices for some of their services. The products provided by the selected preferred service provider will not be limited to this list.

Please give an exact hourly rate. A range will not be accepted.

Activity	Hourly Rate (EUR)
Conceptualization and Design of Publishing Products	
Desktop Publishing and Layout	
Graphic Illustration and Design	

The specific activity type will be defined in advance by the Graphic Designer – Coordinator as part of the project brief.

Certification

I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

Name: _____
 Functional Title: _____
 Date: _____

Signature: _____

Company Seal/Stamp (if any)

SPC GENERAL CONDITIONS OF CONTRACT

1. LEGAL STATUS

The Contractor has the legal status of an independent Contractor. The Contractor's personnel and sub-contractors are not to be considered in any respect employees or agents of SPC.

2. SOURCE OF INSTRUCTIONS

The Contractor will only accept instructions from SPC in the performance of this contract. The Contractor will refrain from any action that may adversely affect SPC and will fulfil its commitments with the fullest regard to the interests of SPC. Should any authority external to SPC seek to impose any instructions concerning or restrictions on the Contractor's performance under the contract, the Contractor shall promptly notify SPC and provide all reasonable assistance required by SPC.

3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES

3.1 The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this contract, reliable individuals who will perform effectively in the implementation of this contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

3.2 The Contractor shall not discriminate against any person because of race, gender, sexual orientation, impairment or disability, religious or political beliefs, age, marital or relationship status, pregnancy, breastfeeding or other family responsibilities.

4. SPECIFIED PERSONNEL

The Contractor must ensure that the services are performed in accordance with this contract. Where personnel have been specified, they must provide those services. SPC may remove any personnel (including Specified Personnel) from work in respect of this Contract. If it does so, or if Specified Personnel are unable or unwilling to perform the contract, the Contractor will provide replacement personnel (acceptable to SPC) of suitable ability and qualifications at no additional cost and at the earliest opportunity.

5. ASSIGNMENT

The Contractor may not assign, transfer, pledge or make other disposition of this contract or any part thereof, or any of the Contractor's rights, claims or obligations under this contract except with the prior written consent of SPC.

6. SUB-CONTRACTING

6.1 Any intention to subcontract aspects of the contract must be specified in detail in the proposal submitted. Information concerning the subcontractor, including the qualifications of the staff proposed for use must be covered with same degree of thoroughness as for the prime Contractor. No subcontracting will be permitted under the contract unless it is proposed in the initial

submission or is agreed to by SPC in writing. In any event, the total responsibility for the contract remains with the Contractor. The Contractor shall be responsible for ensuring that all subcontracts shall be fully consistent with the contract and shall not in any way prejudice the implementation of any of its provisions.

6.2 Prior to employing individuals or engaging subcontractors to perform services under this contract, the Contractor agrees, at its own expense, to perform due diligence necessary to ensure compliance with the terms of this contract.

7. OFFICIALS NOT TO BENEFIT

The Contractor warrants that no official of SPC has received or will be offered by the Contractor any direct or indirect benefit arising from this contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this contract.

8. INDEMNIFICATION

8.1 The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, SPC, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this contract. This obligation does not extend to actions and omissions of SPC.

8.2 This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors.

8.3 The obligations under this clause do not lapse upon termination of this contract.

9. FRAUD AND CORRUPTION

9.1 The Contractor shall adhere to the highest standard of ethical conduct and not engage in corrupt, fraudulent, collusive, coercive or obstructive practices.

9.2 The Contractor agrees to bring allegations of corrupt, fraudulent, collusive, coercive or obstructive practices arising in relation to this contract, of which the Contractor has been informed or has otherwise become aware, promptly to the attention of SPC.

9.3 For purposes of this contract, the following definitions shall apply:

(i) "corruption" means the abuse of entrusted power for private gain. It may include improperly influencing the actions of another party or causing harm to another party. The gain or benefit may be for the person doing the act or for others.

(ii) "fraud" means any dishonest act or omission

that causes loss or detriment to SPC or results in an unauthorised benefit or advantage to either the person(s) acting or omitting or to a third party. The act or omission can be either deliberate or reckless in relation to the harm caused or the benefit or advantage obtained.

9.4 Any breach of this representation and warranty shall entitle SPC to terminate this contract immediately upon notice to the Contractor, at no cost to SPC.

10. INSURANCE AND LIABILITIES TO THIRD PARTIES

10.1 SPC shall have no responsibility for the purchase of any insurance which may be necessary in respect to any loss, injury, damage or illness occurring during the execution by the Contractor of the present contract.

10.2 The Contractor will hold insurance against all risks in respect of its employees, sub-contractors, property and equipment used for the execution of this contract, including appropriate worker's compensation for personal injury or death.

10.3 The Contractor will also hold liability insurance in an adequate amount to cover third party claims for any claims arising from or in connection with the provision of services under this contract.

10.4 The Contractor shall, upon request, provide SPC with satisfactory evidence of insurance cover as required under this clause.

11. ENCUMBRANCES/LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with SPC against any monies due or to become due for any work done or materials furnished under this contract, or by reason of any other claim or demand against the Contractor.

12. TITLE TO EQUIPMENT

Title to any equipment and supplies that may be provided by SPC rests with SPC. Such equipment shall be returned to SPC at the conclusion of this contract or when no longer needed by the Contractor. On return, the equipment shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate SPC for equipment determined to be damaged or degraded beyond normal wear and tear.

13. INTELLECTUAL PROPERTY RIGHTS

13.1 SPC is entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this contract. This includes derivative works created as a result of products created pursuant to this contract.

13.2 At SPC's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to SPC.

14. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF SPC

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with SPC, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of SPC, or any abbreviation of the name of SPC in connection with its business or otherwise without SPC's prior written approval.

15. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION

15.1 All documents and information relating to the contract as well as any other information of which the Contractor becomes aware in the course of performing the contract that is not in the public domain must be treated as confidential during and beyond the term of the contract. The Contractor shall not be permitted to make use of any such data and information for the contractor's own purposes.

15.2 The Contractor may not communicate at any time to any other person, Government or authority external to SPC, any information known to it by reason of its association with SPC which has not been made public except with the authorisation of SPC; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

16. TAX EXEMPTION

16.1 Under host country agreements and legislation of SPC members conferring privileges and immunities, as an intergovernmental organisation SPC is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognise SPC's exemption from such taxes, duties or charges, the Contractor shall immediately consult with SPC to determine a mutually acceptable procedure.

16.2 The Contractor authorises SPC to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with SPC before the payment thereof and SPC has, in each instance, specifically authorised the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide SPC with written evidence that payment of such taxes, duties or charges has been made and appropriately authorised.

16.3 The Contractor is responsible for payment of their own income taxes.

17. CONFLICT OF INTEREST

17.1 The Contractor must take all the necessary measures to prevent any situation of conflict of interest or professional conflicting interest.

17.2 The Contractor must notify SPC in writing as soon as possible of any situation that could constitute a conflict of interest during the performance of the contract. The Contractor must immediately take action to rectify the situation. SPC may do any of the following:

- (i) verify that the Contractor's action is appropriate,

- (ii) require the Contractor to take further action within a specified deadline.

18. SOCIAL AND ENVIRONMENTAL RESPONSIBILITY

18.1 SPC has committed to ethically and sustainably managing social and environmental risks and impacts of its activities through its *Social and Environmental Responsibility Policy*.

18.2 Accordingly, SPC requires the Contractor to comply with the following obligations.

Child protection

18.3 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child. This includes, among other things, Article 3 which requires the best interests of the child to be a primary consideration in all actions concerning children; Article 32 which protects children from economic exploitation and child labour; and Article 34 which protects children from sexual exploitation and abuse.

Where the Contractor is providing services directly related to or involving children, the Contractor will either have its own Child protection policy in place or use its best endeavours to act in accordance with the principles of SPC's child protection policy.

The Contractor agrees to bring allegations of any abuse or exploitation of children arising in relation to this contract, of which the Contractor has been informed or has otherwise become aware, promptly to the attention of SPC.

18.4 Any breach of this representation and warranty shall entitle SPC to terminate this contract immediately upon notice to the Contractor, at no cost to SPC.

Human rights

18.5 The Contractor is committed to respecting, and acting in a manner which avoids infringing on, human rights, and ensures that they are not complicit in human rights abuses committed by others.

18.6 Any breach of this representation and warranty shall entitle SPC to terminate this contract immediately upon notice to the Contractor, at no cost to SPC.

Gender equality and social inclusion

18.7 SPC is committed to progress gender equality and social inclusion in all area of its work. The Contractor is expected to respect gender equality and diversity in the workplace.

18.8 The Contractor is expected to have measures in place to ensure equal pay for work of equal value, to prevent bullying and any forms discrimination; and to ensure a safe workplace environment for women and men of all diversities.

Sexual harassment, sexual abuse or sexual exploitation

18.9 SPC will not tolerate any form of sexual harassment, abuse or exploitation. The Contractor shall refrain from and shall take all reasonable and appropriate measures to prohibit its employees or other persons

engaged and controlled by it from engaging in sexual harassment, sexual abuse and sexual exploitation.

18.10 The Contractor agrees to bring allegations of sexual harassment, sexual abuse or sexual exploitation arising in relation to this contract, of which the Contractor has been informed or has otherwise become aware, promptly to the attention of SPC.

18.11 For purposes of this contract, the following definitions shall apply:

- (i) "sexual harassment" means behaviour that is unwelcome, unsolicited, unreciprocated of a sexual nature. It is behaviour that is likely to offend, humiliate or intimidate.
- (ii) "sexual abuse" means actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
- (iii) "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes. It includes profiting monetarily, socially, or politically from sexual exploitation of another.

18.12 Any breach of this representation and warranty shall entitle SPC to terminate this contract immediately upon notice to the Contractor, at no cost to SPC.

Environmental responsibility

18.13 The Contractor must ensure a rational use and management of natural resources and ecosystems.

18.14 The Contractor shall use all efforts to prevent or, where not possible, to minimise the impact of their activities towards climate change and damage to the environment.

19. ANTI-MONEY LAUNDERING/COUNTER TERRORISM FINANCING

19.1 The Contractor agrees to take all reasonable efforts to ensure that none of the funds received under this contract are used for money laundering or for terrorism financing.

19.2 The Contractor agrees that the recipients of any amounts provided by SPC hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via:

<https://scsanctions.un.org/fop/fop?xml=htdocs/resources/xml/en/consolidated.xml&xslt=htdocs/resources/xsl/en/consolidated.xsl>

19.3 For purposes of this contract, the following definitions shall apply:

- (i) "money laundering" means the conversion or transfer of property, knowing that such property is the proceeds of crime, for the purpose of concealing or disguising the illicit origin of the property or of helping any person who is involved in the commission of the predicate offence to evade the legal consequences of his or her actions, or the concealment or disguise of the true nature, source, location, disposition, movement or ownership of or rights with respect to property,

knowing that such property is the proceeds of crime.

- (ii) "terrorism financing" means directly or indirectly, unlawfully and wilfully, provides or collects funds with the intention that they should be used or in the knowledge that they are to be used, in full or in part, in order to carry out acts of terrorism.

19.4 Any breach of this representation and warranty shall entitle SPC to terminate this contract immediately upon notice to the Contractor, at no cost to SPC.

20. OBSERVANCE OF THE LAW

The Contractor must comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this contract.

21. AUTHORITY TO MODIFY

No modification or change, nor waiver of any of this contract's provisions will be valid and enforceable against SPC unless provided by an amendment to this contract signed by the authorised official of SPC.

22. FORCE MAJEURE AND OTHER CHANGES IN CONDITIONS

22.1 Force majeure for the purposes of this contract means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism, or any other acts of a similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of the Contractor.

22.2 The Contractor should notify SPC within fifteen (15) days of the occurrence of the force majeure event. The Contractor shall also notify SPC of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of this contract.

22.3 The notice shall include steps proposed by the Contractor to be taken, including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this clause, SPC shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this contract.

22.4 If the Contractor is rendered permanently unable, wholly or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this contract, SPC shall have the right to suspend or terminate this contract on the same terms and conditions as are provided for in clause 23 "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

23. TERMINATION

23.1 Either party may terminate this contract for cause, in whole or in part, with fifteen (15) days' written notice to the other party. The initiation of arbitral proceedings in accordance with clause 24 "Settlement of Disputes" below shall not be deemed a termination of this contract.

23.2 SPC reserves the right to terminate without cause this contract, at any time with thirty (30) days written notice to the Contractor, in which case SPC shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

23.3 In the event of any termination by SPC under this clause, no payment shall be due from SPC to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimise losses and further expenditure.

23.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a receiver be appointed on account of the insolvency of the Contractor, SPC may, without prejudice to any other right or remedy it may have, terminate this contract forthwith. The Contractor shall immediately inform SPC of the occurrence of any of the above events.

24. SETTLEMENT OF DISPUTES

24.1 The Parties will use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this contract or the breach, termination or invalidity thereof.

24.2 If a dispute is not settled within sixty days of one Party notifying the other of a request for amicable settlement, the dispute can be referred by either Party to arbitration in accordance with the general principles of international law. The arbitration will be governed by the Arbitration Rules of the United Nations Commission on International Trade Law (UNCITRAL) as at present in force. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

25. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of SPC.