****

**COMMONWEALTH SECRETARIAT**

**MARLBOROUGH HOUSE, PALL MALL, LONDON SW1Y 5HX**

***IN STRICT COMMERCIAL CONFIDENCE***

**Request for Quotations (RFQ)**

**Consultancy Title: Temporary Commonwealth National Climate Finance Adviser for Jamaica**

**Project Title: Enhancing the Institutional Capacity of Jamaica to Access Climate Finance**

**December 2021**

|  |  |
| --- | --- |
| **Secretariat Reference Number:** | **RFQ 574-2021** |
|  |  |
| **Return Date for Responses:** | **Return Date – 12:00 (Noon) on 25th January 2022** |
|  |  |
| **Estimated Contract/Project Start:**  | **On or before 14TH February 2022** |
|  |  |
| **Contact Email for return of Responses:** | u.nair@commonwealth.int  |

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1. Introduction
	1. The Commonwealth Secretariat (“the Secretariat”) is an international organisation established by Agreed Memorandum, which is given privileges and immunities under the domestic law of the United Kingdom by the Commonwealth Secretariat Act 1966 (as amended by the International Organisations Act 2005). Under this legislation, the Secretariat is not subject to UK jurisdiction and enforcement. Further information on the Secretariat can be found at: <http://thecommonwealth.org/>
	2. This status has an impact on some of our standard terms and conditions. In particular, we draw your attention to our dispute resolution clause, which refers disputes to the exclusive jurisdiction of the Commonwealth Secretariat Arbitration Tribunal (CSAT). The 8 members of the Tribunal are selected by the Board of Governors and come from Commonwealth member countries. CSAT is located in London, United Kingdom. Information about CSAT, including its governing statute and procedure are available on its website at <http://thecommonwealth.org/tribunal>.
	3. The Secretariat implements decisions agreed by 54 Heads of Government and Ministers through advocacy, consensus–building, information sharing, analysis, technical assistance, capacity-building, and advice on policy development.
2. Purpose
	1. The Secretariat wishes to find and appoint a suitable supplier for the provision of Consultancy Services as temporary Commonwealth National Climate Finance Adviser for Jamaica to the Commonwealth Secretariat. The appointed supplier shall be awarded a contract that shall be effective for up to 4 months.
	2. See specification in Section 7- Specification of Requirements for details of the services required.

# Quote Timeline

* 1. Please note the following timeline may be subject to change if required.

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Request for quotes (RFQ) published | 7th December 2021 |
| RFQ submission closing date | Noon on 25th January 2022 |
| Contract/Project Start Date  | On or before 14th February 2022 |
| Project completion date:  | By 14th August 2022 |

**NOTE:** The above timetable is indicative at the time of publishing this RFQ. This timetable may be subject to change.

1. Instructions to Bidders
	1. Bidders must submit all documents as set out in Section 8 Part1 – Part 3 no later than the return date of **12:00 (Noon) on 25th January 2022.**
	2. The quote documents are to be returned **by email to u.nair@commonwealth.int** only.
	3. Unless indicated otherwise, all prices should be quoted in Pounds Sterling. Prices quoted should exclude VAT but must indicate clearly where VAT is applicable and where items might be zero-rated.
	4. The bidder must ensure that they have all the information required for the preparation of the quote submission and that they are satisfied about the correct interpretation of terminology used in this documentation. The bidder must also ensure that they are fully conversant with the nature and extent of the obligations should the quote be accepted.
	5. Quotes are to be valid for a minimum of **90 days** from the closing date for the submission of the quotes.
	6. The Commonwealth Secretariat reserves the right to cancel the procurement at any time during the process and not to award a contract as a result of this procurement process.
	7. The procurement process will be conducted to ensure that responses are evaluated fairly to ascertain the most qualified and economically competitive quotes. The Secretariat will use the evaluation criteria described below to determine if the Bidder qualifies.
	8. Bidders shall bear all costs in completing a quote submission.
	9. Bidders shall not disclose details of the RFQ to third parties without prior agreement from an authorised officer of the Commonwealth Secretariat.
	10. Bidders are required to submit transparent pricing with no hidden costs or charges.
	11. All queries must be in writing **by email to** **u.nair@commonwealth.int**only.
	12. Prior to commencing formal evaluation, quote responses received will be checked to ensure they are fully compliant with all the instructions of this procurement and clarification may be sought with regard to minor non-compliances. Non-compliant quotes may be rejected by the Secretariat without further follow up. Only quotes which are deemed by the Secretariat to be fully compliant will proceed to evaluation.
	13. The Secretariat will carry out an evaluation of the quotes received using the weighted criteria method as described in section below. Following both stages of evaluation the Secretariat will select a preferred bidder which will be taken forward to contract award.
	14. The Secretariat reserves the right to appoint a reserve preferred bidder which the Secretariat would take forward to contract award if any contract negotiations with the preferred bidder are unsuccessful.
	15. By submitting a response, the bidder is agreeing to be bound by the terms of this RFQ and the Secretariat’s terms and conditions save as in relation to those areas of the Contract specifically highlighted by completing the Legal Comments Table.
	16. By taking part in this competition all bidders commit to the following:
* Bidders certify that they have not canvassed or solicited any officer or employee of the Secretariat in connection with this tender submission and that no person employed or acting on behalf of the bidder has done any such act.
* To help achieve greater transparency in how the Secretariat spends public funds and to help deliver better value for money, bidders acknowledge that should they be successful certain information, except for any information which is exempt from disclosure, will be published on the Secretariat’s procurement website: <http://thecommonwealth.org/procurement> The information published may include (as an example): contract title, successful bidder name, duration of contract.
* The CSAT shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Procurement (including non-contractual disputes or claims).

1. Contract Management
	1. The Secretariat will actively manage the contract by appointing a Contract Manager who will be responsible for all aspects of the agreement and will be the point of communication between the Secretariat and successful bidder. The successful bidder will be informed in writing of any change in responsibilities.
	2. The successful bidder is required to appoint and inform the Contract Manager of the person who is to be their account manager, who will be their point of communication and be authorised to speak on their behalf. The Secretariat’s Contract Manager must be informed in writing of any changes in the successful bidder’s responsibilities.
	3. The successful bidder shall encourage and shall deal promptly, reasonably, efficiently and courteously with comments and criticisms arising from the operation of the services. Feedback shall be managed via the Secretariat’s Contract Manager. A record is to be kept of all comments and the resulting actions. The Contractor shall notify the Secretariat of any serious complaints as soon as it is reasonably practicable.
	4. The successful bidder shall maintain appropriate records and provide the Secretariat with the agreed information and data, when requested, to monitor performance. In the event of an unsatisfactory level of quality being sustained, the successful bidder will be notified of the defaults and the time by which they must be rectified. If performance remains unsatisfactory, the agreement may be terminated.
	5. The successful bidder shall be responsible for invoicing the Secretariat, in accordance with the Terms and Conditions of the contract.
2. Evaluation

## Evaluation Weightings

* 1. **Quality 100%**
* Technical Questionnaire

## Evaluation Process

Part 1: Bidder Details

The scoring methodology that will be applied is as follows:

* 1. **Information only** – the information provided will not be scored, but failure to provide it may result in the RFQ submission being disqualified from the procurement process.

Part 2: Technical Questionnaire

Technical Questionnaire Pass/Fail

6.4Pass/Fail– as indicated in the request for quotation documentation. Where a bidder fails a pass/fail question, their quotation will be excluded from further evaluation process and the bidder will end participation in this procurement exercise.

* 1. Technical Questionnaire Scored - **100%** The following scoring mechanism will be used to score each question in this section:

|  |  |
| --- | --- |
| Score | Description |
| 0 | Does not meet the specification or has not responded to the question |
| 1 | Poor Fit - Meets some of the specification, but is missing in most areas |
| 2 | Low Fit – Meets most of the specification, but is missing in areas |
| 3 | Fit – Meets the specification as required |
| 4 | Good Fit – Meets all of the specification well and exceeds expectations in some areas |
| 5 | Excellent Fit – Exceeds expectations in most or all areas |

* 1. The following formula will be applied for each question:
* Points Scored ÷ Points Available × % weighting
	1. The scores for each of the questions will be added to give a total Technical/Quality Score
	2. Unanswered questions or sections that are left blank shall be awarded a 0.

**Decision to award**

Following evaluation of quotes received, in accordance with the evaluation process set out in this RFQ, the bidder who offers the best value for money submission may be awarded a Contract.

Please note, the successful bidder will be checked for their Equifax Credit Score. Should a bidder fail the credit score, the Secretariat will be entitled to commence negotiations with the second preferred bidder subject to that bidder having passed the Equifax Credit Score and so forth. Should the bidder ranked first decline to accept a Contract, then it will be offered to the next ranked bidder until it has been accepted.

# Specification of Requirements / Terms of Reference

**Consultancy Title:** Temporary Commonwealth National Climate Finance Adviser for Jamaica

**Project Title:** Enhancing the Institutional Capacity of Jamaica to Access Climate Finance

**Project Location:** The consultant can be based in the Climate Change Division, Ministry of Economic Growth and Job Creation, Jamaica or Home-based (to specify)

**Project duration:** 14th February 2022 to 14th August 2022.

**7.1Background Information about the Commonwealth Secretariat**

The Commonwealth Secretariat (the “Secretariat”) is an international organisation established by Agreed Memorandum, which is given privileges and immunities under the domestic law of the United Kingdom by the Commonwealth Secretariat Act 1966 (as amended by the International Organisations Act 2005). Under this legislation, the Secretariat is not subject to UK jurisdiction and enforcement. Further info about the Secretariat can be found at our website: [The Commonwealth](https://thecommonwealth.org/)

This status has an impact on some of our standard terms and conditions. We draw your attention to our dispute resolution clause, which refers disputes to the exclusive jurisdiction of the Commonwealth Secretariat Arbitration Tribunal (CSAT). The 8 members of the Tribunal are selected by the Board of Governors and come from Commonwealth member countries. Information about CSAT, including its governing statute and procedure are available on its website at <http://thecommonwealth.org/tribunal>.

The Secretariat implements decisions agreed by Heads of Government and Ministers through advocacy, consensus–building, information sharing, analysis, technical assistance, capacity-building, and advice on policy development.

**7.2 Introduction and Background to the project**

The CCFAH was established by the Commonwealth Heads of Government in 2015 and began its operations in October 2016 with the central hub located at Port Louis, Mauritius. Its purpose is to help Commonwealth member countries build their capacities to access climate finance in order to help develop and implement bankable mitigation and adaptation projects in line with national climate priorities.

The primary focus of the CCFAH’s technical assistance programme is to help Small Island Developing States and Low-Income Countries unlock potential climate finance for achieving SDGs and translating their Nationally Determined Contribution (NDC) targets into action. Most of these countries do not have the capacity or technical experience or expertise in accessing international climate funds. The CCFAH embeds Commonwealth National Climate Finance Advisers within Governmental Institutions to work specifically with Ministries and other stakeholders focused on Climate Change to strengthen institutional capacity by bridging gaps in institutional and financial knowledge, skills and technical capabilities. Jamaica is one of the early beneficiary countries to receive technical assistance in the Caribbean region from the Commonwealth Climate Finance Access Hub’s (CCFAH).

Through an embedded Commonwealth national climate finance adviser (CNCFA), Jamaica was supported for nearly four years till March 2021. The deployment addressed gaps in human capacity, general understanding of available information on climate finance, capacity to develop quality proposals and having a mechanism in place to assist relevant ministries, other private sector organisations and NGOs on how to approach the available financing options both internationally and to the extent possible to generate domestic funding mechanisms also. During this period, Jamaica was assisted with securing US$6.49 million in climate finance, largely for readiness support with a pipeline of more than US$72 million worth of projects.

At the point of departure of the previous CNCFA a number of projects were under development with several accredited entities with Global Climate Fund (GCF) at the national and regional level involving Jamaica. These include a concept note for a project preparation facility and a coastal climate resilience project with Caribbean Community Climate Change Centre (CCCCC), scaling up of deployment of IUS to support energy transformation in the Caribbean, mainstreaming coral reef resilience and restoration as an ecosystem-based adaptation strategy to Climate change in the region among others.

Some work was also in progress to understand the socio-economic and financial implications of climate change in Jamaica and link that to the formulation of national expenditure and budgeting. A study was commissioned that gave an overview of the implications establishing a foundation for further work with the government to look at methods for budget tagging to ameliorate some of the clear financial and socio-economic outcomes from Climate Change impacts.

With the unexpected end of support from the CNCFA much of this work has either slowed down and stalled. This position aims to provide support to ensure continuity and progress in a number of workstreams.

In consultation with the Government of Jamaica, it is proposed that an expert is hired to continue supporting the work on the socio-economic and financial implications of climate change, mobilization of climate finance particularly pushing over the line a number of advanced concept notes or ideas and providing technical and institutional capacity to the government of Jamaica as needed.

**7.3 Scope of Work**

Under each of these three broad areas of work the role is expected to cover the following aspects:

1. **Socio-economic and financial implications of climate change**
2. Facilitate the implementation of recommendations from the socio-economic and financial implications of climate change in Jamaica study undertaken by the CCFAH and the climate budget tagging methodology being developed by the IADB;
3. Support capacity development within the Ministry of Finance and other line Ministries specifically in integrating and implementing the ‘tagging’ of climate related activity within the national budgetary systems and climate financing framework;
4. Use the report from above, and the knowledge of the institutional framework in Jamaica to develop and implement comprehensive training on budget tagging to relevant national staff and stakeholders building on the two Macroeconomic and Macro Fiscal-Climate Models developed as part of the study mentioned above;
5. Assist the government in instituting a system for macro-level climate costings based on the climate action and priorities allowing long-term climate expenditure assessment.
6. **Supporting mobilization of climate finance**
7. Leading/supporting the development of funding proposals (readiness proposals and concept notes), in particular those being prepared for submission to the Green Climate Fund, through provision of day-to-day support to both Climate Change Division, the National Designated Authority (NDA) and other agencies/partners;
8. Engagement with national, regional and international climate finance partners/stakeholders on Jamaica’s climate finance priorities and sharing information, best practice and experiences;
9. Support to the Climate Change Division and other agencies to improve access to climate finance to meet their priority needs in securing sustainable development;

**c. Technical and Institutional support to the government of Jamaica**

1. Support Jamaica in the process of developing a Long-term Low-Carbon and Climate Resilience Strategy (2050) and associated financial strategy to advance the country’s climate change agenda;
2. Support the Climate Change Division and other agencies in advancing national climate change processes (National Development Plan, NAP process), projects or programmes that relate to climate finance coordination;
3. Provide timely reporting to the Climate Change Division, NDA and CCFAH as required for the monitoring and reporting purposes.

**7.4 Expected Deliverables**

1. Comprehensive training on budget tagging delivered for government of Jamaica, particular in the Ministry of Finance, building on the two Macroeconomic and Macro Fiscal-Climate Models developed as part of the study mentioned in Section above;
2. Plan for institutionalising a system for macro-level climate costings based on the climate action and priorities allowing long-term climate expenditure assessment;

1. Advancement of project concept notes and funding proposals (at least 3 enhanced towards submission) and assisting the country to benefit from the Green Climate Fund (GCF) (rapid) readiness support;
2. Provision of project/finance and capacity building activities over the period of the project (at least 3);
3. Development and/or contributions to knowledge and information products.

**7.5 Location and Reporting**

This assignment will be home-based with the expert responsible for their computer equipment, applications and internet connection.

The consultant will report to the Head, Climate Change who has oversight of the overall assignment, as well as operationally to an assigned supervisor within the Climate Change Division.

The consultant will be required to submit a progress report based on the work achievements covered during his short-term assignment. This report will be agreed with the reporting officer and endorsed by the reporting officer. The expert will also be required to submit a handover report to the Head, Climate Change.

**7.6 Budget and Payment Schedule**

The total amount payable under this contract is **£27,000** here payable in-line with the deliverables outlined below:

|  |  |  |
| --- | --- | --- |
| Deliverable | Final Due Date | Amount Due |
| Deliverable 1 – Submission of a inception report and work plan  | 28 February 2022  | £2,600 |
| Deliverable 2 – Submission of update report I with three funding concept notes | 28 March 2022  | £5,400 |
| Deliverable 3 – Submission of update report II on institutional support including training and development of the Long-term Low-Carbon and Climate Resilience Strategy  | 25 April 2022  | £5,400 |
| Deliverable 4 – Submission of update report III including a technical paper on lessons learnt on Jamaica’s climate finance priorities, best practice and experiences  | 23 May 2022  | £5,400 |
| Deliverable 5 – Submission of the final project report including progress on proposals, institutional capacity development, low carbon and climate resilience strategy and technical products  | 14 August 2022  | £8,200 |

1. Quote Submission Documents (ref: 574-2021)

**Consultancy Title:** Temporary Commonwealth National Climate Finance Adviser for Jamaica

**Project Title:** Enhancing the Institutional Capacity of Jamaica to Access Climate Finance

**Project Location:** The consultant can be based in the Climate Change Division, Ministry of Economic Growth and Job Creation, Jamaica or Home-based (**to specify**)

*Note - Bidders must complete and return all submission documents listed below as part of their quote response:*

**Part 1 – Bidder Details**

**Part 1.1. –Terms and Conditions**

**Part 1.2. – Code of Ethics**

**Part 2 – Technical Submission**

**Appendix 1 - Declaration**

## Part 1 – Bidder Details

Please provide details relating to your registered offices, legal status and date of incorporation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Company or Sole Trader Name* |  |  | *Company / Sole Trader Registered Name & Registration Number* |   |
| *Company / Sole Trader Address* |  |  | *Date of incorporation (if applicable)* |  |
| *Post Code* |  |  | *Authorised Signatory Name* |  |
|  |  |  |  |  |
| *Contact Name* |  |  | *Job* *Title* |  |
| *Telephone* |  |  | *Email* |  |

**1.1 Terms and Conditions**

Please delete ‘Yes’ / ‘No’ as applicable.

|  |  |  |
| --- | --- | --- |
| (a) | Please confirm that your organisation agrees to the Commonwealth Secretariat’s Terms and Conditions. Download by clicking on any of the links below:[Download](http://thecommonwealth.org/sites/default/files/inline/CommonwealthSecretariatTermsandConditionsContract.pdf%22%20%5Ct%20%22_blank)Address: <https://thecommonwealth.org/sites/default/files/inline/CommonwealthSecretariatTermsandConditionsContract_0.pdf>If not, please state reasons and attach proposed Terms and Conditions. | **Yes/No** |

By submitting a response, the bidder is agreeing to be bound by the terms of this RFQ and the Contract save as in relation to those areas of the Contract terms specifically highlighted below or as per alternative terms attached by the bidder. The bidder must submit full details of the unworkable/unacceptable provisions by completing the Legal Comments Table and/or attaching the bidder’s proposer terms and conditions.

**Legal Comments table**

|  |  |  |
| --- | --- | --- |
| **Clause/Paragraph /Schedule** | **Summary of Issue** | **Suggested Revisions** |
|  |  |  |
|  |  |  |

**1.2 Code of Ethics**

Please delete ‘Yes’ / ‘No’ as applicable.

|  |  |  |
| --- | --- | --- |
| (a) | Please confirm, by signing and submitting with your quote,that your organisation agrees to and has signed, dated and **attached to your response** our Code of Ethics. Download by clicking on the links:Code of Ethics:[Download](https://thecommonwealth.org/sites/default/files/inline/CODE-OF-ETHICS-Nov19.pdf)<https://thecommonwealth.org/sites/default/files/inline/CODE-OF-ETHICS-Nov19.pdf> | **Yes/No** |

**Please note,** if the bidder fails to comply with the above requirements (under 1.1 A and 1.2), their quote will be rejected without further follow up.

## Part 2 Technical Weighted Criteria (100%)

In your response please provide CVs and any supporting documentation, as appropriate, to indicate how you meet & to what degree the requirements stated below:

**Qualification and Requirements**

**Competencies**

* Demonstrated integrity, accountability and respect for diversity;
* Understanding of the circumstances of developing countries, climate change policy aspects and sustainable development;
* Documentation of success case studies and packaging of knowledge;
* Sharing of knowledge and demonstrated management of knowledge platforms;
* Technical skills for assessing climate change impacts, undertaking action from mitigation and adaptation perspectives;
* Ability to formulate project proposals in compliance with climate finance principles, regulatory requirements and project financial analysis;
* Ability to develop and implement resource mobilisation plans and strategies;
* Ability to keep abreast of national, regional and international developments on climate change;
* Computer literacy in Microsoft packages (MS Word, MS PowerPoint, MS Excel, Outlook);
* Strong interpersonal and motivational skills with the ability to work effectively within and across teams;
* Demonstrated ability to work with minimal supervision and under pressure.

**Academic qualifications**:

A post-graduate qualification (Master degree is essential) in any of the following: Climate Change, Environmental Studies/ Economics, Natural Resources Management; Energy; Project Management; Business Studies; or any other related subject.

**Experience:**

* At least 8 years of work experience in climate policy development and management of projects in the area of climate change, energy, forestry, biodiversity, agriculture and technical assistance initiatives;
* Demonstrated experience in climate finance readiness, climate budget tagging, grant proposal writing and/or climate change capacity building or technology transfer;
* Demonstrated experience in resource mobilization, stakeholder relationship building and collaboration with government agencies, donors and/or international development partners, and non-government organisations;
* Developing country experience, particularly the Caribbean region is a strong advantage.

**Language:**

* Fluency in both written and spoken English is essential;
* Knowledge of an additional relevant language is desirable.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **References:**Please provide the contact details of two reference clients (whom you have worked with within the last 18 months) for whom **you delivered a similar type of requirement**. The referees will not be contacted until the final stage of the procurement process. Please provide references from similar international organisations and/or public sector bodies, if possible. Please note, that prior to award, the Secretariat may wish to take up references without further communicating this request to the Bidder.

|  |  |  |
| --- | --- | --- |
| **Referee details** | **Reference 1** | **Reference 2** |
| Company Name |  |  |
| Contact Name |  |  |
| Company Address |  |  |
| Dates of Engagement |  |  |
| Summary description of services provided |  |  |
| Telephone: |  |  |
| Email:  |  |  |

 |

#

# *Appendix 1*

# *DECLARATION*

When you have completed the RFQ, please ensure that:

* You have answered all the questions, signed all necessary documents;
* You have provided all supporting documentation (if necessary); and
* You have read and signed the undertaking below.

**A Partner, Director or authorised signatory, in his/her own name, on behalf of the Bidder must sign the declaration.**

I certify that the information supplied is accurate to the best of my knowledge and that I accept the conditions and undertakings requested in the RFQ. I understand and accept that false information could result in rejection of the quotation. I confirm that neither myself nor any of my colleagues are related to any Secretariat member of staff (includes but not limited to spouse, parent, grandparent, child, grandchild, or sibling) or have any known conflicts of interest that have been undeclared as part of this RFQ process.

By signing and returning this letter, I/we confirm that I/we have not in relation to this opportunity or the RFQ:

1. Entered into any agreement with any other person with the aim of preventing bids being made or as to the fixing or adjusting of the amount of any bid or the conditions on which any bid is made or the elements or contents of any bid;
2. Informed any other person, other than the Commonwealth Secretariat of any confidential information in relation to the project, except where disclosure, in confidence, was necessary for the purposes of preparing the RFQ;
3. Caused or induced any person to enter into such an agreement as is mentioned in paragraphs (a) and (b) above;
4. Committed any offence under applicable anti-bribery or anti money laundering laws and/or regulations;
5. Offered or agreed to pay, give or accept any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done, in relation to any proposed bid, any act or omission;
6. Offered or agreed to pay, give or accept any sum of money, inducement or valuable consideration directly or indirectly to any person bidding for the RFQ, or from any person in relation to this project; or
7. Agreed to undertake work or services for any other person in connection with the project.

Either - I/ we know of no conflict of interest which, if came to be known, would prohibit my firm/me from carrying out this work [or] I would like to declare the following conflict/s of Interest *(please list)*.

|  |
| --- |
|  |

***Declaring any conflicts of interest does not automatically mean your firm’s exclusion from this RFQ process. If you believe the conflicts do not materially affect your ability to deliver this project should your firm be successful, please explain how the conflicts will be managed.***

In this RFQ the word "person" includes any person, body or association, corporate or incorporated and "agreement" includes any arrangement whether formal or informal and whether legally binding or not.

|  |  |
| --- | --- |
| Signature: |  |
| Full Name: |  |
| Telephone No: |  |
| Email address: |  |
| Position in the organisation: |  |
| Date: |  |