**REQUEST FOR APPLICATION  
INSTRUCTIONS ON HOW TO SUBMIT AN APPLICATION  
for Consulting Services by Individuals**

**Procurement No:** **21-CS001-25**

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# Instructions on how to submit the Application

## General Instructions

The Ministry of Fisheries and Ocean Resources (MFOR), hereinafter referred to as “the Buyer”, invites Tenderers to submit Applications for the Project as fully described in this RFA. Please follow the instructions below in completing your Application. The language of Applications shall be English.

The Buyer may: (a) reject any or all Applications, (b) accept other than the lowest cost Application, (c) accept more than one Application, (d) accept alternative Applications, (e) waive informalities and minor irregularities in Applications received, and (f) cancel this RFA.

The Application should contain the Tenderer's best financial and technical conditions. The Buyer reserves the right (but is not under obligation) to enter into discussions with one or more Tenderers in order to obtain clarification or additional detail, to suggest refinements in the Technical component or other aspects of the Application. The Buyer reserves the right to request additional data, information, discussions, or presentations to support part of, or an entire, Application.

Applications and possible Questions shall have been completely, legibly and in full received by the Buyer, to the official email address, no later than the latest date and time specified for submission. It is the full responsibility of the Tenderer to secure that the submitted documents are completely delivered to the Buyer on time. For example, failure of or delay on the Internet or a Tenderer’s email system, or technical incompatibility, is not a valid reason for lateness or incompleteness. Applications or Questions, or parts thereof, delivered after the latest date and time for submission will not be opened or considered.

By responding to this RFA, the Tenderer accept this RFA’s policies and procedures, including the Terms of Reference describing the services to be delivered. Tenderers shall have no claim whatsoever or any kind of any kind of compensation or reimbursement for preparation of their Application, whether or not it is successful.

Participating Tenderers shall not use or disclose any information, data, or documents they obtained from the Buyer in the course of procurement process for any purpose other than for preparing and participating in the procurement process. Documents submitted in Applications will be used for evaluation purposes and will not be returned.

### Official email address

The official email address is [procurement@mfep.gov.ki](mailto:procurement@mfep.gov.ki). All correspondence regarding this process shall be submitted to this address, and this address only. No copies to other staff of the Buyer staff shall be submitted in parallel.

### Mandatory requirements

The Certificate of Compliance Form, separately included in this RFA, contains the mandatory requirements, with which the Tenderer must comply. Therefore, the Certificate of Compliance Form must be signed and attached to the Application, certifying that the Tenderer complies with all the mandatory requirements. Failure to comply with all the requirements set out below will result in rejection of the Application.

### Clarification and amendment of RFA documents

Any participating Tenderer may request further clarification on matters pertaining to this RFA by submitting questions in writing, using Documents in MS Office 2010 format (or later versions) or ISO-compliant Open Document Format for Office Applications (Open Document), via email to the official email address, with the following noted in the subject line: **Tenderers name – RFA Number – Questions**. Pdf format is not accepted. Please, refer to the time schedule for the due date for submission of questions.

The Buyer has a policy to treat all Tenderers equally. Please do not contact other Buyer personnel to discuss the RFA. Any answers from other Buyer personnel shall not be valid, unless confirmed in accordance with the process for Questions and Answers here described. If the Buyer finds out that a Tenderer has tried to get information from other Buyer personnel, the Buyer reserves the right to disqualify a Application from such Tenderer having obtained unfair advantages. Questions on the substance of the RFA will be answered (without identifying the source of inquiry) on the Buyer website: www.procurement.gov.ki/opentender or in the case of a direct invitation, directly to all invited Tenderers. See the timeline for the date when the Buyer will release any clarifications and/or amendments.

### Method of submission and Application format

All Applications must be submitted in electronic version, unless otherwise specified in the RFA, via email to the official email address, with the following noted in the subject line: **Tenderers name – RFA Number – Application**.

#### Electronic submission

Application documents exceeding 2 MB must be compressed, using a standard zip format openly available in the market. In case the Application exceeds 2MB, Tenderers may alternatively send multiple emails, with the same marking.

Format of documents submitted shall be as follows:

1. Signed letters in PDF format.
2. Documents and spreadsheets in MS Office 2010 format (or later versions) or ISO-compliant Open Document Format for Office Applications (Open Document). Font size shall be no smaller than 10.
3. Diagrams and drawings in Visio 2010 or PowerPoint Office 2010 form.at (or later versions) or ISO-compliant Open Document Format for Office Applications (Open Document).

#### Other means of submission

For any other means of submission, i.e. delivery in hard copies, by mail, by hand or by courier, they shall be in closed and sealed envelopes or parcels, marked as above.

To: Secretary

Ministry of Finance & Economic Development

Bairiki, Tarawa

Republic of Kiribati

Attention: Central Procurement Unit

Procurement number: 21-CS001-25

## Application Documents Required to be Submitted

Responses to this RFA must consist of and be limited to the following, files, clearly named with the RFA number:

1. Certificate of Compliance Form
2. Qualification documents such as
3. Valid Tax clearance from Tax office
4. Valid Business Registration Certificate from the Registrar of Companies or related businesses
5. Valid operational license from Licensing Authority
6. Technical Proposal
7. Application letter
8. Curriculum Vitae (CV)
9. Further requirements detailed in template 4 and 5
10. Financial Proposal

### Certificate of Compliance Form

A signed declaration, including that the Tenderer commits to the terms described in their Application and assumes responsibility for any pre-contract costs incurred during the Tender and Contract finalisation phases.

## Contract Award

After the evaluation procedure, the Tender representing the best Value for Money will be awarded the Contract and the non-successful Tenderers will be informed.

## Complaints

Should a Tenderer not be successful and have relevant cause to disagree with the award decision, the Tenderer may submit a written complaint, which shall be received before the date and time specified in the Award Letter submitted to all Tenderers. A complaint shall be submitted to the Procuring Entity, have valid ground and must clearly account for the reasons for the disagreement. Complaints received after the last date and time will not be considered.

## Contract finalisation

After the complaints period has expired, the Buyer may, at its sole discretion, invite the awarded Tenderer for Contract finalisation. If a Contract has not been concluded after a reasonable time, the Buyer may terminate the attempt to sign a Contract with the awardee and invite the Tenderer whose Application received the second highest score to finalise a Contract.

A discussion may take place to clarify the Technical component and any suggestions made by the Tenderer to improve the Terms of Reference. The agreed work plan and final Terms of Reference will then be incorporated as part of the Contract. Special attention will be paid to receiving most of what the Tenderer can offer within the available budget and having clearly defined the inputs required from the Buyer to ensure satisfactory implementation of the assignment. The Tenderer will pay any cost incurred during a discussion process.

The Tenderer must be aware that the mere act of submission of an Application, in and of itself, implies that the Tenderer accepts the terms and conditions of the General Contract Conditions which are attached to the RFA. The Tenderer shall not be allowed to alter the terms of the Contract. If the Tenderer is not able to abide by the terms of the Contract, it may request for a change of the terms in the Application or by written request. However, for the sake of equal treatment of all Tenderers, it should be clarified that no material changes will be accepted by the Buyer.