

**FORM 1      DECLARATION**

[To be completed by the Consultant on Consultant's letterhead]

**To:**

[CONSULTANT to enter submission address]

**Date:** [CONSULTANT to enter]

**Dear Sirs,**

**REOI Reference No. [CONSULTANT to enter]**

I, the undersigned, wish to express our interest for the provision of the above mentioned services and declare that:

- (a) All documents submitted by me for the purpose of evaluation for consultant short-listing for the above services are true and correct, and in the event the documents are proved to be incorrect, I agree to bear all consequences, such as, without limitation, being removed from the short-list;
- (b) I am not insolvent, or bankrupt, or in receivership or under liquidation;
- (c) have not been convicted, within a period of 3 years preceding the date of issuance of the REOI of any criminal offence, whether in Vanuatu or elsewhere:
  - (i) Relating to my professional conduct;
  - (ii) Relating to the making of false statements or misrepresentations as to my qualifications to enter into a procurement contract;
  - (iii) Involving dishonesty;
  - (iv) Under anti-corruption legislation, or other applicable regulations.
- (d) I am not suspended or debarred by administrative or judicial proceedings from participating in procurements, whether in Vanuatu or elsewhere;
- (e) Legal proceedings have not been taken and are not anticipated to be taken that would materially affect my ability or legal capacity to perform the contract;
- (f) I have no potential conflict of interest that may affect my objective performance of the services;

- (g) I have the following potential conflict of interest that may affect my objective performance of the services. **[CONSULTANT to enter details of the potential conflict]**.

I certify that all information and data in this form is accurate and correct. I further understand that supporting documentation proving data / information provided by me in this form may be required at the RFP stage before signature of contract, and my failure to provide such documentation, acceptable to the Purchaser, may result in the rejection of my Proposal (at that stage), and in disqualification from any future procurement exercises carried out by the Purchaser.

I also understand that you are not bound to accept any EOI that you may receive.

Signed:

Name:

Title/Position:

Address:

<b>FORM 2      PERSONAL DETAILS</b>
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Name of Consultant	[CONSULTANT to enter]
Address in Port Vila: Mobile telephone:	[CONSULTANT to enter]
Passport Number (if available)	[CONSULTANT to enter]

I certify that all information and data in this form is accurate and correct. I further understand that supporting documentation proving data / information provided by me in this form may be required at the RFP stage before signature of contract, and my failure to provide such documentation, acceptable to the Purchaser, may result in the rejection of my Proposal (at that stage), and in disqualification from any future procurement exercises carried out by the Purchaser.

Signed:

Name:

Title/Position:

Address:

**FORM 3 RELEVANT EXPERIENCE**

[Using the format below, Consultant to provide information on each assignment for which the consultant was legally contracted for carrying out services similar to the ones requested under this assignment]

Assignment name:	Approximate value of the contract:
Location & Country:	Duration of assignment (months):
Name of Client:	
Address of Client:	
Start date (month/year): Completion date (month/year):	
Name of associated Consultants, if any:	
Narrative description of Project:	
Description of actual services provided by you during the assignment:	

I certify that all information and data in this form is accurate and correct. I further understand that supporting documentation proving data / information provided by me in this form may be required at the RFP stage before signature of contract, and my failure to provide such documentation, acceptable to the Purchaser, may result in the rejection of my Proposal (at that stage), and in disqualification from any future procurement exercises carried out by the Purchaser.

Signed:

Name:

Title/Position:

Address:

**FORM 4 COVER LETTER**

[Consultant to provide a Cover Letter, in English, not longer than two pages, explaining how he/she fulfills the selection criteria, giving details of relevant professional experience, and motivation for applying for the position.]

**FORM 5 CV**

[Consultant to provide his/ her CV. CVs shall be signed certifying that they correctly describe the qualifications and experience of the consultant]