



REQUEST FOR QUOTATIONS (RFQ) CONSULTING SERVICES

RFQ CONSULTING SERVICE NUMBER: UmbrellaProgramme&7thNationalReport/01/2025

To: Potential Bidder

Date: 20th August 2025

The **Government of Republic of Vanuatu** through the office of the **Director General- Ministry of Climate Change** (the Purchaser) invites you to submit your quotation for carrying out the services as described herein. Any resulting contract shall be subject to the attached General Conditions of Contract (GCC) and Special Conditions of Contract (SCC).

SECTION A: QUOTATION REQUIREMENTS

- 1) **Description of Services and Location:** The Government of Vanuatu, through the Department of Environmental Protection and Conservation (DEPC) is putting out this bid to any potential bidders to assist the DEPC as the national focal agency to the Convention on Biological Diversity (CBD), to prepare and complete Vanuatu's UNCBD 7th National Report so that submission of the National Report can be done before the dateline.
- 2) **Services are to commence: 01/10/2025** Services are to be completed by: **31/12/2025**
- 3) Application must be valid for **60 days** from the Submission Date and Time given below.
- 4) Application and supporting documents as specified in Section B must be marked with the RFQ Physical Services Number given above and indicate your acceptance of the stated terms and conditions.
- 5) Application must be received no later than the Submission Date and Time being: on **16:30 pm on 26 September 2025** by mail or hand delivered to the address specified below.
- 6) Application must be returned to: Mr. Dean Launder Wotlolan, Department of Environmental Protection and Conservation (DEPC), PMB 9063, Port-Vila, Vanuatu, Email: dlauder@vanuatu.gov.vu
- 7) For full TOR please contact Mr. Dean Launder Wotlolan, on 33430 or on email: dlauder@vanuatu.gov.vu

Signed: _____

Name: David Gibson
Title/Position: Director General
Address: Ministry of Climate Change
(For, and on behalf of the Purchaser)

