

Process for Tender Evaluation of the SPRFMO Observer Programme Accreditation Evaluator *(Modified from COMM7-Report ANNEX 7j)*

1. The SPRFMO Commission approved the Call for Proposals during its 7th Annual Meeting in January 2019.
2. SPRFMO Secretariat will publish the approved Call for Proposals on the SPRFMO website (www.sprfmo.int) on 28 March 2019 following the conclusion of the 7th Annual Meeting of the SPRFMO Commission.
3. Proposals from interested tenderers must be emailed to the SPRFMO Secretariat by 5pm New Zealand Standard Time, 29 May 2019. Information that is not able to be received electronically may be posted to the SPRFMO Secretariat.
4. The SPRFMO Secretariat will acknowledge receipt of all submissions and is only obliged to accept submissions that meet the specifications outlined in the Call for Proposals.
5. The SPRFMO Secretariat may respond to enquiries from interested tenderers that are of a general nature. The SPRFMO Secretariat shall seek advice from the SC Chair and CTC Chair before responding to enquiries of a technical nature.
6. The SPRFMO Secretariat will circulate all proposals received by the deadline to Members and CNCPs of the SPRFMO no later than 2 June 2019. Each Member and CNCP will acknowledge receipt of these proposals.
7. The Secretariat will evaluate the proposals according to the evaluation criteria specified in the Call for Proposals. The Secretariat's assessment should rank each proposal and describe the basis for each ranking. The Secretariat may make recommendations to exclude an application on the basis of an identified conflict of interest; but no exclusions will be made on this basis during the shortlisting process. Members and CNCPs are encouraged to exchange views regarding the received proposals.
8. The SPRFMO Secretariat will prepare a shortlist of the three highest scoring proposals and circulate this to the SC and CTC by 29 August 2019.
9. Based on the proposed shortlist, the Chairperson, in consultation with the SC Chairperson, CTC Chairperson and FAC Chairperson, shall prepare a technical and financial analysis of the three best options and provide advice to the CTC, FAC and Commission by 1 December 2019. This report should also identify any declared conflicts of interest and a proposed course of action, as appropriate.
10. The SPRFMO Commission will select the SPRFMO OP Accreditation Evaluator during its 8th Annual Meeting in January 2020 and authorise the Secretariat to commence contract negotiations with the successful provider on the basis of parameters set by the Commission, unless otherwise decided by the Commission.