



REQUEST FOR PROPOSAL (RFP)

FOR GOODS

Project Title:	SPC Water Projects
Nature of the goods	Building materials for water cistern to Tuvalu
Location:	Tuvalu
Date of issue:	17/11/2023
Closing Date:	7/01/2024
SPC Reference:	RFP23-5987

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Part 1: INTRODUCTION

1.1 About the Pacific Community (SPC)

The Pacific Community (SPC) is the principal scientific and technical organisation of the Pacific region, established by treaty in 1947 with the signing of the Agreement Establishing the South Pacific Commission (the Canberra Agreement).

SPC has our headquarters in Noumea, New Caledonia and has regional offices in Fiji, the Federated States of Micronesia and Vanuatu, as well as an office in France. SPC works across the Pacific and has staff in nearly all of our Pacific Island Country and Territory members.

SPC works for the well-being of Pacific people through the effective and innovative application of science and knowledge and is guided by a deep understanding of Pacific Island contexts and cultures. Our unique organisation covers more than 20 sectors and is renowned for knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience and conservation of plant genetic resources for food security.

For more information about SPC and the work that we do, please visit our website: <https://www.spc.int/>.

1.2 SPC's procurement activities

SPC's procurement activities are guided by the principles of high ethical standards, value for money, open competition and social and environmental responsibility and are carried out under our Procurement Policy.

SPC's *Procurement Policy* provides the framework for ensuring that SPC obtains the best value for its purchases, in terms of both cost and quality; demonstrates financial probity and accountability to its members and development partners; manages and prevents the potential for conflicts of interest; reduces its environmental impact and manages any other risks.

At SPC, all procurement follows the same main steps: planning; statement of needs; requisition; solicitation; evaluation; award; receipt; and payment. Different procedures apply depending on the value of the goods, services and works to be procured.

For further information or enquiries about SPC's procurement activities, please visit the procurement pages on our website: <https://www.spc.int/procurement> or email: procurement@spc.int.

1.3 SPC's Request for Proposal (RFP) Process

At SPC, procurement valued at more than EUR 45,000 must be advertised through a Request for Proposal (RFP) with any bids received evaluated by SPC's Procurement Committee to determine the offer that provides the best value for money.

This RFP sets out SPC's requirements and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information. The RFP contains detailed instructions and templates to enable you to submit a compliant bid. It sets out the overall timetable; it confirms the evaluation criteria that SPC will use to evaluate proposals; it explains the administrative arrangements for the receipt of the bids; and it sets out how bidders can request further information.

Your participation confirms your acceptance of SPC's conditions of participation in the RFP process.

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

SPC invites you to submit a bid to deliver the goods as specified in [Part 3](#).

SPC has advertised this RFP on its website and may send it directly to potential vendors. The same specifications, submission and other solicitation requirements will be provided to all vendors.

SPC has compiled these instructions to guide prospective bidders and to ensure that all bidders are given equal and fair consideration.

Please read the instructions carefully before submitting your bid. For your bid to be considered, you must provide all the prescribed information by the closing date and in the format specified.

2.2 Submission instructions

Your submission must be clear, concise and complete and should only include information that is necessary to respond effectively to this RFP. Please note that you may be marked down or excluded from the procurement exercise if your submission contains any ambiguities or lacks clarity.

Your proposal must include the following documents (annexes of [Part 5](#) of the RFP):

- a) Bidder's Letter of Application (Annex 1);
- b) Conflict of Interest Declaration (Annex 2);
- c) Information about the bidder and Due diligence (Annex 3);
- d) Technical proposal submission form (Annex4);
- e) Financial proposal submission form (Annex 5).

Your proposal must be submitted in **two separate emails**.

You must submit your **Technical proposal** (Annexes 1 to 4 and all their supporting documents) in English as an attachment to one email. No financial information may appear in the technical proposal.

You must submit your **Financial proposal** (Annex 5) in a separate email. All prices in the proposal must be presented in AUD. Your Financial proposal is to be password protected. SPC will request the password in the event that it is required.

Both emails are to be sent to procurement@spc.int with the subject line of your email as: **Submission RFP23-5987**.

Your proposal must be received no later than **7/01/2024** by **11.45PM Fiji Time**. Only one bid per bidder is permitted.

SPC will send a formal acknowledgement to each proposal received before the deadline.

SPC reserves the right to exclude from consideration any proposal not received by the deadline, with incomplete information or in incorrect form.

2.3 Clarifications

You may submit questions or seek clarifications on any issue relating to this RFP. The questions are to be submitted in writing to procurement@spc.int with the subject line: **Clarification RFP23-5987**. The deadline for submission of clarifications is **20/12/2022** by **11.45PM Fiji Time**.

Details will be kept of any communications between SPC and bidders. This assists SPC to ensure transparency

of the procurement process. While SPC prefers written communication in the RFP process, at any point where there is phone call or other conversation, SPC will keep a record or a file note of the exchange with prospective bidders.

2.4 Evaluation

Validity

Each proposal will be assessed for compliance with the submission requirements by the Bids Opening Committee. At this stage, basic due diligence will also be undertaken.

To assist in the examination, evaluation and comparison of proposals, SPC may ask the bidder for clarification of its proposal or additional information. The request for clarification will be in writing.

Technical

All valid proposals will be assessed against the technical evaluation criteria set out in Part 4. The criteria are provided with weighted scores according to the relative importance of each. SPC will not change the evaluation criteria set out in the RFP at any stage of the procurement process. Any changes in the evaluation criteria will result in the RFP process being re-issued.

Bidders are expected to familiarise themselves with local conditions and take these into account in preparing their proposal. Where minimum qualifications are set as specific evaluation criteria (which may include educational qualification, professional accreditation or certification, licensing, experience and expertise), proposals submitted must necessarily meet these criteria.

Pre-Bid Meeting

A Pre-bid Meeting will be arranged by SPC Procurement Team. The pre-bid meeting will be undertaken virtually. Bidders who are interested to attend the pre-bid meeting must register their attendance through the SPC procurement email (procurement@spc.int) by **4pm, Fiji Time on 10th December 2023**.

Financial

Any bids that pass the minimum technical evaluation requirements will pass onto financial evaluation.

During the financial evaluation, if there is a discrepancy between the unit price and the total price, the lower price shall prevail. If there is a discrepancy between words and figures the amount in words will prevail.

The total cost of the proposal must be submitted inclusive of taxes in accordance with the applicable legislation, and is not subject to revision.

2.5 Contract award

SPC may award the contract once the Procurement Committee has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be the most responsive to the RFP documents, provide the best value for money and best serve the interests of SPC.

SPC's [General Terms and Conditions of Contract](#) will apply to any contracts awarded under this RFP, unless otherwise agreed. Any requested changes to the General Terms and Conditions of Contract must be foreshadowed in the submission.

The award of the contract will be made by contract signed and dated by both parties.

2.6 Key dates

Please see the proposed procurement timetable in the table below. This timetable is intended as a guide only

and while SPC does not intend to depart from the timetable, it reserves the right to do so at any stage.

STAGE	DATE
RFP advertised	17/11/2023
Pre-bid meeting	To be confirmed
Deadline for seeking clarification	20/12/2023
RFP Closing Date	7/01/2024
Award of Contract	31/01/2024
Commencement of Contract	5/02/2024
Conclusion of Contract	31/03/2024

2.7 Legal and compliance

Child and vulnerable adult protection: SPC is committed to the well-being of children and vulnerable adults. All SPC contractors are required to commit to the principles of SPC’s Child and Vulnerable Adult Protection Policy ([XI.G Manual of Staff Policies](#)). Breach of this requirement can result in SPC terminating any contract with a successful bidder. Any allegations of potential misconduct in relation to this RFP involving children or vulnerable adults should be sent to complaints@spc.int.

Confidentiality: Unless otherwise agreed by SPC in advance or where the contents of the RFP are already in the public domain when **shared** with the bidder, bidders shall at all times treat the contents of the RFP and any related documents as confidential. SPC will also treat the information it receives from the bidders as confidential.

Conflict of interest: Bidders must take all necessary measures to prevent any situation of conflict of interest. You must notify SPC in writing as soon as possible of any situation that could constitute a conflict of interest during the RFP process. If you have any familial connection with SPC staff, this must be declared, and approval will then be sought for you to engage in the RFP process. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder.

Cost of preparation of proposals: Under no circumstances will SPC be liable for any proposal submission costs, expenditure, work or effort that you may incur in relation to your provision of a proposal (including if the procurement process is terminated or amended by SPC).

Currency, validity, duties, taxes: Unless specifically otherwise requested, all proposals should be in FJD and must be net of any direct or indirect taxes and duties and shall remain valid for 120 days from the closing date. The successful bidder is bound by their proposal for a further 60 days following notification they are the preferred bidder so that the contract may be awarded. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during this period.

Eligibility: Bidders are required to disclose to SPC whether they are subject to any sanction or temporary suspension imposed by any international organisation, or whether they are subject to bankruptcy proceedings. You may not be bankrupt or suspended, debarred, or otherwise identified as ineligible by any international organisation. Failure to disclose such information may result in debarment and termination of any contract issued to the bidder by SPC.

Fraud and corruption: SPC has zero tolerance for fraud and corruption. All contractors have an obligation to report potential fraud and corruption. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder. Allegations of potential misconduct by an SPC staff member or contractor involving fraud or corruption can be sent to complaints@spc.int.

Good faith: The information in this RFP is provided by SPC in good faith. No representation, warranty, assurance or undertaking (express or implied) is or will be made, and no responsibility or liability will be accepted by SPC in relation to the adequacy, accuracy, completeness or reasonableness of this RFP or any information provided by SPC in relation to this RFP.

Modifications: Any clarifications, corrections or modifications will be published on the SPC website prior to deadline. In the event a bidder has submitted a bid before the clarification, correction or modification, the bidder will be informed and may modify the bid. The modified bid will still need to be received before the deadline.

No offer of contract or invitation to contract: This RFP is not an offer to contract or an invitation by SPC to enter into a contract with you.

Privacy: The bidder is to comply with the requirements of applicable legislation and regulatory requirements in force for the use of personal data that is disclosed for the purposes of this RFP. SPC will handle any personal information it receives under the RFP in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

Right to amend, seek clarity, withdraw, not award: SPC reserves the right to: (1) amend, add to or withdraw all or any part of this RFP at any time, or to re-invite bids on the same or any alternative basis; (2) seek clarification or documents in respect of any bidder's submission; (3) choose not to award a contract as a result of this RFP; (4) make whatever changes it sees fit to the timetable, structure or content of the procurement process, depending on approvals processes or for any other reason. Please note that while SPC will not change the evaluation criteria set out in the RFP without the RFP process being re-issued, SPC does reserve the right at the time of award of contract to vary the quantity of services and goods specified in the RFP and to accept or reject any proposal at any time prior to award of the contract without incurring any liability to the affected bidder or any obligation to inform the affected bidder/s of the grounds for SPC's action.

Right to disqualify: SPC reserves the right to disqualify: (1) any bidder that does not submit a proposal in accordance with the instructions in this RFP; (2) any bidder that misrepresents information to SPC; (3) any bidder that directly or indirectly canvasses any SPC employee concerning the award of a contract.

Use of material: Bidders shall not use the contents of the RFP or any related material for any purpose other than for the purpose of considering submitting, or submitting, a bid to SPC.

Warranty, representation, assurance, undertaking: The bidder acknowledges and agrees that no person has any authority to give any warranty, representation, assurance or undertaking on behalf of SPC in connection with any contract which may (or may not) follow on from this RFP process.

2.8 Complaints process

Bidders that consider they were not treated fairly during any SPC procurement process may lodge a protest. The protest should be addressed to complaints@spc.int. The bidder must provide the following information: (1) full contact details; (2) details of the relevant procurement; (3) reasons for the protest, including how the alleged behaviour negatively impacted the bidder; (4) copies of any documents supporting grounds for protest; (5) the relief that is sought.

Part 3: Specification of Goods

A. Background/context

SPC are implementing multiple water supply infrastructure projects in Tuvalu .

This Request for Proposal(RFP) seeks to engage a supplier to provide building materials .

The infrastructure works associated with this activity will include the construction of Water cisterns in:

1. Vaitupu x 1
2. Funafuti x 2 at the Fakaifou & Viaku Church communities

B. Functional Specification

Materials procured through this RFP must be of a high structural integrity and quality and able to withstand hot and corrosive Pacific Island environments for an effective design life of at least 20 years.

C. List of Goods

1. General:

Proposals must include the following provisions in the Tender

Price to:

- 1.1. Source, assemble, pack, label and deliver the specified materials and fittings (as outlined in below – list of procurement package) to Funafuti, Tuvalu. The materials are to be delivered at the earliest available opportunity and with the shortest lead-time.
- 1.2. Clearly label the materials and fittings and load as per agreed schedule.
- 1.3. Arrange and pay all costs, whether direct or indirect, associated with the sourcing, loading and delivery to Funafuti, Tuvalu
- 1.4. Update SPC on the delivery schedule particularly on the arrival of the materials to Funafuti , Tuvalu

The bidder must not supply any second hand, sub-standard or used materials and fittings.

2. List of Goods

Package Number	Title of Procurement Package
1	Concrete
2	Reinforcement
3	Fixing
4	Formwork
5	Plumbing
6	Water Proofing (Interior and Exterior)
7	Equipment & Tools

MATERIAL DESCRIPTION	UNIT	QTY			TOTAL
		LOT 1	LOT 2	LOT 3	
CONCRETE		VAITUPU	FAKAIFOU	VIAKU	
Portland Cement 40kg	bag	280	920	920	2120
Coarse sand (1 tonne)	ton	36	95	95	226
Fine Aggregate (1 tonne) 20mm thick	ton	54	-	-	54
Coarse Aggregates 20mm - 25mm (1 tonne)	bag	-	125	125	250
Black polythene membrane	roll	3	-	-	3
Damp Proof Course (1.2m wide x 30m long)	roll	-	6	6	12
Water proof cement sealer @ 20L	bucket	7	8	8	23
REINFORCEMENT					
R10 stirrup	length	413	-	-	413
D16 reinforcement rod @6m	length	223	35	35	293
D12 reinforcement rod @6m	length	541	1190	1190	2921
R10 Rod @ 6m length	length	-	30	30	60
Tie wire (galvanised) 15kg	coil	30	-	-	30
25kg Tie wire (suitable for tie reinforcement)	coil	-	4	4	8
F665 Mesh wire (6060 x 2420mm wide)	sheet	-	13	13	26
F665 Mesh wire 5.8 x 2.4m	sheet	25	-	-	25
FIXING					
Galv. Nails (4") 25kg per ctn	ctn	3	4	4	11
Galv. Nails (3") 25kg per ctn	ctn	10	2	2	14
Galv. Nails (2") 25kg per ctn	ctn	10	2	2	14
Conc. Nails (4") 25kg per ctn	ctn	-	1	1	2
Conc. Nails (3") 25kg per ctn	ctn	-	1	1	2
Cyclone screw (Hexagonal head type)	pcs	1100	-	-	1100
FORMWORK					
20mm form ply sheet	sheet	80	-	-	80
Formply 2.4m x1.2m x 18mm	sheet	-	100	100	200
75 x 50 rough timber @6m length	length	90	60	60	210
100 x 50 rough timber @6m length	length	200	150	150	500
150 x 50 rough Timber F5 @ 6mlength	length	-	10	10	20
PLUMBING					
High pressure PVC pipe @ 100 mm diameter	lgth	-	5	5	10
90 degrees elbow high pressure PVC @ 100 mm diameter	pcs	-	25	25	50
High pressure PVC Tee @ 100 mm diameter	pcs	-	10	10	20
High pressure cement glue for PVC & uPVC pipe & fittings (Heavy duty & Bodied) @500ml per tin	tin	-	4	4	8
PVC E30 Heavy Duty Saddle Clamp (@ 100mm diameter)	no	-	100	100	200
WATER PROOFING (INTERIOR & EXTERIOR)					
Sika blackseal elastic	litres	-	45	45	90
Sika waterbar V-20	m	-	350	350	700

EQUIPMENT AND TOOLS					
Wheelbarrow	no	5	10	10	25
Shovel (long handle)	no	4	-	-	4
Level @1.8m long	no	2	-	-	2
Trowel- diamond	no	5	-	-	5
Trowel-flat	no	5	-	-	5
Grinder (portable 18 volt)	no	1	-	-	1
Ditto: Concrete cutting blade	no	1	-	-	1
Bull float	no	2	-	-	2
Steel bolt cutter RS pro. 620mm	no	2	-	-	2
Crow bar	no	2	-	-	2
Steel rake	no	2	-	-	2
Pins bar	no	3	-	-	3
Mitre saw 3/4 (chop saw)	no	2	-	-	2
ditto: timber cutting blade 9 3/4	no	1	-	-	1
ditto: steel cutting blade 7 3/4	no	1	-	-	1
Circular saw 7 3/4	no	1	-	-	1
ditto: timber cutting blade 7 3/4	no	1	-	-	1
Electrical heavy duty drill	no	1	-	-	1
Drill bit set (25 pcs) - Masonry	set	1	-	-	1
Drill bit set (25 pcs) - Wood	set	1	-	-	1
Drill bit set (25 pcs) -Steel	set	1	-	-	1
Combination square	no	5	-	-	5
Measuring tape 10m	no	4	-	-	4
Hole saw set (6pcs/set)	set	1	-	-	1
Cordless drill kit 36V, 138Nm Charger & 2 batteries	set	2	-	-	2
Claw Hammer	pcs	-	15	15	30
Pinsbar	pcs	-	6	6	12
Square scraper	pcs	-	15	15	30
Circular saw	pcs	-	3	3	6
Hand saw	pcs	-	2	2	4
Grinder	pcs	-	2	2	4
Cutting disc (Steel)	pcs	-	70	70	140

D. Technical specification

All items must be of high quality to cater for long-term and regular use Tuvalu's warm, salty and highly corrosive environment.

E. Delivery Requirements

Unless otherwise mutually agreed between the supplier and SPC in writing, The items outlined in the Bill of Quantities schedule shall be delivered to Funafuti port within 6 weeks of award of contract. The supplier will be responsible for delivering all items to Funafuti's port in Tuvalu.

The materials shall be transported in a proper manner to prevent any transportation related damage and delivered in the condition as per expectation of the client. It is the responsibility of the successful bidder to ensure that the materials are insured until such time the delivery is cleared and accepted by the receiver

of the shipment. The successful bidder must indicate all the risks that are associated with the supply of the materials, and how to mitigate the risks.

SPC will facilitate customs clearance and pay associated destination charges. Delivery costs are to include shipping, export charges, insurance and other associated freight expenses to deliver to Funafuti port.

Items are to be packed and clearly labelled with contents.

F. Warranty Requirements (when applicable)

Items shall be supplied and delivered free from damage and defects. Supplier shall replace with equal specification product should items arrive with noticeable damage or defect.

The bidders should clearly state the warranty period for the items with a minimum being the factory warranty, when applicable.

G. Reporting Arrangements

The supplier will work under the direct supervision of SPC's Project Manager, Water Scarcity Project.

In terms of collaboration, the successful supplier will work closely with SPC and Tuvalu Government. In addition, closely coordinate with, Shipping Company, Ports Authority and Customs Department in Tuvalu.

The supplier will provide all necessary transport documents (bill of lading, packing list, insurance certificate, etc.) as soon as they are available.

H. Scope of Bid Price and Schedule of Payments

The supplier will be paid in tranches upon key milestones/deliverables as shown in the table below.

All the terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.

Milestone/deliverables	% payment
Upon approval by SPC of delivery schedule	20 %
Receipt and approval by SPC of bill of lading and shipping dockets, packing list and insurance certificate	40 %
Receipt and approval of goods by SPC or Government of Tuvalu at Funafuti port	40 %
TOTAL	100 %

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Evaluation criteria & Score Weight

A two-stage procedure will be utilised to evaluate the proposals, with evaluation of the **Technical proposal** being completed prior to any **Financial proposal** being opened and compared.

The competencies which will be evaluated are detailed in [Part 3](#).

The evaluation matrix below also reflects the obtainable score specified for each evaluation criterion (technical requirement) which indicates the relative significance or weight of the items in the overall evaluation process.

The technical component, which has a total possible value of 700 points, will be evaluated using the following criteria.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
<p>E-mail 1: Annex 1 – Bidders letter of application signed. Annex 2 – Completed and signed conflict of interest declaration Annex 3 – Information about the bidder and due diligence Annex 4 – technical submission including:</p> <ul style="list-style-type: none"> • Company’s valid business licence • demonstrate at least two similar contracts undertaken in the past ten years. • Bill of Quantities schedule <p>E-mail 2: Annex 5 – financial submission (password protected)</p>		Bidders will be disqualified if any of the requirements are not met
Technical requirements		
<p>Quality and Origin of the materials and fittings</p> <p>Bidders are to provide details of Item Brand, Country of Origin, Factory information and details of the business relationship with the manufacturer via official documentation to demonstrate such relationships as authorized distributors, retailers, backup/service providers, etc.</p> <p>Bidders shall provide a complete set of materials available in stock and including offer of alternative options from missing items to ensure a full bid offer as listed in Annex 4.</p>	20%	140
<p>Conformity to Technical Specification</p> <p>Proposed items are shown to adhere to the description outlined in the bill of quantities and documentation provided to deem that the proposed</p>		

items comply with the respective technical specification outline in Section 3.		
Delivery		
<ul style="list-style-type: none"> • Provide shipment/delivery workplan, specifying proposed schedule of shipping voyages the supplier is planning to deliver the goods. • Ability to supply items outlined in Bill of Quantities schedule within three months of contracting 	30%	210
Risks/Mitigation Measures		
Bidders are to identify potential risks for the supply and delivery of the materials , likelihood of these risks and effective measures to mitigate these risks. A risk matrix is to be provided in the Annexures of the Technical Proposal.	20%	140
Total Score	100%	700
Qualification score	70%	490

4.2 Financial evaluation

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the goods and financial incentives and benefits provided to SPC. The lowest financial proposal will be awarded maximum 300 points and other financial offers and incentives will be awarded points as per the formula below:

$$\text{Financial Proposal score} = (\text{Lowest Price} / \text{Price under consideration}) \times 300$$

Part 5: PROPOSAL SUBMISSION FORMS

Annex 1: BIDDER'S LETTER OF APPLICATION

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required goods for the sum as may be ascertained in accordance with the Financial Proposal attached herewith and made part of this proposal.

We acknowledge that:

- SPC may exercise any of its rights set out in the Request for Proposal documents, at any time;
- The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
- The Request for Proposal documents are a summary only of SPC's requirements and is not intended to be a comprehensive description of them;
- Neither the lodgement of the Request for Proposal documents nor the acceptance of any tender nor any agreement made subsequent to the Request for Proposal documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the Request for Proposal documents, or since the date as at which any information contained in the Request for Proposal documents is stated to be applicable;
- Excepted as required by law and only to the extent so required, neither SPC, nor its respective officers, employees, advisers or agents will in any way be liable to any person or body for any loss, damage, cost or expense of any nature arising in any way out of or in connection with any representations, opinions, projections, forecasts or other statements, actual or implied, contained in or omitted from the Request for Proposal documents.

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded on the basis of the Technical and Financial Components proposed.

For the Bidder: *[insert name of the company]*

Signature:

Name of the Bidder's representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

Annex 2: CONFLICT OF INTEREST DECLARATION

INSTRUCTIONS TO BIDDERS

What is a conflict of interest?

A conflict of interest may arise from economic or commercial interests, political, trade union or national affinities, family, cultural or sentimental ties, or **any other type of relationship or common interest between the bidder and any person connected with the contracting authority** (SPC staff member, consultant or any other expert or collaborator mandated by SPC).

Always declare a conflict

The existence of a potential or apparent conflict of interest does not necessarily prevent the bidder concerned from taking part in a tender process. **However, the declaration of the existence of such a conflict by the persons concerned is essential and allows SPC to take appropriate measures to mitigate it and prevent the associated risks.**

Bidders are therefore invited to declare any situation, fact or link which, to their knowledge, could generate a real, potential or apparent conflict of interest.

Declaration at any time

Conflicts of interest may arise at any time during the procurement process or the implementation of a contract (e.g. new partner in the project) or as a result of a change in personal life (e.g. marriage, inheritance, financial transaction, creation of a company). If such a relationship is found and could be perceived by a reasonable person as likely to influence a decision, a declaration of the situation is necessary. In case of doubt, a conflict situation must be declared.

Declaration for any person involved

A declaration must be completed for each person involved in the tender (principal representative of the bidder, possible subcontractors, consultant, etc.)

Failure

Failing to declare a potential conflict of interest may result in the bidder being refused a contract or placed on SPC's list of non-responsible suppliers.

DECLARATION

I, the undersigned, *[name of the representative of the Bidder]*, acting in the name and on behalf of the company *[name of the company]*, declare that:

<input type="checkbox"/>	To my knowledge, I am not in a conflict-of-interest situation
<input type="checkbox"/>	There is a potential conflict of interest with regard to my <i>[Choose an item]</i> . relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned</i> , although, to the best of my knowledge, this person is not directly or indirectly involved in any stage of the procurement process
<input type="checkbox"/>	I may be in a conflict of interest with regard to my <i>[Choose an item]</i> relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned</i> , as this person is, to the best of my knowledge, directly or indirectly linked to the procurement process
<input type="checkbox"/>	To my knowledge, there is another situation that could potentially constitute a conflict of interest: <i>[Describe the situation that may constitute a conflict of interest]</i>

In addition, I undertake to:

- declare, without delay, to SPC any situation that constitutes a potential conflict of interest or is likely to lead to a conflict-of-interest;
- not to grant, seek, obtain or accept any advantage, whether financial or in kind, to or from any person where such advantage constitutes an unfair practice or an attempt at fraud or corruption, directly or indirectly, or constitutes a gratuity or reward related to the award of the contract;
- to provide accurate, truthful and complete information to SPC in connection with this procurement process.

I acknowledge that I and/or my company and/or my business partners who are jointly and severally bidding on the RFP *[SPC Reference]* may be subject to sanctions such as being placed on SPC's list of non-responsible vendors, if it is established that false statements have been made or false information has been provided.

For the Bidder: *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

Annex 3: INFORMATION ABOUT THE BIDDER AND DUE DILIGENCE

Please complete the following questionnaire and provide supporting documents where applicable.

VENDOR INFORMATION				
Are you already registered as an SPC vendor?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
1. Please provide information related to your entity.				
Company name	[Enter company name]	Address	[Enter address]	
Director/CEO	[Enter name of the executive person]	Position	[Enter position of the executive person]	
Business Registration/License number	[Enter company registration/license number (or tax number)]			
Date of business registration	[Enter date of business registration]			
Country of business registration	[Enter country of business registration]			
Status of the entity:				
<input type="checkbox"/> For-profit entity (company), <input type="checkbox"/> NGO, <input type="checkbox"/> International organisation, <input type="checkbox"/> Government body, <input type="checkbox"/> University, <input type="checkbox"/> Association, <input type="checkbox"/> Research Institute, <input type="checkbox"/> Other: [insert details]				
2. Please provide relevant documentation to support and verify the legal existence of the entity, the authority of its officer and proof of its address, such as:				
<input type="checkbox"/> Delegation of authority or power of attorney document <input type="checkbox"/> Certificate of business registration/license <input type="checkbox"/> Memorandum, Articles or Statutes of Association <input type="checkbox"/> Telephone, water, or electricity bill in the name of the entity <input type="checkbox"/> Bank account details bearing the name of the entity				
3. How many employees does your company and its subsidiaries have?			[provide answer]	
4. Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', what type of business insurance do you have?			[provide answer]	
5. Are you up to date with your tax and social security payment obligations?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', please explain the situation:			[Provide details]	
6. Is your entity regulated by a national authority?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please specify the name:			[Insert name of the national regulation authority]	
7. Is your entity a publicly held company?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Does your entity have a publicly available annual report?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please send SPC your audited financial statement from the last 3 financial years if available				

DUE DILIGENCE					
9. Does your entity have foreign branches and/or subsidiaries?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If you answered 'yes' to the previous question, please confirm the branches:					
• Head Office & domestic branches			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Domestic subsidiaries			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Overseas branches			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Overseas subsidiaries			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
10. Does your entity provide financial services to customers determined to be high risk including but not limited to:					
Foreign Financial Institutions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Casinos	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cash Intensive Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Foreign Government Entities	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Non-Resident Individuals	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Money Service Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Other, please provide details:			[Provide details]		
11.If you answered 'yes' to any of the boxes in question 10, does your entity's policies and procedures specifically outline how to mitigate the potential risks associated with these higher risk customer types?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please explain how:			[Provide explanation]		
12.Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect fraud, corruption, money laundering or terrorist financing activities?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please send SPC your policy in English.					
If 'No', what process does your entity have in place to prevent and detect money laundering or terrorist financing activities?				[provide answer]	
13.Does your entity have an officer responsible for anti-corruption, or anti-money laundering and counter-terrorism financing policy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please state that officer's contact details:			[Insert name and contact details]		
14.Has your entity or any of its current or former directors or CEOs ever filed for bankruptcy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:			[Provide details]		
15.Has your entity or any of its current or former directors or CEOs ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of any laws or regulations, including those relating to money laundering or terrorism financing?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:			[Provide details]		

SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)

16.Does your entity have a written policy, controls and procedures to implement its Social and Environmental Responsibility (SER) commitments?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please send SPC your policy in English.					
If 'No', what process does your entity have in place to ensure your social and environmental responsibility?				[provide answer]	
Does your Policy or Process cover the followings?					
<input type="checkbox"/> Child protection <input type="checkbox"/> Human rights <input type="checkbox"/> Gender equality <input type="checkbox"/> Social inclusion <input type="checkbox"/> Sexual harassment, abuse or exploitation <input type="checkbox"/> Environmental responsibility					
Please, outline the major actions you have undertaken in these areas:			[provide answer]		
17.Does your entity have an officer responsible for Social and Environmental Responsibility (SER)?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please state that officer's contact details:			[Insert name and contact details]		

SUPPORTING DOCUMENTS (where relevant)

• Business registration/license proof	<input type="checkbox"/>
• Bank account details document	<input type="checkbox"/>
• Address of the entity and Authority of officer proofs	<input type="checkbox"/>
• Audited financial statement from the last 3 financial years	<input type="checkbox"/>
• Fraud, corruption, anti-money laundering and counter terrorist financing Policy	<input type="checkbox"/>
• SER Policy	<input type="checkbox"/>

I declare that the particulars given herein above are true, correct and complete to the best of my knowledge, and the documents submitted in support of this form are genuine and obtained legally from the respective issuing authority.

I declare that none of the funds received or to be received by my company will be used for criminal activities, including financing terrorism or money laundering.

By sending this declaration to SPC, I agree that my business and personal information may be used by SPC for due diligence purposes. I also understand and accept that SPC will treat any personal information it receives in connection with my proposal in accordance with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

For the Bidder: *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

Annex 4: TECHNICAL PROPOSAL SUBMISSION FORM

The Technical Proposal Submission Form is a table that includes the technical criteria (set out in Part 3) on which bidders will be scored and allows the bidder to respond to them. This table is then used by the technical evaluation committee to score the technical proposals received.

Bidders may choose to bid either in part or whole depending on the packages or lots that best suit their respective business capability and experience. Bidders must include shipping costs to the identified port of delivery for the respective Packages.

Mandatory Requirements	
E-mail 1 (technical submission)	
Letter of application: Annex 1	Check if submitted with the technical proposal <input type="checkbox"/>
Conflict of interest declaration: Annex 2	Check if submitted with the technical proposal <input type="checkbox"/>
Completed information about the bidder and due diligence form: Annex 3	Check if submitted with the technical proposal <input type="checkbox"/>
Technical proposal submission Form: Annex 4 – use Excel version attached or template below	Check if submitted with the technical proposal <input type="checkbox"/>
Valid Business Registration	Check if submitted with the technical proposal <input type="checkbox"/>
Technical Requirements	
<i>Evaluation criteria</i>	<i>Response by Bidder</i>
Quality and Origin of Materials & Fittings	
Materials and accessories are to be supplied and manufactured to a high quality. The bidder shall provide information of the items brand, country of origin, factory information.	<i>[Bidder's answer]</i>
Bidders are to provide details of supply arrangements with manufacturers to demonstrate their relationship as licenced distributors or retailers.	<i>[Bidder's answer]</i>
Conformity to Technical Specification	
Proposed items adhere to the descriptions outlined in the Bill of Quantities	<i>[Bidder's answer]</i>
Proposed items are demonstrated to comply or exceed the technical specification provided by SPC. Compliance is to be proven by the submission of Items Specifications, Technical Data Sheets, or where applicable Accreditation Certificates issued by international recognised institutions to demonstrate compliance.	<i>[Bidder's answer]</i>
Delivery	
Provide shipment/delivery workplan, specifying proposed schedule of shipping voyages the Supplier is planning to deliver the goods on. Ability to supply items outlined in Bill of Quantities schedule within three months of contracting	<i>[Bidder's answer]</i>
Risk & Mitigation	
Bidders are to identify potential risks for supply and delivery of materials and fittings, likelihood of these risks and effective measures to mitigate these risks. A risk matrix is to be provided in the Annexures of the Technical Proposal.	<i>[Bidder's answer]</i>

Description	Unit	Qty	Availability of item in stock	Alternative	Details about Quality (Incl. Brand, Durability against Environment & Origin)	Estimated Lifetime
CONCRETE						
Portland Cement 40kg	bag	2120				
Coarse sand (1 tonne)	ton	226				
Fine Aggregate (1 tonne) 20mm thick	ton	54				
Coarse Aggregates 20mm - 25mm (1 tonne)	bag	250	-	-	-	
Black polythene membrane	roll	3	-	-	-	
Damp Proof Course (1.2m wide x 30m long)	roll	12	-	-	-	
Water proof cement sealer @ 20L	bucket	23				
REINFORCEMENT						
R10 stirrup	length	413				
D16 reinforcement rod @6m	length	293				
D12 reinforcement rod @6m	length	2921				
R10 Rod @ 6m length	length	60				
Tie wire (galvanised) 15kg	coil	30				
25kg Tie wire (suitable for tie reinforcement)	coil	8				
F665 Mesh wire (6060 x 2420mm wide)	sheet	26				
F665 Mesh wire 5.8 x 2.4m	sheet	25				
FIXING						
Galv. Nails (4") 25kg per ctn	ctn	11				
Galv. Nails (3") 25kg per ctn	ctn	14				
Galv. Nails (2") 25kg per ctn	ctn	14				
Conc. Nails (4") 25kg per ctn	ctn	2				
Conc. Nails (3") 25kg per ctn	ctn	2				
Cyclone screw (Hexagonal head type)	pcs	1100				
FORMWORK						
20mm form ply sheet	sheet	80				
Formply 2.4m x1.2m x 18mm	sheet	200				
75 x 50 rough timber @6m length	length	210				
100 x 50 rough timber @6m length	length	500				
150 x 50 rough Timber F5 @ 6mlength	length	20				
PLUMBING						
High pressure PVC pipe @ 100 mm diameter	lgth	10				
90 degrees elbow high pressure PVC @ 100 mm diameter	pcs	50				
High pressure PVC Tee @ 100 mm diameter	pcs	20				
High pressure cement glue for PVC & uPVC pipe & fittings (Heavy duty & Bodied) @500ml per tin	tin	8				
PVC E30 Heavy Duty Saddle Clamp (@ 100mm diameter)	no	200				

WATER PROOFING (INTERIOR & EXTERIOR)					
Sika blackseal elastic	litres	90			
Sika waterbar V-20	m	700			
EQUIPMENT AND TOOLS					
Wheelbarrow	no	25			
Shovel (long handle)	no	4			
Level @1.8m long	no	2			
Trowel- diamond	no	5			
Trowel-flat	no	5			
Grinder (portable 18 volt)	no	1			
Ditto: Concrete cutting blade	no	1			
Bull float	no	2			
Steel bolt cutter RS pro. 620mm	no	2			
Crow bar	no	2			
Steel rake	no	2			
Pins bar	no	3			
Mitre saw 3/4 (chop saw)	no	2			
ditto: timber cutting blade 9 3/4	no	1			
ditto: steel cutting blade 7 3/4	no	1			
Circular saw 7 3/4	no	1			
ditto: timber cutting blade 7 3/4	no	1			
Electrical heavy duty drill	no	1			
Drill bit set (25 pcs) - Masonry	set	1			
Drill bit set (25 pcs) - Wood	set	1			
Drill bit set (25 pcs) -Steel	set	1			
Combination square	no	5			
Measuring tape 10m	no	4			
Hole saw set (6pcs/set)	set	1			
Cordless drill kit 36V, 138Nm Charger & 2 batteries	set	2			
Claw Hammer	pcs	30			
Pinsbar	pcs	12			
Square scraper	pcs	30			
Circular saw	pcs	6			
Hand saw	pcs	4			
Grinder	pcs	4			
Cutting disc (Steel)	pcs	140			

For the Bidder: *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

Annex 5: FINANCIAL PROPOSAL SUBMISSION FORM

INSTRUCTIONS TO BIDDERS

In their financial proposal, bidders should detail as much as possible the price requested in response to the technical specifications.

Wherever possible, the unit prices of the individual goods should be indicated, followed by the total amount (including any additional services and any other costs associated with the delivery of the goods).

Good detail in their financial proposal helps bidders to give clarity and transparency to their proposal and makes it easier for SPC to score the proposals received.

The contract to be concluded with the selected bidder must mention all the costs incurred for the execution of the assignment entrusted to him (including insurance, packaging, delivery costs, unloading, etc., where applicable). No additional costs can be claimed from SPC after the contract has been signed.

Bidders must also mention any special conditions relating to the amount of their proposal or the terms of payment.

The financial proposal must be submitted [*Choose between inclusive or exclusive of taxes*] in accordance with the applicable legislation. However, the final amount of the awarded contract may be paid to the successful bidder inclusive or exclusive of taxes, depending on the tax exemptions enjoyed by SPC as an intergovernmental organisation in its member countries and territories.

The following form is given as an indication, the bidder may submit its financial proposal to SPC in another format, provided that it complies with the instructions detailed in this RFP/RFQ and in particular:

BIDDER'S FINANCIAL PROPOSAL – GOODS

Description	UNIT	UNIT COST (FJD)	LOT 1 . VAITUPU ISLAND		LOT 2 . FAKAIFOU COMMUNITY		LOT 3. VAIAKU COMMUNITY	
			QTY	TOTAL(FJD)	QTY	TOTAL(FJD)	QTY	TOTAL(FJD)
Concrete								
Portland Cement 40kg	bag		280		920		920	
Coarse sand (1 tonne)	ton		36		95		95	
Fine Aggregate (1 tonne) 20mm thick	ton		54		-		-	
Coarse Aggregates 20mm - 25mm (1 tonne)	bag		-	-	125	-	125	-
Black polythene membrane	roll		3	-	-	-	-	-
Damp Proof Course (1.2m wide x 30m long)	roll		-	-	6	-	6	-
Water proof cement sealer @ 20L	bucket		7		8		8	
REINFORCEMENT								
R10 stirrup	length		413		-		-	
D16 reinforcement rod @6m	length		223		35		35	
D12 reinforcement rod @6m	length		541		1190		1190	
R10 Rod @ 6m length	length		-		30		30	
Tie wire (galvanised) 15kg	coil		30		-		-	
25kg Tie wire (suitable for tie reinforcement)	coil		-		4		4	
F665 Mesh wire (6060 x 2420mm wide)	sheet		-		13		13	
F665 Mesh wire 5.8 x 2.4m	sheet		25		-		-	
FIXING								
Galv. Nails (4") 25kg per ctn	ctn		3		4		4	
Galv. Nails (3") 25kg per ctn	ctn		10		2		2	
Galv. Nails (2") 25kg per ctn	ctn		10		2		2	
Conc. Nails (4") 25kg per ctn	ctn		-		1		1	
Conc. Nails (3") 25kg per ctn	ctn		-		1		1	
Cyclone screw (Hexagonal head type)	pcs		1100		-		-	
FORMWORK								
20mm form ply sheet	sheet		80		-		-	
Formply 2.4m x1.2m x 18mm	sheet		-		100		100	
75 x 50 rough timber @6m length	length		90		60		60	
100 x 50 rough timber @6m length	length		200		150		150	
150 x 50 rough Timber F5 @ 6mlength	length		-		10		10	
PLUMBING								
High pressure PVC pipe @ 100 mm diameter	lgth		-		5		5	
90 degrees elbow high pressure PVC @ 100 mm diameter	pcs		-		25		25	
High pressure PVC Tee @ 100 mm diameter	pcs		-		10		10	
High pressure cement glue for PVC & uPVC pipe & fittings (Heavy duty & Bodied) @500ml per tin	tin		-		4		4	
PVC E30 Heavy Duty Saddle Clamp (@ 100mm diameter)	no		-		100		100	

WATER PROOFING (INTERIOR & EXTERIOR)								
Sika blackseal elastic	litres		-		45		45	
Sika waterbar V-20	m		-		350		350	
EQUIPMENT AND TOOLS								
Wheelbarrow	no		5		10		10	
Shovel (long handle)	no		4		-		-	
Level @1.8m long	no		2		-		-	
Trowel- diamond	no		5		-		-	
Trowel-flat	no		5		-		-	
Grinder (portable 18 volt)	no		1		-		-	
Ditto: Concrete cutting blade	no		1		-		-	
Bull float	no		2		-		-	
Steel bolt cutter RS pro. 620mm	no		2		-		-	
Crow bar	no		2		-		-	
Steel rake	no		2		-		-	
Pins bar	no		3		-		-	
Mitre saw 3/4 (chop saw)	no		2		-		-	
ditto: timber cutting blade 9 3/4	no		1		-		-	
ditto: steel cutting blade 7 3/4	no		1		-		-	
Circular saw 7 3/4	no		1		-		-	
ditto: timber cutting blade 7 3/4	no		1		-		-	
Electrical heavy duty drill	no		1		-		-	
Drill bit set (25 pcs) - Masonry	set		1		-		-	
Drill bit set (25 pcs) - Wood	set		1		-		-	
Drill bit set (25 pcs) -Steel	set		1		-		-	
Combination square	no		5		-		-	
Measuring tape 10m	no		4		-		-	
Hole saw set (6pcs/set)	set		1		-		-	
Cordless drill kit 36V, 138Nm Charger & 2 batteries	set		2		-		-	
Claw Hammer	pcs		-		15		15	
Pinsbar	pcs		-		6		6	
Square scraper	pcs		-		15		15	
Circular saw	pcs		-		3		3	
Hand saw	pcs		-		2		2	
Grinder	pcs		-		2		2	
Cutting disc (Steel)	pcs		-		70		70	
TOTAL								

<i>SUMMARY OF LOTS</i>			
DESCRIPTION	Lump sum Price FJD	Total quantity	Total Amount FJD
Lot 1 – Vaitupu Island	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Lot 2 - Fakaifou Community	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Lot 3 - Vaiaku Community	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Total Package			<i>[Total 8]</i>

Other costs			
Item description	Unit Price FJD	Total quantity	Total Amount FJD
Delivery to Funafuti, Tuvalu CIF	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Any other charges (please specify)	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Total Other costs			<i>[Total]</i>

Total amount	<i>[total amount "Summary of Lots"]</i>
Total other costs	<i>[total other costs]</i>
GRAND TOTAL	

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, taking into account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

For the Bidder: *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*