



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

| | |
|-------------------------------|--|
| Project Title: | Managing Water Scarcity through Strengthened Water Resources Management |
| Nature of the services | Project Technical Advisor |
| Location: | Niue |
| Date of issue: | 19/12/2023 |
| Closing Date: | 3/01/2024 |
| SPC Reference: | RFQ23-6121 |

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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).

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.

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 Quotation (RFQ) Process

At SPC, procurement valued at more than EUR 2,000 and less than or equal to EUR 45,000 requires an evaluation of at least three quotations to determine the offer that provides the best value for money through a Request for Quotation (RFQ) process.

This RFQ sets out SPC's requirements for a project and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information.

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

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

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

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 quotation to be considered, it is important that you provide all the prescribed information by the closing date and in the format specified.

2.2 Submission Instructions

You must **submit your quotation and all supporting documents** in English and as an attachment to an email sent to juliebr@spc.int and with the subject line of your email as follows: **Submission RFQ23 - 6121**. The email should also be copied to rfq@spc.int.

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- Proposal Submission Forms completed
- Current CV

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

Bids will be evaluated on the basis of information received by **11.59PM Fiji time** on **3/01/2024**.

2.3 Evaluation & Contract Award

Each quotation validly received will be assessed against the evaluation criteria matrix set out in [Part 4](#). Any changes in the evaluation criteria will result in the RFQ process being re-issued.

SPC may award the contract once it has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be substantially responsive to the RFQ documents, provide the best value for money (highest cumulative score) and best serve the interests of SPC.

In the event of a bid being accepted, procurement will take place under SPC's [General Terms and Conditions of Contract](#) and depending on the value or nature of the procurement, the award will be made by issuing a purchase order or a signed and dated contract, or both.

2.4 Key Contacts

Please contact SPC should you have any doubt as to what is required or if we can help answer any questions that you may have.

Julie Bright will be your primary point of contact for this RFQ and can be contacted at juliebr@spc.int. You should copy any communications into rfq@spc.int.

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 RFQ process, at any point where there is phone call or other conversation, SPC expects to keep a file note of the exchange, with all forms of communication with prospective bidders to be retained as source documents for the procurement of the services.

2.5 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 |
|--------------------------------------|------------|
| RFQ sent to potential vendors | 19/12/2023 |
| RFQ Closing Date | 3/01/2024 |
| Award of Contract | 9/01/2024 |
| Commencement of Contract | 12/01/2024 |
| Conclusion of Contract | 30/06/2024 |

2.6 Legal and compliance

Confidentiality: Unless otherwise agreed by SPC in advance or where the contents of the RFQ are already in the public domain when shared with the bidder, bidders shall at all times treat the contents of the RFQ 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 RFQ 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 RFQ process. **In support of your response to this RFQ, you must submit to SPC [the Conflict-of-Interest Declaration form](#) available on our procurement page website: <https://spc.int/procurement>.**

Breach of this requirement can result in SPC terminating any contract with a successful bidder.

Currency, validity, duties, taxes: Unless specifically otherwise requested, all proposals should be in **NZD** 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.

No offer of contract or invitation to contract: This RFQ 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 RFQ. SPC will handle any personal information it receives under the RFQ in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

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 RFQ process.

2.7 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: TERMS OF REFERENCE

A. Background/context

In 2020 SPC entered into a Grant Funding Arrangement with the New Zealand Ministry of Foreign Affairs and Trade (MFAT) to deliver the Managing Water Scarcity through Strengthened Water Resources Management Project, referred to as the 'Water Scarcity' project.

The Water Scarcity project aims to provide support to water scarce communities across the Pacific to actively manage resources to improve resilience, in order that:

- Communities have the infrastructure and capability required to access, collect, and store water.
- Communities understand, protect, and maintain water resources and infrastructure; and
- Communities are sustainably using water resources and managing risk.

Initially projects were undertaken in the five atoll nations of the Cook Islands, Kiribati, the Marshall Islands, Tokelau, and Tuvalu and has recently been expanded to include the non-atoll countries of Nauru, Tonga and Niue.

Niue is a raised limestone island with no surface water available. Potable water is sourced primarily from groundwater and piped to households, although as the impacts of climate change worsen, more diversified options are required. The Global Climate Change Alliance Plus Scaling Up Pacific Adaption (GCCA+ SUPA) project which was completed in June 2023, focussed on establishing alternative water supply sources at the household level through the provision of rainwater tanks.

Building upon these works, the Government of Niue, through the Department of Utilities intends to work with the Geoscience, Energy and Maritime (GEM) Division of SPC to deliver a range of activities to improve the resilience of communities to respond to water scarcity challenges.

The key activities include:

- Rehabilitation and repair of water catchment / storage infrastructure
- Installation of new water catchment / storage infrastructure
- Capacity building on sustainable water use and maintenance

This RFQ will support these activities through the appointment of a Technical Adviser (TA) to prepare, oversee and manage delivery of the works in Niue to a standard acceptable to the Department of Utilities and SPC.

B. Purpose, objectives, scope of services

The Scope of Services for the TA is outlined below:

- Prepare tender specifications to SPC for procurement of the following goods and works packages:
 - Replacement and repair of borehole pumps and fittings
 - Supply of construction materials for pump platform and shelter
 - Supply and installation of 3 x steel tanks
 - Connection of Liku bore pump to main power grid
- Provide technical advice with regard to the design, site preparation, installation of water storages, bore pumps and associated infrastructure to ensure are manufactured and installed in compliance with relevant requirements.

- Oversee tasks related to the design, preparatory works, construction, repair and installation of water infrastructure assets as per the project plan.
- Where and when appropriate to consult and dialogue with technical / professional consultants or staff and suppliers in relation to best practices or methods, appropriate materials that should be utilized in the implementation of the project.
- Oversee logistics and supply arrangements relevant to the repair and replacement of water storages and the replacement of borehole pumps and associated infrastructure.
- To undertake the systematic filing of project information, correspondence, reports, emails to ensure future availability and access for Department of Utilities staff.
- To negotiate and determine the time frame required for the installation and repairs to water storages and borehole pumps with relevant contractors and Department of Utilities staff.
- To undertake the appropriate safety briefings for all project staff and contractors.
- Development of a borehole pump maintenance and replacement plan.
- Build capacity of government officers on Drinking Water Safety Planning (DWSP) and develop DWSP for selected communities where needed or for selected borehole sites.
- Provide day to day project management expertise to ensure the timely, high quality and safe completion of works to the satisfaction of the Director, Department of Utilities and SPC.
- Undertake regular consultations and follow ups with government departments, contractors and stakeholders to inform and raise profile of project activities.
- To undertake the preparation and submission of quarterly project implementation progress reports including contract financials using template provided by SPC.
- To liaise with Department of Utilities staff and SPC Contract Manager on issues relevant to the implementation of the project when and where required.

C. Timelines

Duration of Service

The contract will be from the date of signing (likely Jan 2024) until 30 June 2024 to deliver the required outputs for the Managing Water Scarcity Project in Niue. Deadlines for specific deliverables will be dependent on project needs and agreed between the successful applicant, Clinton Chapman (Director, Department of Utilities, Niue) and the SPC Contract Manager.

D. Reporting and contracting arrangements

The Contractor will be based in Niue for the duration of the contract (noting no accommodation or relocation costs are included in this contract) working under the direct supervision of Clinton Chapman (Director, Department of Utilities, Niue). The contractor will be required to have regular communication with the SPC Contract Manager on the progress of project activities and to support implementation. The Contractor will be expected to openly engage and share information and resources with SPC and the Department of Utilities as appropriate.

Within the first month of the contract, a work plan will be required to be submitted and approved by SPC outlining the intended scope of work. Quarterly progress reports will be required using a template provided by SPC.

No travel outside of Niue is anticipated under this contract beyond participation in the Regional Steering Committee for the overarching Managing Water Scarcity Project. Any travel required under this consultancy will be organised and covered by SPC as per SPC's Travel Policy.

E. Skills and qualifications

The successful contractor will demonstrate the following qualifications and experience:

- At least 7 years of work experience in a managerial position in construction, building or water / utility management in the Pacific.
- Trade Certificate qualification in plumbing or related field
- Demonstrated experience in the project management of similar projects including but not limited to planning, design, construction, financial management and monitoring of water supply projects
- Demonstrated understanding and experience working within the Niue Building Code, Niue Building Code Act 1992, Water Act 2012, Environment Act 2003 and other relevant legislation.
- Experience in working with regional CROP agencies and development partners in the implementation of projects
- Demonstrated knowledge of water infrastructure assets, water system monitoring and sustainable water resource management.
- Demonstrated ability to effectively communicate information, develop and deliver training materials and workshops.
- Demonstrated ability to problem solve, provide sound judgement for decisions, and be practically orientated.
- Demonstrated experience in stakeholder and community engagement and communication.
- Demonstrated experience in procurement of key materials and essential equipment within tight timeframes.

F. Scope of Bid Price and Schedule of Payments

- This will be a time- based contract
- The value of the contract will be based on number of days dedicated to the scope of works outlined in this ToR up to a maximum of 120 days (6 months)
- Invoices may be submitted at any time, though no more frequently than monthly. Invoices are to be accompanied with a timesheet (template provided by SPC) specifying days worked and scope of works completed or progressed.
- Terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Terms and Conditions.

| Milestone/deliverables | Deadline | % payment |
|--|----------------------------------|-----------|
| On receipt of technical advice and recommendations as per the Terms of Reference of this RFQ | 6 months after contract signing* | ≤ 100% |

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Competency Requirements & Score Weight

The evaluation matrix below 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.

| Evaluation criteria | Score Weight (%) | Points obtainable |
|---|---|-------------------|
| Mandatory requirements | | |
| <ol style="list-style-type: none"> 1. The Conflict-of-Interest Declaration form completed 2. Proposal Submission Forms completed 3. Current CV | Mandatory requirements. Bidders will be disqualified if any of the requirements are not met | |
| Technical requirements | | |
| Technical requirement 1: Demonstrated experience in the project management of similar projects including but not limited to procurement, design, construction, financial management and monitoring of water supply, building and construction projects | 30% | 300 |
| Technical requirement 2: Demonstrated understanding and experience working within the Niue Building Code, Niue Building Code Act 1992, Water Act 2012, Environment Act 2003 and other relevant legislation. | 10% | 100 |
| Technical requirement 3: Demonstrated knowledge of water infrastructure assets, water system monitoring and sustainable water resource management in the Pacific | 20% | 200 |
| Technical requirement 4: Demonstrated ability to effectively communicate information, develop and deliver training materials and workshops | 10% | 100 |
| Price | 30% | 300 |
| Total Score | 100% | 1000 |

PART 5. PROPOSAL SUBMISSION FORMS

CONFLICT OF INTEREST DECLARATION FORM

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 involved from taking part in a procurement process. **However, the declaration of the existence of such a conflict by the persons involved 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>[mention 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 *[Select RFQ or RFP] [SPC Reference number]* 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.

| |
|---|
| <p>For the Bidder: <i>[insert name of the company]</i></p> <p>Signature:</p> <p>Name of the Bidder's representative: <i>[insert name of the representative]</i></p> <p>Title: <i>[insert title of the representative]</i></p> <p>Date: <i>[Click or tap to enter a date]</i></p> |
|---|

TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

INSTRUCTIONS TO BIDDERS

Bidders must meet the mandatory requirements defined in the pricing request or else be disqualified if they do not.

| Technical requirements | |
|--|--------------------------|
| Technical requirement 1 | |
| Demonstrated experience in the project management of similar projects including but not limited to procurement, design, construction, financial management and monitoring of water supply, building and construction projects | <i>Bidder's response</i> |
| Technical requirement 2 | |
| Demonstrated understanding and experience working within the Niue Building Code, Niue Building Code Act 1992, Water Act 2012, Environment Act 2003 and other relevant legislation. | <i>Bidder's response</i> |
| Technical requirement 3 | |
| Demonstrated knowledge of water infrastructure assets, water system monitoring and sustainable water resource management in the Pacific | <i>Bidder's response</i> |
| Technical requirement 4 | |
| Demonstrated ability to effectively communicate information, develop and deliver training materials and workshops | <i>Bidder's response</i> |
| <p>For the Bidder: <i>[insert name of the company]</i></p> <p>Signature:</p> <p>Name of the representative: <i>[insert name of the representative]</i> Title: <i>[insert Title of the representative]</i> Date: <i>[Click or tap to enter a date]</i></p> | |

FINANCIAL PROPOSAL SUBMISSION FORM – SERVICES

INSTRUCTIONS TO BIDDERS

All costs indicated in the financial offer must include all applicable taxes. The price schedule must follow the format provided below.

| Description of services | Amount NZD |
|---|-------------------|
| Professional fees (specify if daily or lumpsum) | <i>Unit price</i> |
| Other (specify) | |
| TOTAL | |

Professional fees: staff salaries, consultants’ fees and other professional fees.

SPC will not cover separate overhead/operating cost or contingency items. SPC will neither provide nor refund any insurance for consultants travel or health costs, professional cover or any other risk or liability that may arise during the consultancy (including subcontractors or partners that the consultant may employ). SPC will not be liable for any arrangements or payments related to visas, taxes or duty for which the consultant may be liable.

The consultant must also provide its own workspace and computer during the service provision with a stable Internet connection for Zoom meetings, if required.

Any Travel required under this contract will be organised by SPC.

SPC will not cover any computer or communication equipment during the consultancy. Consultants must provide a stable Internet connection for any virtual meetings that may be required.

No payments will be made for any items for which no price has been indicated. Such items shall be deemed to be covered by the financial offer. Bidders are deemed to have ensured that their bids are accurate and exhaustive prior to submitting them, have covered everything required for the full and proper performance of the contract and have included all costs and 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]*