

# REQUEST FOR PROPOSAL (RFP)

## FOR WORKS

|                            |  |
|----------------------------|--|
| <b>Project Title:</b>      | <b>Global Climate Change Alliance Plus – Scaling Up Pacific Adaptation (GCCA+ SUPA) Project</b>                    |
| <b>Nature of the works</b> | Supply of materials and construction of remedial measures along the Kanokupolu coastal revetment, Tongatapu, Tonga |
| <b>Location:</b>           | Kanokupolu coastline, Tongatapu, TONGA   |
| <b>Date of issue:</b>      | 10/06/2022   |
| <b>Closing Date:</b>       | 22/07/2022   |
| <b>SPC Reference:</b>      | RFP 22-4107  |

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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](mailto: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 quotations; 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 works 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 (Annex 4);
- 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 Tongan Pa'anga. 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](mailto:procurement@spc.int) with the subject line of your email as: **Submission RFP 22-4107**.

Your proposal must be received no later than **22/07/2022** by **4.00PM 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](mailto:procurement@spc.int) with the subject line: **Clarification RFP 22-4107**. The deadline for submission of clarifications is **8/07/2022** by **12.00PM 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, these could include educational qualification, professional accreditation or certification, licensing, experience and expertise.

### 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 is to be inclusive of any taxes 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   |
|---|--|
| <b>RFP advertised</b>                     | 10/06/2022                                   |
| <b>Pre-bid meeting</b>                    | 24 <sup>th</sup> June 2022 @ 10am Tonga time |
| <b>Site visit</b>                         | 24 <sup>th</sup> June 2022                   |
| <b>Deadline for seeking clarification</b> | 8/07/2022                                    |

|                  |            |
|------------------|------------|
| RFP Closing Date | 22/07/2022 |
|------------------|------------|

## 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](mailto: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 quotations:** 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 Tongan Pa'anga 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](mailto: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](mailto: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.



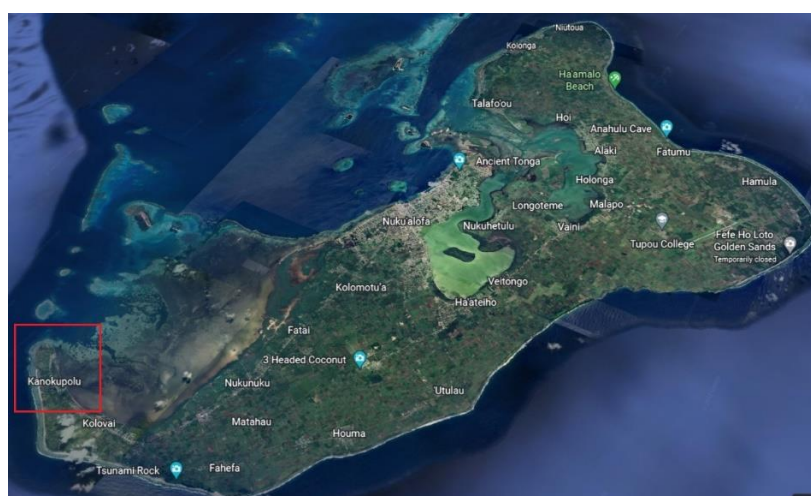
## Part 3: Scope of Works

### Background/context

The Global Climate Change Alliance Plus - Scaling Up Pacific Adaptation (GCCA+ SUPA) project is about scaling up climate change adaptation measures in specific sectors supported by knowledge management and capacity building. The 4.5-year project (2019 – 2023) is funded with EUR14.89 million from the European Union (EU) and implemented by the Pacific Community (SPC) in partnership with the Secretariat of the Pacific Regional Environment Programme (SPREP) and The University of the South Pacific (USP) in collaboration with the governments and peoples of Cook Islands, Federated States of Micronesia (FSM), Fiji, Kiribati, Republic of the Marshall Islands (RMI), Nauru, Niue, Palau, Tonga and Tuvalu.

Under the GCCA+ SUPA project, the Government of Tonga has selected coastal protection as the focus sector under Output 3. Small-scale coastal protection measures were identified and designed to be implemented in Kanokupolu and along the Kolovai to 'Ahau coastline.

The tsunami that swept through Tongatapu and nearby islands on 15<sup>th</sup> January 2022 caused significant damage to the coast. The small-scale coastal protection measures initially itemised in the Project Design Document will now focus on remedial measures to strengthen the damaged coastal revetment in Kanokupolu.



*Google Earth: Showing Kanokupolu (in red) at the northern coast of north-western Tongatapu*

The Kanokupolu revetment is approximately 2.0 km long and provides a first line of defence to this area, which is susceptible to inundation during extreme events. The GCCA+ SUPA Project and the Government of Tonga, through in-country consultations have agreed to provide support for remedial measures in Kanokupolu as requested by the communities in the project sites. The EU Delegation has endorsed the change in scope.

The remedial measures to be implemented are important to safeguard the lives, livelihoods and properties of the Kanokupolu communities in the short to medium term. Following the tsunami, parts of the Kanokupolu revetment collapsed allowing seawater to reach coastal properties during each high tide event. The consequences of not undertaking the proposed remedial measures are very high as they negatively impact people's lives, livelihoods and properties.

**Table 1: Brief descriptions of the sites with the most damage along the northern 1,350 m of the revetment**

| Site<br>(See map below) | Site Description  |
|-------------------------|---|
| <b>1a &amp; 1b</b>      | The foreshore together with the road behind the wall was totally cut off as shown at picture 1a where water easily cross to the other side during high tide. About 6m long and 1.1m deep  |
| <b>2a &amp; 2b</b>      | Like 1a above the foreshore and the road behind it was totally cut off – 6m long and 1.2m deep. This is also located next to the second culvert that was installed in Kanokupolu.   |
| <b>3a, 3b and 3c</b>    | This is the part of the foreshore that was mostly damaged. About 10m long, 2m deep and new passage is formed  |
| <b>4a &amp; 4b</b>      | The wall was totally taken out about 13m long and 1m deep. More than half of the road was swept out   |
| <b>5</b>                | Big rocks on top of the wall were swept away reducing the height of the wall 0.3m. The clip showing the real situation of the wall to the north   |
| <b>6a &amp; 6b</b>      | 6a - showing the access to the sea have been broken down to pieces. 6b - the side of the access to the sea (southern) although affected but remain intact and high enough to withstand the wave - one reason for this could be the root of those trees held the rocks together. |
| <b>7</b>                | At the side of the second access passage to the sea just a small portion of the wall being destroyed – about 0.5 deep and 0.5m long   |

**Sites of significant damage along the northern 1,350 m of the revetment**



## Description of the works

- The work to be performed shall consist of furnishing all necessary labour, materials, tools, equipment and services in connection with the proposed works – heightening and repair of the Kanokupolu revetment at the northern coast of north-western Tongatapu following the impact of the tsunami.
- The work shall be performed in strict accordance with the local requirements, construction drawings, specifications and approximation of required quantities attached hereto.
- The contractor will be required to provide a work plan and schedule prior to starting the work and a weekly report while the work is ongoing.
- Key qualified and experienced personnel that the contractor must have for this contract are a contract manager/contractor's representative and a site-based construction supervisor/construction manager as well as experienced plant operators.
- Equipment needed for the work, which the contractor must provide/hire, include trucks, excavator, generator, grader, rollers, watercart, cement mixer and power tools.
- The full design for the remedial measures, including location and detailed site maps, layout drawings showing proposed works, cross sections, list of all materials (bill of quantities), schedules for works and costings is attached as Appendix 1.1, Appendix 1.2, Appendix 2 and Appendix 3.

## Timelines/Duration of the works

- The work is expected to take up to eight (8) months:
  - Commencement date: August 2022
  - Expected completion date: 30<sup>th</sup> April 2023
- The construction phase of the project will involve three main stages:
  - Preparation of the site in readiness for the construction phase.
  - Transportation of construction materials and heavy equipment to the site.
  - Construction stage.

## Site Description

The Kanokupolu project site is in the Western Hihifo District, approximately 19 km west of downtown Nuku'alofa. According to the 2016 Census, the population of Kanokupolu was 332 with 53% females.

The Kanokupolu revetment is approximately 2.0 km long and provides a first line of defence to this area. The revetment encloses two distinct areas, Kanokupolu wetland in the north and 'Ahau lagoon in the south. Originally built in the late 1960s, repairs and modifications were carried out in 2014 and 2018.

A ground survey was undertaken in November 2021 to determine where the crest needed heightening and estimate the volume of rock required to strengthen the aging revetment along the Ha'atafu and Kanokupolu coastline. Following the tsunami on 15<sup>th</sup> January 2022, Kanokupolu was reported as the worst affected site on Tongatapu. A ground assessment was undertaken in April 2022 to inform the design of remedial measures to the Kanokupolu revetment.



*Part of the revetment which collapsed during the tsunami. (Photo courtesy of Manu Manuofetoa)*

Several access roads can be used to reach the project sites. It is recommended that multiple access roads be used to avoid destruction of mangroves and other coastal trees and vegetation at and around the site. Electricity supply for the remedial works will be provided by the Tonga Power grid which is located along the Hihifo main road. Water at the site is provided by boreholes/wells located 7 km east of Ha'atafu Village and serve the villages of Hihifo District via underground water reticulations.

### **Technical Drawings**

Refer to Appendix 1.1 and Appendix 1.2.

### **Building/ Service Standards**

- Remedial works will adhere to the Tonga Building Control and Standards Act (refer to Appendix 7).

### **Risk Management**

- The successful bidder must provide a detailed risk assessment plan before signing of contract.
- The works timeframe of eight (8) months contains sufficient buffering for minimum one disruptive weather event.
- The contractor will provide their own insurance for public liability and workers' compensation.

### **Material supply and bill of quantities**

The construction materials will be locally sourced and will include sand, crushed limestone and armour rock. The rocks can be transported from Makapaeo Quarry which is the closest rock quarry to the project site. The Bill of Quantities (BoQ) is given below.

| Bill of Quantities (BoQ) Summary                   |  |          |                            |                |
|--|--|----------|----------------------------|----------------|
| Item   | Description  | Quantity |                            | Unit           |
| <b>Kanokupolu Revetment Repair and Heightening</b> |  |          |                            |                |
| 1  | Mobilisation and demobilisation  | 1        |                            | Item           |
| 2A   | <b>Heightening &amp; repairs of the Kanokupolu revetment at the seven severely damaged sites</b> - Supply and installation of crushed limestone (1/2-3/4") and armour rock (0.4-0.6m) diameter on the seven severely damaged sites along the northern 1,350m of the revetment that have been identified as shown in Appendix 2 - Design Report. <b>Note:</b> The armour rock comes from item 2C.   | 180      | 1/2-3/4" crushed limestone | m <sup>3</sup> |
| 2B   | <b>Repair of the track surface along the 1,350m length revetment</b> - Supply and installation of crushed limestone (1/2-3/4") along the damaged length of the track surface on the revetment.   | 60       | 1/2-3/4" crushed limestone | m <sup>3</sup> |
| 2C   | <b>Heightening &amp; repairs of the northernmost 1,350m length of the Kanokupolu revetment</b> - Supply and installation of 0.5m nominal diameter rock (0.4m-0.6m diameter) to heighten the northernmost 1,350m length of the existing 2km revetment. Heightening of the revetment should be to a crest height of 1.5-1.6m RL. Additional heightening is required mainly along the northernmost 300m of the revetment. <b>Note:</b> The revetment rocks that have been dislodged from the revetment but remain onsite can also be used in the heightening and repair of the revetment. | 1,350    | Rock (0.4-0.6m) Diameter   | m <sup>3</sup> |
| 3  | <b>Maintenance of 2 non-return valves along the revetment</b> - Maintenance of 2 non-return valves on culverts to prevent flooding of low-lying properties on the western side of the wetland during heavy rainfall. Remove rocks from drainage outlets to allow the 2 one-way valves to operate.  | 2        |                            | Item           |

Refer to Appendix 3 for the Excel copy of the BoQ.

### Reporting and contracting arrangements

- The contractor will report to the GCCA+ SUPA Project Manager based in SPC, Fiji and the Director of Climate Change, MEIDECC in Tonga weekly using the weekly reporting template provided in Appendix 6.
- The contractor is expected to collaborate closely with the GCCA+ SUPA National Coordinator based in Department of Climate Change, MEIDECC and the Oversight Engineer contracted by SPC.

### Performance Security

- Based on the total value of the contract a performance security bond up to 10% of the value maybe required.
- The performance security will be in the form of:
  - a. a bank guarantee or irrevocable letter of credit, issued by a reputable bank.
  - b. cashier's cheque or certified cheque.
  - c. performance bond; or
  - d. percentage of the total payment held as retention money until final acceptance.



## Final inspection and certification of completion and acceptance

Retention of 10% to be paid 6 months after issue of practical completion certificate.

## Skills and qualifications

- Tonga-based contracting company experienced in civil works with sufficient staff and plant to undertake this scale of project.
- Company to have been established for at least five to ten years.
- Company to have successfully completed at least three (3) projects of similar magnitude.

## Scope of Bid Price and Schedule of Payments

| Milestone/deliverables   | Deadline | % payment  | Amount in <i>TOP</i> |
|--|----------|------------|----------------------|
| Submission of the following:<br>1. Detailed work schedule<br>2. Risk assessment plan<br>3. Approved contractor's environmental management plan<br>4. Proof of payment of performance bond<br>5. Signed contract  |          | 20         |                      |
| Completion of Item No. 1 (mobilisation and demobilisation) with written confirmation from Site Engineer and submission of all supporting documents   |          | 20         |                      |
| Completion of Item Nos. 2A (heightening and repairs of the Kanokupolu revetment at the seven severely damaged sites) and 2B (repair of the track surface along the 1,350m length revetment) with written confirmation from Site Engineer and submission of all supporting documents. |          | 30         |                      |
| Completion of Item No. 2C (heightening and repairs of the northernmost 1,350m length of the Kanokupolu revetment) and No. 3 (maintenance of 2 non-return valves along the revetment) with written confirmation from Site Engineer and submission of all supporting documents.        |          | 20         |                      |
| Retention to be paid 6 months after issue of practical completion certificate  |          | 10         |                      |
| <b>TOTAL</b>   |          | <b>100</b> |                      |

## Annexes to the Scope of works

Appendix 1.1 – Kanokupolu Revetment Repairs and Heightening  
 Appendix 1.2 – Kanokupolu Revetment Generic Cross-Section  
 Appendix 2 – Design Report  
 Appendix 3 – Bill of Quantities (BoQ)  
 Appendix 4 – Environment Management Plan  
 Appendix 5 – Technical Evaluation Criteria  
 Appendix 6 – Weekly Report Template

## 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.

| Item  | Criteria for Technical Evaluation  | Weighting % | Points Obtainable |            |
|---|--|-------------|-------------------|------------|
|   |  |             | Minimum           | Maximum    |
| 1   | Relevant experience of company from previous similar works of supply and installation of coastal protection measures in Pacific Island countries, especially Tonga | 25          | 122               | 175        |
| 2   | Methodology, including risk assessment, capacity to handle high value risk and how works will be completed and handed over by 30 <sup>th</sup> April 2023          | 25          | 122               | 175        |
| 3   | <b>Resources:</b>  |             |                   |            |
| a)  | <b>Materials &amp; Contractor's Equipment</b> - Adequacy of appropriate machinery and equipment  | 25          | 122               | 175        |
| b)  | <b>Key Personnel</b> - Relevant experience of key personnel such as Project Manager, Site Supervisor, Plant Operators, etc. State details of any sub-contractors   | 20          | 99                | 140        |
| c)  | <b>Local Capacity</b>  | 5           | 25                | 35         |
| <b>Grand Total</b>  |  | <b>100</b>  | <b>490</b>        | <b>700</b> |
| Minimum score to qualify to Stage 2 of the evaluation process |  | 70          | 490               |            |

| Evaluation criteria  | Score Weight (%)  | Points obtainable |                         |     |                          |  |                        |  |                           |  |               |  |                        |  |                                    |  |                             |  |   |  |   |  |  |  |
|--|---|-------------------|-------------------------|-----|--------------------------|--|------------------------|--|---------------------------|--|---------------|--|------------------------|--|------------------------------------|--|-----------------------------|--|---|--|---|--|--|--|
| <b>Organisational requirements</b>   |   |                   |                         |     |                          |  |                        |  |                           |  |               |  |                        |  |                                    |  |                             |  |   |  |   |  |  |  |
| <table border="1"> <tr> <td data-bbox="169 389 617 461"><b>Registered Name (Registration certificate to be provided):</b></td> <td data-bbox="617 389 1034 461"></td> </tr> <tr> <td data-bbox="169 461 617 521"><b>Year Registered:</b></td> <td data-bbox="617 461 1034 521"></td> </tr> <tr> <td data-bbox="169 521 617 582"><b>Physical Address:</b></td> <td data-bbox="617 521 1034 582"></td> </tr> <tr> <td data-bbox="169 582 617 642"><b>Postal Address:</b></td> <td data-bbox="617 582 1034 642"></td> </tr> <tr> <td data-bbox="169 642 617 703"><b>Telephone Contact:</b></td> <td data-bbox="617 642 1034 703"></td> </tr> <tr> <td data-bbox="169 703 617 763"><b>Email:</b></td> <td data-bbox="617 703 1034 763"></td> </tr> <tr> <td data-bbox="169 763 617 824"><b>Contact Person:</b></td> <td data-bbox="617 763 1034 824"></td> </tr> <tr> <td data-bbox="169 824 617 884"><b>Position of Contact Person:</b></td> <td data-bbox="617 824 1034 884"></td> </tr> <tr> <td data-bbox="169 884 617 945"><b>Number of Employees:</b></td> <td data-bbox="617 884 1034 945"></td> </tr> <tr> <td data-bbox="169 945 617 1014"><b>Submit three (3) years Financial Records</b></td> <td data-bbox="617 945 1034 1014"></td> </tr> <tr> <td data-bbox="169 1014 617 1075"><b>Professional insurance coverage:</b></td> <td data-bbox="617 1014 1034 1075"></td> </tr> </table> | <b>Registered Name (Registration certificate to be provided):</b> |                   | <b>Year Registered:</b> |     | <b>Physical Address:</b> |  | <b>Postal Address:</b> |  | <b>Telephone Contact:</b> |  | <b>Email:</b> |  | <b>Contact Person:</b> |  | <b>Position of Contact Person:</b> |  | <b>Number of Employees:</b> |  | <b>Submit three (3) years Financial Records</b> |  | <b>Professional insurance coverage:</b> |  | <p><b>Mandatory requirements</b><br/>Bidders will be disqualified if any of the requirements are not met</p> |  |
| <b>Registered Name (Registration certificate to be provided):</b>  |   |                   |                         |     |                          |  |                        |  |                           |  |               |  |                        |  |                                    |  |                             |  |   |  |   |  |  |  |
| <b>Year Registered:</b>  |   |                   |                         |     |                          |  |                        |  |                           |  |               |  |                        |  |                                    |  |                             |  |   |  |   |  |  |  |
| <b>Physical Address:</b>   |   |                   |                         |     |                          |  |                        |  |                           |  |               |  |                        |  |                                    |  |                             |  |   |  |   |  |  |  |
| <b>Postal Address:</b>   |   |                   |                         |     |                          |  |                        |  |                           |  |               |  |                        |  |                                    |  |                             |  |   |  |   |  |  |  |
| <b>Telephone Contact:</b>  |   |                   |                         |     |                          |  |                        |  |                           |  |               |  |                        |  |                                    |  |                             |  |   |  |   |  |  |  |
| <b>Email:</b>  |   |                   |                         |     |                          |  |                        |  |                           |  |               |  |                        |  |                                    |  |                             |  |   |  |   |  |  |  |
| <b>Contact Person:</b>   |   |                   |                         |     |                          |  |                        |  |                           |  |               |  |                        |  |                                    |  |                             |  |   |  |   |  |  |  |
| <b>Position of Contact Person:</b>   |   |                   |                         |     |                          |  |                        |  |                           |  |               |  |                        |  |                                    |  |                             |  |   |  |   |  |  |  |
| <b>Number of Employees:</b>  |   |                   |                         |     |                          |  |                        |  |                           |  |               |  |                        |  |                                    |  |                             |  |   |  |   |  |  |  |
| <b>Submit three (3) years Financial Records</b>  |   |                   |                         |     |                          |  |                        |  |                           |  |               |  |                        |  |                                    |  |                             |  |   |  |   |  |  |  |
| <b>Professional insurance coverage:</b>  |   |                   |                         |     |                          |  |                        |  |                           |  |               |  |                        |  |                                    |  |                             |  |   |  |   |  |  |  |
| <b>Technical requirements</b>  |   |                   |                         |     |                          |  |                        |  |                           |  |               |  |                        |  |                                    |  |                             |  |   |  |   |  |  |  |
| <p><b>Relevant experience of company</b> from previous similar works of supply and installation of coastal protection measures</p> <p>Bidders shall provide details of three projects that demonstrate their experience with coastal engineering projects of similar size and scope to this RFP. The projects cited must have been completed or substantially completed within the last five to ten years and be of a similar nature to this contract. Bidders shall also provide (if available) details of one project demonstrating their experience with constructing/repairing rock revetments. Details submitted must include project title, client's name and contact details, project location, project start and end date, contract value, bidder's role, project description, names of key delivery team members and their roles and names and roles of bidder's subcontractors.</p>  | 25%   | 175               |                         |     |                          |  |                        |  |                           |  |               |  |                        |  |                                    |  |                             |  |   |  |   |  |  |  |
| <p><b>Methodology</b>, including risk assessment, capacity to handle high value risk and how works will be completed and handed over by 30<sup>th</sup> April 2023</p> <p>Bidders shall provide details demonstrating their responsiveness to the specifications. Submissions must include: (1) an organisation chart for the management of the project showing the relationship of key positions and designations (additional descriptions can be included); (2) potential risks (rated high/medium/low) for implementation of this project that may impact timely completion and quality and include mitigation measures; (3) details of the bidder's internal technical and quality assurance review mechanisms, including arrangements for acceptance of materials and all appropriate quality certificates; (4) how the bidder plans to integrate environmental sustainability</p>  |   |                   | 25%                     | 175 |                          |  |                        |  |                           |  |               |  |                        |  |                                    |  |                             |  |   |  |   |  |  |  |



|  |             |            |
|--|-------------|------------|
| measures and the environmental management plan (EMP), Appendix 4 in the execution of the contract; and (5) a project schedule specifying the completion date of 30 <sup>th</sup> April 2023 and indicating the detailed sequence of activities that will be undertaken and their corresponding timing.   |             |            |
| <b>Materials &amp; contractor's equipment</b> – Adequacy of appropriate machinery and equipment  |             |            |
| Bidders shall submit details of materials and the availability, age/condition of the contractor's equipment that will be used in the execution of the works. Bidders must indicate the number of equipment that they own or can hire which include grader, rollers, watercart, trucks, excavator, cement mixer, power tools, generator. Additionally, the bidder shall detail the source of all the materials for the revetment and the process they will use to procure and have it supplied to the site.   | 25%         | 175        |
| <b>Key personnel</b> – Relevant experience of key personnel such as Project Manager, Site Supervisors, Plant Operators, etc. State details of any sub-contractors  |             |            |
| Bidders shall describe their proposed team members including relevant experience and skills brought to the project, relevant qualifications and training for this project and previous client referee contact details. The CVs for key personnel must also be provided. It is acceptable for roles requiring partial commitment to be undertaken by the same person, provided they have the appropriate skills. Key roles for this contract are contract manager / contractor's representative, site-based construction supervisor / construction manager and plant operators. Bidders shall include details of subcontractors proposed to be utilised for the contract. | 20%         | 140        |
| <b>Local capacity</b> – Utilisation of local labourers   |             |            |
| Bidders shall describe their proposal for engagement of local (Tongan) businesses, tradespersons and labourers, residing in Tonga. The submission must indicate the bidder's commitment to engaging Tonga-based personnel and evidence of business registration/incorporation in Tonga.  | 5%          | 35         |
| <b>Total Score</b>   | <b>100%</b> | <b>700</b> |
| <b>Qualification score</b>   | <b>70%</b>  | <b>490</b> |

## 4.2 Financial evaluation

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the works 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 works 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:<br><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 22-4107** 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                     |
| If 'No', please complete the form. If 'Yes', do you have any information to update?  |  | <input type="checkbox"/> Yes                              | <input type="checkbox"/> No                     |
| If 'Yes', please complete the form. If 'No', sign directly the form without completing it  |  |   |   |
| <b>1. Please provide information related to your entity.</b>   |  |   |   |
| Company name   | <i>[Enter company name]</i>  | Address   | <i>[Enter address]</i>                          |
| Director/CEO   | <i>[Enter name of the executive person]</i>                        | Position  | <i>[Enter position of the executive person]</i> |
| Business Registration/License number   | <i>[Enter company registration/license number (or tax number)]</i> |   |   |
| Date of business registration  | <i>[Enter date of business registration]</i>                       |   |   |
| Country of business registration   | <i>[Enter country of business registration]</i>                    |   |   |
| <b>Status of the entity:</b>   |  |   |   |
| <input type="checkbox"/> For-profit entity (company), <input type="checkbox"/> NGO, <input type="checkbox"/> International organisation,<br><input type="checkbox"/> Government body, <input type="checkbox"/> University, <input type="checkbox"/> Association, <input type="checkbox"/> Research Institute, <input type="checkbox"/> Other: <i>[insert details]</i>  |  |   |   |
| <b>2. Please provide the following documents (or any other relevant documents according to your national legislation) to verify the legal existence of the entity, the authority of its officer and proof of its address:</b>  |  |   |   |
| <input type="checkbox"/> Evidence of the power of attorney or board resolution granted to the officer to transact business on its behalf or any other document delegating authority<br><input type="checkbox"/> Certificate of business registration/license<br><input type="checkbox"/> Memorandum, Articles or Statutes of Association<br><input type="checkbox"/> Telephone or electricity bill in the name of the entity<br><input type="checkbox"/> Bank statement bearing the name of the entity |  |   |   |
| <b>3. How many employees does your company and its subsidiaries have?</b>  |  | <i>[provide answer]</i>                                   |   |
| <b>4. Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment?</b>  |  | <input type="checkbox"/> Yes                              | <input type="checkbox"/> No                     |
| <b>5. If 'no', what type of business insurance do you have?</b>  |  | <i>[provide answer]</i>                                   |   |
| <b>6. Are you up to date with your tax and social security payment obligations?</b>  |  | <input type="checkbox"/> Yes                              | <input type="checkbox"/> No                     |
| <b>7. Is your entity regulated by a national authority?</b>  |  | <input type="checkbox"/> Yes                              | <input type="checkbox"/> No                     |
| <i>If you answered 'yes', please specify the name:</i>   |  | <i>[Insert name of the national regulation authority]</i> |   |
| <b>8. Is your entity a publicly held company?</b>  |  | <input type="checkbox"/> Yes                              | <input type="checkbox"/> No                     |
| <b>9. Does your entity have a publicly available annual report?</b>  |  | <input type="checkbox"/> Yes                              | <input type="checkbox"/> No                     |
| <i>Please send SPC your audited financial statement from the last 3 financial years if available</i>   |  |   |   |

| DUE DILIGENCE  |  |                              |                             |
|--|--|------------------------------|-----------------------------|
| <b>10. Does your entity have foreign branches and/or subsidiaries?</b>   |  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <i>If you answered 'yes' to the previous question, please confirm the branches.</i>                              |  |                              |                             |
| • 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 |
| <b>11. Does your entity provide financial services to customers determined to be high risk including but not</b> |  |                              |                             |

| 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]   |                              |                             |
| <b>12.If you answered 'yes' to any of the boxes in question 11, does your entity's policies and procedures specifically outline how to mitigate the potential risks associated with these higher risk customer types?</b>   |                              |                             |   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If you answered 'yes', please explain how:  |                              |                             | [Provide explanation]                                       |                              |                             |
| <b>13.Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect fraud, corruption, money laundering or terrorist financing activities?</b>  |                              |                             |   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If 'yes', please send SPC your policy in English.   |                              |                             |   |                              |                             |
| <b>14.Does your entity have an officer responsible for anti-corruption, or anti-money laundering and counter-terrorism financing policy?</b>  |                              |                             |   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, please state that officer's contact details:  |                              |                             | [Insert name and contact details of your officer in charge] |                              |                             |
| If 'no', what process does your entity have in place to prevent and detect money laundering or terrorist financing activities?  |                              |                             |   | [provide answer]             |                             |
| <b>15.Has your entity or any affiliated entity ever filed for bankruptcy?</b>   |                              |                             |   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>16.Have any of the entity's current or former directors or CEO filed for bankruptcy?</b>   |                              |                             |   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>17.Has your entity 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?</b>                        |                              |                             |   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If you answered 'yes', please provide details:  |                              |                             | [Provide details]   |                              |                             |
| <b>18.Has the director or CEO of your entity 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?</b> |                              |                             |   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If you answered 'yes', please provide details:  |                              |                             | [Provide details]   |                              |                             |

| SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)   |  |  |   |                              |                             |
|---|--|--|---|------------------------------|-----------------------------|
| <b>19.Does your entity have a written policy, controls and procedures to implement its Social and Environmental Responsibility (SER) commitments?</b>   |  |  |   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, please send SPC your policy in English.   |  |  |   |                              |                             |
| <b>Does your Policy cover the followings?</b>   |  |  |   |                              |                             |
| <input type="checkbox"/> Child protection <input type="checkbox"/> Human rights <input type="checkbox"/> Gender equality <input type="checkbox"/> Social inclusion<br><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]  |                              |                             |
| <b>20.Does your entity have an officer responsible for Social and Environmental Responsibility (SER)?</b>   |  |  |   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, please state that officer's contact details:  |  |  | [Insert name and contact details of your officer in charge] |                              |                             |
| If 'no', what process does your entity have in place to ensure your social and environmental responsibility?  |  |  |   | [provide answer]             |                             |

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

### Checklist of documents to be submitted with the technical proposal submission form

#### **PART A: RELEVANT EXPERIENCE**

PART A1: Firm/institutional background (complete the table provided)

Part A2: Work experience

Complete the three tables provided

#### **PART B: METHODOLOGY (*maximum 3 pages*) to include the following:**

Project Management Strategy

Risks / Mitigation Measures

Technical Quality Assurance Mechanism

Sustainability Measures

Implementation Timelines

#### **PART C: RESOURCES**

Part C1: Materials and Contractor's Equipment

Complete table provided

Part C2a – Key personnel

Complete tables provided and provide CV for each key personnel

Part C2b – Sub-contractor

Complete table provided

#### **PART C3: LOCAL CAPACITY (*2 pages maximum*)**

Complete table provided



**PART A: RELEVANT EXPERIENCE**

**A1: Firm/institution background**

|  |  |
|--|--|
| <b>Registered Name (Registration certificate to be provided):</b>                    |  |
| <b>Year Established:</b>   |  |
| <b>Physical Address:</b>   |  |
| <b>Postal Address:</b>   |  |
| <b>Telephone Contact:</b>  |  |
| <b>Email:</b>  |  |
| <b>Contact Person:</b>   |  |
| <b>Position of Contact Person:</b>   |  |
| <b>Number of Employees:</b>  |  |
| <b>Submit three (3) years Financial Records</b>                                      |  |
| <b>Confirmation of public liability and workmen compensation insurance coverage:</b> |  |

**A2: Work experience**

Using the format below, bidders shall provide details of three projects that demonstrate, their **experience with coastal engineering projects of similar size and scope to this RFP**. The projects cited must have been completed or substantially completed within the last 5 years and be of a similar nature to this contract.

Include names of any sub-contractors if relevant.

Bidders shall also provide (if available) details of one project demonstrating their **experience with constructing/repairing rock revetments**.



| <b>Bidder's Experience with Coastal Engineering Project 1</b> |  |                       |  |
|---|--|-----------------------|--|
| Project Title:  |  | Previous Client Name: |  |
| Project Location:   |  | Project Dates:        | <i>[Start Date and Contract Duration]</i>                    |
| Contract Value:   |  | Tenderer's Role:      | <i>[e.g., Main Contractor, Subcontractor, Joint Venture]</i> |
| Project Description:  |  |                       |  |
| Previous Client contact name and phone number:                |  |                       |  |
| Names and roles of any subcontractors:                        |  |                       |  |



| <b>Bidder's Experience with Coastal Engineering Project 2</b> |  |                       |  |
|---|--|-----------------------|--|
| Project Title:  |  | Previous Client Name: |  |
| Project Location:   |  | Project Dates:        | <i>[Start Date and Contract Duration]</i>                    |
| Contract Value:   |  | Tenderer's Role:      | <i>[e.g., Main Contractor, Subcontractor, Joint Venture]</i> |
| Project Description:  |  |                       |  |
| Previous Client contact name and phone number:                |  |                       |  |
| Names and roles of any subcontractors:                        |  |                       |  |



| <b>Bidder's Experience with Coastal Engineering Project 3</b> |  |                       |  |
|---|--|-----------------------|--|
| Project Title:  |  | Previous Client Name: |  |
| Project Location:   |  | Project Dates:        | <i>[Start Date and Contract Duration]</i>                    |
| Contract Value:   |  | Tenderer's Role:      | <i>[e.g., Main Contractor, Subcontractor, Joint Venture]</i> |
| Project Description:  |  |                       |  |
| Previous Client contact name and phone number:                |  |                       |  |
| Names and roles of any subcontractors:                        |  |                       |  |



| <b>Bidder's Experience with Constructing/Repairing Rock Revetment</b> |  |                       |  |
|---|--|-----------------------|--|
| Project Title:  |  | Previous Client Name: |  |
| Project Location:   |  | Project Dates:        | <i>[Start Date and Contract Duration]</i>                    |
| Contract Value:   |  | Tenderer's Role:      | <i>[e.g., Main Contractor, Subcontractor, Joint Venture]</i> |
| Project Description:  |  |                       |  |
| Previous Client contact name and phone number:                        |  |                       |  |
| Names and roles of any subcontractors:                                |  |                       |  |

## **PART B: METHODOLOGY**

(3 pages maximum)

A bidder is expected to demonstrate their understanding of the project and the SPC's needs, and the means and methods by which the desired results can be achieved in a practical and efficient manner.

This section should demonstrate the bidder's responsiveness to the specification and scope of work by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the specifications.

1. **Project Management Strategy:** Provide an organizational chart for the **management of this project** showing the relationship of key positions and designations. (This chart should correspond with the persons named in Part C2a: Key Personnel). Bidder can also provide additional descriptions.

2. **Risks / Mitigation Measures:** Describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

| Risk | High / Medium /<br>Low risk | Mitigation measures |
|------|-----------------------------|---------------------|
|      |                             |                     |
|      |                             |                     |
|      |                             |                     |
|      |                             |                     |
|      |                             |                     |

3. **Technical Quality Assurance Mechanisms:** The bid shall also include details of the bidder's internal technical and quality assurance review mechanisms, including arrangements for acceptance of materials and all the appropriate quality certificates, export licenses and other documents attesting to the superiority of the quality of the goods and technologies to be supplied.
4. **Sustainability Measures:** Demonstrate how you plan to integrate environmental sustainability measures and the environmental management plan (EMP), **Appendix 4** in the execution of the contract.
5. **Implementation Timelines:** The bidder shall submit a Gantt Chart or Project Schedule specifying the completion date of 30<sup>th</sup> April 2023 and indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

## **PART C: RESOURCES**

### **Part C1: Materials and contractor's equipment**

Using the format below, bidders shall submit details of materials and the availability, age/condition of the contractor's equipment that will be used in the execution of the Works. Bidders must demonstrate that they own or can hire the specific plant listed below.

| Part C1: Materials and contractor's equipment to be used on this contract  | Tick One             |                        |                    |               |
|--|----------------------|------------------------|--------------------|---------------|
| 1. Contractor's Equipment<br><i>[list]</i>   | Number already owned | Number to be purchased | Number to be hired | Age/condition |
| Grader   |                      |                        |                    |               |
| Rollers  |                      |                        |                    |               |
| Watercart  |                      |                        |                    |               |
| Trucks   |                      |                        |                    |               |
| Excavator  |                      |                        |                    |               |
| Cement Mixer   |                      |                        |                    |               |
| Power Tools  |                      |                        |                    |               |
| Generator  |                      |                        |                    |               |
| 2. The bidder should detail the source of all the materials for the revetment and the process they will use to procure and have it supplied to the site. |                      |                        |                    |               |



### Part C2a: Key personnel

Using the table below, for each key role listed, bidders shall describe their proposed team members (one page per role). The CVs for key personnel must also be provided.

It is acceptable for roles requiring partial commitment to be undertaken by the same person, provided they have the appropriate skills.

List of key roles and requirement for this contract:

- Contract Manager/Contractor's Representative
- Site-based Construction Supervisor/Construction Manager
- Plant Operators

| <b>Part C2a: Key personnel</b> <i>[expand space below, to a maximum 1 page per role]</i> |  |                      |  |
|--|--|----------------------|--|
| <b>Role 1: Contract Manager / Contractor's Representative</b> <i>(Also attach CV)</i>    |  |                      |  |
| Person's name:   |  | Current commitments: |  |
| Commitment to proposed contract  |  |                      |  |
| % of time:   |  |                      |  |
| Total hours/days:  |  |                      |  |
| Relevant experience and skills brought to this project:                                  |  |                      |  |
| Relevant qualifications and training for this project:                                   |  |                      |  |
| Previous client referee contacts for the person's most recent project:                   | Previous client referee, name and position:<br>.....<br>Company: .....<br>Contact details (phone): .....<br>Email: ..... |                      |  |



|  |  |                      |  |
|--|--|----------------------|--|
| <b>Part C2a: Key personnel</b> <i>[expand space below, to a maximum 1 page per role]</i>         |  |                      |  |
| <b>Role 2: Site-based Construction Supervisor / Construction Manager</b> <i>(Also attach CV)</i> |  |                      |  |
| Person's name:   |  | Current commitments: |  |
| Commitment to proposed contract  |  |                      |  |
| % of time:   |  |                      |  |
| Total hours/days:  |  |                      |  |
| Relevant experience and skills brought to this project:  |  |                      |  |
| Relevant qualifications and training for this project:   |  |                      |  |
| Previous client referee contacts for the person's most recent project:                           | Previous client referee, name and position:<br>.....<br>Company: .....<br>Contact details (phone): .....<br>Email: ..... |                      |  |



|   |  |                      |  |
|---|--|----------------------|--|
| <b>Part C2a: Key personnel</b> <i>[expand space below, to a maximum 1 page per role]</i>                          |  |                      |  |
| <b>Role 3: Plant Operator 1</b>   |  |                      |  |
| Person's name:  |  | Current commitments: |  |
| Commitment to proposed contract   |  |                      |  |
| % of time:  |  |                      |  |
| Total hours/days:   |  |                      |  |
| Relevant experience and skills brought to this project, including armour rock placement and compaction for roads: |  |                      |  |

|   |  |                      |  |
|---|--|----------------------|--|
| <b>Part C2a: Key personnel</b> <i>[expand space below, to a maximum 1 page per role]</i>                          |  |                      |  |
| <b>Role 4: Plant Operator 2</b>   |  |                      |  |
| Person's name:  |  | Current commitments: |  |
| Commitment to proposed contract   |  |                      |  |
| % of time:  |  |                      |  |
| Total hours/days:   |  |                      |  |
| Relevant experience and skills brought to this project, including armour rock placement and compaction for roads: |  |                      |  |

**Part C2b: Sub-contractor**

Using the table below, bidders shall state details of the sub-contractors they propose to use for the contract.

| Part C2b: Sub-contractor            |         |
|-------------------------------------|---------|
| <u>Subcontractor 1</u>              |         |
| Name:                               |         |
| Location of sub-contractor:         |         |
| Proposed Role:                      |         |
| Percentage of Works allocated:      | _____ % |
| <br><u>Subcontractor 2</u>          |         |
| Name:                               |         |
| Location of sub-contractor:         |         |
| Proposed Role:                      |         |
| Percentage of Works allocated:      | _____ % |
| <br><i>[add lines if necessary]</i> |         |

### Part C3: Local Capacity

(2 pages maximum)

Using the format below, bidders shall describe their proposal for engagement and development of local (Tongan) businesses, tradespersons and labourers, residing in Tonga. Bidders to attach evidence of registration or incorporation in Tonga.

This submission must identify the bidder's commitment to engaging Tonga-based personnel and indicate how the bidder intends to further develop the relevant skills and qualification of local personnel working on the project.

Bidders must say how they will build better local capacity during the term of the Agreement.

| <b>Building Local Capacity</b>   |
|--|
| <p>1. Local Businesses<br/>[Describe how you will support local business through this contract]</p>  |
| <p>2. Locally based Company<br/>[Attach Certificate of Incorporation/Registration, Certificate of Business License, or other relevant documents]</p> |
| <p>3. Trades Staff<br/>[Describe proposed actions to support and develop local Tongans pursuing trade qualifications through this contract]</p>      |
| <p>4. Labourers<br/>[Describe proposed actions to support and develop local Tongan labourers through this contract]</p>                              |

**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

| Bill of Quantities (BoQ) Summary                   |  |          |                            |                |                     |
|--|--|----------|----------------------------|----------------|---------------------|
| Item   | Description  | Quantity | Unit                       | Rate TOP (VIP) | Amount in TOP (VIP) |
| <b>Kanokupolu Revetment Repair and Heightening</b> |  |          |                            |                |                     |
| 1  | Mobilisation and demobilisation  | 1        | Item                       |                |                     |
| 2A   | <b>Heightening &amp; repairs of the Kanokupolu revetment at the seven severely damaged sites</b> - Supply and installation of crushed limestone (1/2-3/4") and armour rock (0.4-0.6m diameter) on the seven severely damaged sites along the northern 1,350m of the revetment that have been identified as shown in Appendix 2 - Design Report. <b>Note:</b> The armour rock comes from item 2C.   | 180      | 1/2-3/4" crushed limestone | m <sup>3</sup> |                     |
| 2B   | <b>Repair of the track surface along the 1,350m length revetment</b> - Supply and installation of crushed limestone (1/2-3/4") along the damaged length of the track surface on the revetment.   | 60       | 1/2-3/4" crushed limestone | m <sup>3</sup> |                     |
| 2C   | <b>Heightening &amp; repairs of the northernmost 1,350m length of the Kanokupolu revetment</b> - Supply and installation of 0.5m nominal diameter rock (0.4m-0.6m diameter) to heighten the northernmost 1,350m length of the existing 2km revetment. Heightening of the revetment should be to a crest height of 1.5-1.6m RL. Additional heightening is required mainly along the northernmost 300m of the revetment. <b>Note:</b> The revetment rocks that have been dislodged from the revetment but remain onsite can also be used in the heightening and repair of the revetment. | 1,350    | Rock (0.4-0.6m) Diameter   | m <sup>3</sup> |                     |
| 3  | <b>Maintenance of 2 non-return valves along the revetment</b> - Maintenance of 2 non-return valves on culverts to prevent flooding of low-lying properties on the western side of the wetland during heavy rainfall. Remove rocks from drainage outlets to allow the 2 one-way valves to operate.  | 2        | Item                       |                |                     |
| <b>Total Cost (TOP)</b>                            |  |          |                            |                |                     |

The Excel copy of the above Bill of Quantities is attached as Appendix 3.

**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]*