

REQUEST FOR PROPOSAL (RFP)

FOR WORKS

Project Title:	Proposed Extension Work to the Existing Cyro Lab.
Nature of the works	The Pacific's Regional Genebank, the Centre for Pacific Crops and Trees (CePaCT) under the Land Resources of SPC wishes to upgrade its existing green house into a fully fledged quarantine approved facility to facilitate research and development requirements into its mandated crop and tree collections as necessitated by the needs of the Pacific region as well as the global community.
Location:	SPC Narere Campus
Date of issue:	4/07/2023
Closing Date:	15/08/2023
SPC Reference:	RFP23-5528

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Part 1: INTRODUCTION

1.1 About the Pacific Community (SPC)

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

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

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

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

1.2 SPC's procurement activities

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

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

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

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

1.3 SPC's Request for Proposal (RFP) Process

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

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

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

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

SPC invites you to submit a bid to deliver the 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 (Annex4);
- e) Financial proposal submission form (Annex 5).

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

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

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

Both emails are to be sent to procurement@spc.int with the subject line of your email as: **Submission RFP23-5528**.

Your proposal must be received no later than **15/08/2023** by **11.59 pm Fiji Time**. Only one bid per bidder is permitted.

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

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

2.3 Clarifications

You may submit questions or seek clarifications on any issue relating to this RFP. The questions are to be submitted in writing to procurement@spc.int with the subject line: **Clarification RFP23-5528**. The deadline for submission of clarifications is **23/07/2023** by **11.59 pm Fiji Time**.

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

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

2.4 Evaluation

Validity

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

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

Technical

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

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

Financial

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

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

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

2.5 Contract award

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

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

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

2.6 Key dates

Please see the proposed procurement timetable in the table below. This timetable is intended as a guide only and while SPC does not intend to depart from the timetable, it reserves the right to do so at any stage.

STAGE	DATE
RFP advertised	4/07/2023
Site Visit	13/07/2023

Deadline for seeking clarification	23/07/2023
RFP Closing Date	15/08/2023
Award of Contract	25/09/2023
Commencement of Contract	27/09/2023
Conclusion of Contract	30/06/2024

2.7 Legal and compliance

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

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

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

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

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

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

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

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

Modifications: Any clarifications, corrections or modifications will be published on the SPC website prior to

deadline. In the event a bidder has submitted a bid before the clarification, correction or modification, the bidder will be informed and may modify the bid. The modified bid will still need to be received before the deadline.

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

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

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

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

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

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

2.8 Complaints process

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

Part 3: Scope of Works

A. Background/context

Pacific Community (SPC) is an international organisation established in 1947. SPC offices in Fiji are located at the following locations:

1. Nabua Campus - 3 Luke Street Nabua.
2. Mead Road Campus - 241 Mead Road, Nabua.
3. Lotus Campus - Level 1 and 2, Lotus Building, Nabua.
4. Narere Campus -Beaumont Road, Narere.

The Facilities team manages construction projects for SPC including new office space, laboratories, walkways, and others depending on the need.

SPC seeks a reputable contractor to carry out the proposed extension works to the CePaCT Cyro Lab at the SPC Narere Campus.

The Pacific's Regional Genebank, the Centre for Pacific Crops and Trees (CePaCT) under the Land Resources of SPC is embarking on a 4-year transformational journey to become a Centre of Excellence for the Pacific Community. These new efforts are in alignment with the Centre's new Investment Plan 2019 -2024. CePaCT's vision is to become a state-of-the-art, trusted genetic resources service-provider, supplying unique diversity and knowledge to requestors in the Pacific and beyond and working in partnership to provide a platform to catalyze the greater use of plant genetic diversity for more productive and sustainable Pacific agrifood systems now and into the future. CePaCT's ultimate aim is to support food and nutrition security, enhanced livelihoods and resilience building primarily in the Pacific as well as globally. The Centre, established in 1998 with funding support from the Australian Government and the European Union, currently holds, in trust, over 2,000 accessions of 17 crops and tree species in its facilities in the SPC Narere Campus, Narere, Suva, Fiji. In addition, the Centre, in close collaboration with the Biosecurity Authority of Fiji (BAF), has been distributing plant materials from these collections to more than 50 countries around the world including the 22 membership of SPC.

CePaCT's transformation is rooted on three key areas for improvement including but not limited to, (1) human capacity; (2) systems and operations; and, (3) facilities.

As part of these, CePaCT wishes to upgrade its existing green house into a fully fledged quarantine approved facility to facilitate research and development requirements into its mandated crop and tree collections as necessitated by the needs of the Pacific region as well as the global community.

These new efforts are supported mainly by the government of Australia (DFAT69294/53) where funding of the new CePaCT Greenhouse will be provided. Aside from DFAT, other donors contribute to the overall transformation efforts of the Centre. These include the Global Crop Diversity Trust (Crop Trust), the New Zealand Government (MFAT), the FAO International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA) and the Australian Centre for International Agricultural Research (ACIAR) under several joint projects with other LRD programmes and partners.

B. Description of the works

The construction work will be undertaken as per the attached **Tender Drawings and specifications**.- Annex 9

C. Timelines/Duration of the works

The construction work shall be completed within 35 weeks from the contract commencement date.

D. Site Description

The works shall be carried out the CePaCT Laboratory (area marked) at the SPC Narere Campus, Beaumont Road, Narere.

NARERE SITE MAP



E. Technical Drawings

Please refer to the Tender drawings attached.

F. Building/ Service Standards

Please refer to the Tender Specifications attached.

G. Risk Management

Please refer to the respective tender specifications attached.

The appointed contractor shall also ensure that the works are carried out in an orderly state appropriate to the avoidance of danger and undue disturbance to SPC staff, visitors, and assets. The Contractor must take precautions to prevent any damage to SPC property and equipment during the execution of the works.

The contractor shall be held liable for the cost of any damages done as a result of their operation where such damage is done to any fixed object such as signs, posts, buildings, or any vehicle that is parked in a designated car parking area. A damage report must be completed by the Contractor for each incident of damages and SPC notified immediately.

All equipment used by the contractor shall be equipped with necessary safety and protective features in line with the OHS requirements. All personnel must wear the recommended PPE such as adequate protective head gear, footwear, eyewear, and gloves etc, during the works and may be prevented from engaging in these works if not properly attired.

The Contractor must immediately inform SPC of any equipment breakdowns and any anticipated delays in carrying out the works. It is the responsibility of the Contractor to secure, at their own expense, alternative equipment (e.g., through a sub-contract) in order to complete the services without unreasonable delay. If subcontractors are to be used, consent from SPC needs to be obtained prior to their engagement.

All workers and equipment's brought in by the contractor on the campus shall be the full responsibility of the contractor. SPC shall not be liable for to any injuries to the contractor's workers on the Campus or damages to machines while carrying out this scope of works.

The contractor shall provide and maintain adequate first aid facilities on the site in accordance with local OHS and authorities. Should any accident occur; the contractor should immediately notify SPC in writing.

To ensure good housekeeping is maintained always the contractor shall properly maintain all tools, machines and work areas are kept clean.

H. Environmental and sustainability considerations

Please refer to the tender specifications attached.

I. Reporting and contracting arrangements

The appointed bidder will work closely and under the direct supervision of the SPC approved Architects /Project Manager and will seek approval of payments, output from the Project Manager before submission for final approval from SPC. Over the course of the construction period, periodical joint monitoring will be conducted by the Contractor, the Architects and the relevant SPC personnel.

J. Final inspection and certification of completion and acceptance

Final inspections shall be undertaken upon completion of the work. The final inspections shall be undertaken by SPC and SPC approved Architect/Project Manager. The bidder shall be responsible to rectify any faulty or incomplete work. The Certificate of completion shall be signed by both parties when all works defined in the drawings, scope and specifications of the contract are completed to the agreed standard.

On the substantial completion of the Works, the Contractor shall clear away and remove from the site all constructional plant surplus materials, debris and temporary works of any kind and leave the site clean and in a workmanlike condition to the satisfaction of SPC.

The final payment shall be at the end of DLP and shall be between two and five per cent.

K. Bidders' qualification

- The company must be legally registered and have the necessary relevant valid permits, licenses to carry out the works.
- Must have a minimum of 5 years' organisational experience in carrying out similar works on schedule and on budget locally and in the Pacific.

- The proposed key team members such as the Contract Manager, Construction Manager and the Foreman must have a minimum of 10 years' experience relating to managing similar contracts.
- Must have the technical, human and financial resources/ capacity to perform the contract by demonstrating evidence that the bidder:
 - Has adequate financial resources and bank credit facilities.
 - Has the sufficient manpower competent to perform the project.
 - Has sufficient machineries and equipment to perform the project.
 - Has availability of materials for the work or outlined plans of where materials will be sourced from.

L. Scope of Bid Price and Schedule of Payments

All prices shall be in Fiji Dollars (VIP). Claims for Payment will be based on the approved payment schedule (refer table below). The claims for payment must be approved by the Architect /Project Manager first before submitted to SPC for processing of payment. Payments shall be made on measure and pay basis upon submission of invoices for progress payments of the activities. SPC shall effect payment of the invoices after receipt of the invoice, approving the amount contained in the invoice and the corresponding milestone achieved following consultation and approval by the Architect.SPC may also withhold invoices if the work is not performed at any time in accordance with the terms of the Contract. Payment of the final invoice shall be effected by SPC after issuance of the Certificate of Final Completion by the Project Manager and approved by SPC.

Payment shall be made based on the following progressive activities, the corresponding percentage of the contract price that will be paid per milestone, including the necessary approvals from the projects manager prior to the release of the payment.

A performance security bond will be required for the contract with the successful bidder.

PAYMENT SCHEDULE

Milestone Stages	Milestone Sub-Tasks	Due Date for Milestone	Percentage Payment
1	Upon Signature of contract and mobilization on site	2 weeks	3%
2	-Completion of Demolition Work -Excavation -Foundation -Retaining Wall -Ground Floor Concreting -Part of Plumbing works/Drainage	8 weeks	15%
3	-Construction of Block wall -Electrical Conduits to Walls -Modification of Existing Roof -Construction of Steel Stairs	4 weeks	10%

4	-First Floor Beam Works -Electrical/ Mechanical Conduit to Beams -First Floor Concreting -Construction of Block wall railing	4 weeks	10%	
5	-Ceiling Framing Works -Installation of Aluminum Windows/Door Frames -Plaster Works -Internal Timber Wall Construction -Services Works – Electrical, Fire, Data & Mechanical wiring/ducting	6 weeks	20%	
6	-Installation of Ceiling Works -Painting Works -Installation of Windows, Doors & Hardware -Plumbing Works & Drainage	5 weeks	19%	
7	-Vinyl Sheet Flooring - Ceramic Tiling - Installation of Lights, Air Conditioning, Fire and Data Ports -Installation of Galvanized Hand Rails -Sanitary Ware Installation	4 weeks	15%	
8	-Practical Completion of all Other Works -Clean Up Site & Demobilize	2 weeks	5%	
9	Retention during 12 months Defects Liability Period	12 months	3%	
TOTAL	35 weeks & 12 months DLP			

M. Annexes to the Scope of works

Tender Package –

1. Architectural Drawings -Annex 6
2. Structural Drawings -Annex 7
3. Services -Annex 8
4. Tender Form and Specifications- Annex 9

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Evaluation criteria & Score Weight

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

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

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

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

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
E-mail 1: <ul style="list-style-type: none"> Bidder's letter of application (Annex 1) Completed and signed conflict of interest declaration (Annex 2) Information about bidder's due diligence (Annex 3) Technical Proposal submission form (Annex 4) Company Registration Valid Business License E-mail 2: <ul style="list-style-type: none"> Financial submission – password protected (Annexes 5a-5e) 		Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Part A- Relevant Experience: (as per section K. bidder's qualifications)		
Relevant experience of company from previous similar works Financial Capacity	35%	245
Part B- Methodology:		
Methodology Plan Key Risks and Mitigation Plan Safety Procedures and Plan Waste Management at Site	35%	245
Part C-Resources: (as per section K. bidder's qualifications)		
Adequacy of appropriate machines and equipment. Key Personnel- Relevant experience of key personnel such as Supervisor/contract Manager and the foreman from previous similar work	30%	210
Total Score	100%	700
Qualification score	70%	490

4.2 Financial evaluation

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the 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: <i>[Describe the situation that may constitute a conflict of interest]</i>

In addition, I undertake to:

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

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

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

Signature:

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

Title: *[insert Title of the representative]*

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

Annex 3: INFORMATION ABOUT THE BIDDER AND DUE DILIGENCE

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

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

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

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

SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)

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

SUPPORTING DOCUMENTS (where relevant)

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

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

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

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

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

Signature:

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

Title: *[insert Title of the representative]*

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

Annex 4: TECHNICAL PROPOSAL SUBMISSION FORM

Technical Requirements	
<i>Evaluation criteria</i>	<i>Response by Bidder</i>
PART A : Organisational Experience /Expertise of the Firm	
<p>Experience: The bidder shall provide details of three projects that demonstrate their experience in completing similar works in Fiji and in the Pacific in the past 5- 7 years.</p>	Details for three references:
	1. Client's name: <i>[insert name of client 1]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Contract Value: <i>[insert value of contract]</i>
	Project Description: <i>[insert details of the project]</i>
	Project Dates: <i>[insert start date and contract duration]</i>
	2. Client's name: <i>[insert name of client 2]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Contract Value: <i>[insert value of contract]</i>
	Project Description: <i>[insert details of the project]</i>
	Project Dates: <i>[insert start date and contract duration]</i>
	3. Client's name: <i>[insert name of client 3]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Contract Value: <i>[insert value of contract]</i>
Project Description: <i>[insert details of the project]</i>	
Project Dates: <i>[insert start date and contract duration]</i>	
Financial Capacity. Based on the latest Audited Financial Statement (Income Statement and Balance Sheet) describe the financial capacity (liquidity, stand-by credit lines, etc.) of the bidder to engage into the contract.	<i>[Bidder's answer]</i>

PART B: Proposed Methodology and Approach	
1. Please outline your proposed implementation plan including specific actions and time length to ensure successful timely completion of the project. Please submit a Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.	<i>[Bidder's answer]</i>

2.Subcontracting	<p>Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors.</p> <p>Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.</p>			
	Subcontractor 1	Subcontract or 2	Subcontractor 3	Subcontractor 4
	Name			
	Proposed Role			
Percentage of Work Allocated				

3. Describe the key risks including safety, material availability, etc. you have identified with 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.

[Bidder's answer]

4. What Environmental considerations and mitigation measures do you envisage are required to complete this project?
List actions/efforts to be undertaken to prevent or, where not possible, to minimise the impact of your activities towards climate change and damage to the environment.

[Bidder's answer]

5. Outline any safety procedures, plans and personnel protection such as hard hats, eye protection, etc. that will be used over the duration of work.

[Bidder's answer]

6. Outline your waste management plan including intended procedures for handling the waste, disposal method, disposal site etc.

[Bidder's answer]

PART C: Resources

<p>Part C.1- Materials and Contractors Equipment. Submit details of the list of equipment, machineries etc that will be used in the execution of the Works. Include details of their availability, brand, age, and condition. The bidder must demonstrate that they own or have the ability to hire the specific plants needed for the work.</p>	Equipment/ Machinery	Details – Brand/Age/condition	Owned /Hired

Part C.2- Personnel: The bidder shall outline their key team members for this project. List of Key Roles for this Contract: -Project Manager/Contractor's Representative - Site based Construction - Supervisor/Construction Manager.	Project Manager's Name and experience: <i>[insert details about the project manager and its experience]</i>
	Site Manager's name and experience: <i>[insert details about the site manager and its experience]</i>
	Foreman's name experience. <i>[insert details about the staff/sub-contractors and its experience]</i>

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

Bidders must refer and submit their financial fees in the Price Schedules attached.

- a) Tender Schedules – Electrical Services
- b) Tender Schedules- Fire Services
- c) Tender Schedules-Hydraulics
- d) Tender Schedules- Mechanical Services
- e) Tender Form and Specifications- XO03-22.06.23

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

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

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

Signature:

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

Title: *[insert Title of the representative]*

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