



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Kiritimati Island Water Project
Nature of the services	Preferred Service Providers – Security Guard Services
Location:	Kiritimati Island
Date of issue:	16/10/2023
Closing Date:	29/10/2023
SPC Reference:	RFQ23-5855

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Part 1: INTRODUCTION

1.1 About the Pacific Community (SPC)

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

Our unique organisation covers more than 20 sectors and is renowned for knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience and conservation of plant genetic resources for food security.

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

1.2 SPC's procurement activities

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

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

1.3 SPC's Request for Quotation (RFQ) Process

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

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

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

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

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

SPC has compiled these instructions to guide prospective bidders and to ensure that all bidders are given equal and fair consideration. Please read the instructions carefully before submitting your bid. For your quotation to be considered, it is important that you provide all the prescribed information by the closing date and in the format specified.

2.2 Submission Instructions

You must **submit your quotation and all supporting documents** in English and as an attachment to an email sent to kaieab@spc.int and with the subject line of your email as follows: **Submission RFQ23-5855**. The email should also be copied to rfq@spc.int.

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- Technical proposal:
 - o Completed Technical Proposal Form
 - o Capability letter (max. one page)

- Health certificate of proposed security guard(s)
- Police clearance of proposed security guard(s)
- CV (resume) of proposed security guard(s)
- References from previous employers (2)
- Financial Proposal Form

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

Bids will be evaluated on the basis of information received by **5.00 pm Kiritimati time on 29/10/2023**.

2.3 Evaluation & Contract Award

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

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

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

2.4 Key Contacts

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

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

Details will be kept of any communications between SPC and bidders. This assists SPC to ensure transparency of the procurement process. While SPC prefers written communication in the RFQ process, at any point where there is phone call or other conversation, SPC expects to keep a file note of the exchange, with all forms of communication with prospective bidders to be retained as source documents for the procurement of the services.

2.5 Key Dates

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

STAGE	DATE
RFQ sent to potential vendors	16/10/2023
RFQ Closing Date	29/10/2023
Award of Contract	3/11/2023
Commencement of Contract	6/11/2023
Conclusion of Contract	5/11/2024

2.6 Legal and compliance

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

Conflict of interest: Bidders must take all necessary measures to prevent any situation of conflict of interest. You must notify SPC in writing as soon as possible of any situation that could constitute a conflict of interest during the RFQ process. If you have any familial connection with SPC staff, this must be declared, and approval will then be sought for you to engage in the RFQ process. **In support of your response to this RFQ, you must submit to SPC [the Conflict-of-Interest Declaration form](#) available on our procurement page website: <https://spc.int/procurement>.**

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

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

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

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

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

2.7 Complaints process

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

Part 3: TERMS OF REFERENCE

A. Background/context

The Safe and Sustainable Drinking Water for Kiritimati Island Project (aka Kiritimati Island Water Project), implemented by SPC in partnership with the Government of Kiribati (GoK) and funded by the European Union (EU) and New Zealand Government, commenced in July 2020. The project is being delivered alongside the UNICEF-implemented Building Resilience for Improved Sanitation (BRIS) under the same EU-GoK Financing Agreement.

Part of the project scope is to install water supply infrastructure at and between Four Wells and Decca water lenses and Tabwakea village. Throughout the construction period, from early 2024 to mid-/late-2026, heavy machinery (for earthmoving, trenching and site clearance), materials (piping, fittings, pumps, timber, gravel, etc.) and equipment (vehicles, tools, cement mixers, generators, welding units) will be stored onsite.

Security guards will be required to safeguard project machinery, materials and equipment from theft, damage and vandalism when not under the direct supervision of project staff.

The project is inviting eligible individuals, groups and organisations to apply for provision of security services to the project. Interested bidders should submit a letter stating their capacity do deliver a quality service (max. 1 page), police clearance, health certificate, references from previous employers, and background in security service (CV/resume).



Figure 1. Map of NW Kiritimati showing locations of Decca and Four Wells freshwater lenses and Tabwakea village

B. Purpose, objectives, scope of services

SPC requires experienced security guards to safeguard Kiritimati Island Water Project assets stored onsite during construction works at and between Decca and Four Wells freshwater lenses and Tabwakea village.

The purpose of this RFQ is to establish Preferred Supplier Agreements (PSAs) with Preferred Service Providers (PSPs) deemed suitable to safeguard project assets. This RFQ screening process will enable SPC to work with PSPs and tailor Terms of References (ToRs) under Implementation Contracts to best align PSP capacity to meet project needs. Multiple Implementation Contracts can be drawn from each PSA over the course of the project.

Security guards will be required onsite at locations and times as instructed by SPC. Most often, security services will be required outside of standard working hours. Standard work hours are 8am to 5pm, Monday to Friday, so security services will generally be required from 5pm to 8am, and 24-hours/day over weekends. On some occasions, teams will work half or full days on Saturday, whereupon security services will not be required at certain locations.

PSPs will be required to:

- Prevent damage, tampering and theft of project assets.
- Secure all project assets (machinery, materials, equipment) within a defined area by patrolling construction sites, storage areas and access points.
- Investigate security breaches, incidents, unusual conditions, disturbances and other alarming behavior.
- Report any notable observations/information/occurrences to the project focal point and police (if applicable).
- Restrict admittance of unauthorized persons to construction sites, storage areas and other designated security areas as identified by the project.
- Advise the SPC and MLPID focal points of any weaknesses and potential improvements of asset protection systems (e.g. broken fence, faulty locks, open containers, etc.).
- Provide shelter, torches, incidentals, meals and all necessary occupational health and safety equipment for security guards.
- Complete and sign a timesheet at the end of each shift and submit monthly consolidated timesheets to SPC.

PSPs can be individual consultants or organisations with one or more experienced security guards who can be deployed to site.

PSPs will be expected to be based in Kiritimati.

C. Timelines

SPC intend to establish medium- to long-term contracts with PSPs (under framework PSAs) depending on their experience, capabilities, availability, location and the security tasks to be undertaken. It is expected that PSAs with eligible PSPs will be signed in Q4 2023, with specific Terms of References (ToRs) developed and contracts commencing in Q1 2024. SPC's PSA mechanism enables an initial contract duration of up to 12-months, with renewal for later contracts possible under the same PSA for an additional three years (up to four years maximum PSA validity period) dependent on PSP performance and the need for their services.

Implementation Contracts will normally be at least six-months long. Once the PSA is established and ToRs developed and shared, PSPs will have the opportunity to discuss and negotiate the scope, duration and timing of the proposed services with the SPC Project Coordinator and Project Officer.

D. Reporting and contracting arrangements

Security guards will work under the direct supervision the SPC Project Officer.

Security guard performance will be monitored by SPC and MLPID (HMMD and WSD).

E. Skills and qualifications

Preferred Service Providers (PSPs) and security guards should meet the following criteria.

- More than 3 years of experience as a security guard or similar post.
- Minimum 18 years of age.
- Updated clean police clearance obtained in the last six months.
- Updated health certificate in the last six months from Health Division.
- Experience using basic security equipment.
- Mentally and physically fit.
- Experience in First Aid and self-defence.
- Good interpersonal, communication and writing skills.
- Fluent communication in Kiribati. Fluency in English will be an asset.
- Good understanding of legal guidelines for area security and public safety.

F. Scope of bid price and schedule of payments

1. Bidders will be required to complete the Financial Proposal Template in Part 4, stating hourly rates for nightshift and dayshift on weekdays and weekends.
2. Associated expenses (transport to/from site, uniforms, meals, communication equipment, torches, lighting, shelter, etc.) will be at the expense of the bidder and should be covered by including a suitable margin in the hourly rates.
3. Security services will be required at designated locations anywhere from Tabwakea to Four Wells freshwater lens. If services are required at a different location, SPC will cover additional transport fees, if any.
4. The rates quoted by the bidder should:
 - Represent best value for money.
 - Be valid and remain fixed for a period of one year from the date of award of PSA.
 - Be inclusive of insurance, KPF, charges, applicable taxes and other associated expenses.
5. If the services are required by SPC within a year of signing of the PSA, the PSP shall provide the services at the PSA rate.
6. If there is a change in the Price for reasons beyond the PSP's control, SPC should be advised promptly and upon approval by SPC, the contract rate shall be amended.
7. Consultancy fees shall be paid in accordance with the provisions of an Implementation Contract with SPC upon submission and acceptance of invoices by the PSP.
8. Contractors will be required to provide their monthly timesheets to SPC which will be reviewed and endorsed by SPC's Project Coordinator and Project Officer before payment released.
9. Payment terms follow SPC Finance Policy (30 days from acceptance of invoice)

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Competency Requirements & Score Weight

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

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
1. Technical and Financial Proposal Forms - completed 2. Capability statement (max. 1 page) 3. Health certificate 4. Police clearance 5. Qualification (CV/resume) 6. Reference from previous employers (2)		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical and organisational requirements		
Experience: More than 3 years of security guard experience (or similar).	25%	175
Support: Capacity to provide shelter, torches, incidentals, meals and all necessary occupational health and safety (OH&S) equipment for security guards.	25%	175
Health: Should be physically and mentally fit to undertake the security guard job and overnight shift.	20%	140
Skills: Self-defence, crowd control, first aid.	15%	105
Communication: Experience in reporting (written and verbal). Able to communicate in English will be an advantage.	15%	105
Total Score	100%	700

Part 5: PROPOSAL SUBMISSION FORMS

5.1 Technical Proposal Form

Bidders can use the table below for their submission, or other, as long as the key criteria are clearly covered. Please keep answers brief and succinct and attach any supporting documentation as necessary.

Technical Requirements	
<i>Evaluation criteria</i>	<i>Response by Bidder</i>
Experience and specified personnel/sub-contractors	
Capability statement: Brief statement (max. 1 page) outlining the bidder's ability to provide quality security services). Include overview of security guard(s) and support services (e.g. provision of transport, shelter, PPE, etc.)	Check box if attached <input type="checkbox"/>
Health certificate (obtained within the past 6 months)	Check box if attached <input type="checkbox"/>
Police clearance (obtained within the past 6 months)	Check box if attached <input type="checkbox"/>
CV/resume(s) of security guards	Check box if attached <input type="checkbox"/>
Referees: enter details of two referees from previous similar work/contracts.	Details for two 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>
	Scope of work summary:
	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>
Scope of work summary:	
Technical and organisational requirements	
Experience: More than 3 years of security guard experience (or similar).	<i>[Bidder's answer]</i>
Support: Capacity to provide shelter, torches, incidentals, meals and all necessary occupational health and safety (OH&S) equipment for security guards.	<i>[Bidder's answer]</i>
Health: Should be physically and mentally fit to undertake the security guard job and overnight shift.	<i>[Bidder's answer]</i>
Skills: Self-defence, crowd control, first aid.	<i>[Bidder's answer]</i>
Communication: Experience in reporting (written and verbal). Able to communicate in English will be an advantage.	<i>[Bidder's answer]</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]*

5.2 Financial Proposal Form

The format shown below should be completed by all bidders.

Please review Section F of the Terms of Reference for more information on pricing.

Description	Weekdays	Weekend & public holidays
Hourly rate to carry out security services as stipulated in the Terms of Reference [AUD]	Daytime rate (6am to 6pm) \$ _____/hr	Daytime rate (6am to 6pm) \$ _____/hr
	Nighttime rate (6pm to 6am) \$ _____/hr	Nighttime rate (6pm to 6am) \$ _____/hr

Associated expenses (transport to/from site, uniforms, meals, communication equipment, torches, lighting, shelter, KPF, insurance, overheads, etc.) will be at the expense of the bidder and should be covered by including a suitable margin in the hourly rates.

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]*