



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	New Zealand Water Scarcity
Nature of the services	Water Asset and Database Specialist
Location:	Kiribati
Date of issue:	4/12/2023
Closing Date:	17/12/2023
SPC Reference:	RFQ23-6024

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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 annab@spc.int and with the subject line of your email as follows: **Submission RFQ23-6024**. 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
- Completed Proposal Submission Forms
- Updated CV and

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

Bids will be evaluated on the basis of information received by **11.45pm Fiji Time on 17/12/2023**.

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.

Anna de Jong will be your primary point of contact for this RFQ and can be contacted at annab@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	4/11/2023
RFQ Closing Date	17/12/2023
Award of Contract	21/12/2023
Commencement of Contract	3/01/2024
Conclusion of Contract	21/06/2024

2.6 Legal and compliance

Confidentiality: Unless otherwise agreed by SPC in advance or where the contents of the RFQ are already in the public domain when shared with the bidder, bidders shall at all times treat the contents of the RFQ and

any related documents as confidential. SPC will also treat the information it receives from the bidders as confidential.

Conflict of interest: Bidders must take all necessary measures to prevent any situation of conflict of interest. You must notify SPC in writing as soon as possible of any situation that could constitute a conflict of interest during the RFQ process. If you have any familial connection with SPC staff, this must be declared, and approval will then be sought for you to engage in the RFQ process. **In support of your response to this RFQ, you must submit to SPC the [Conflict-of-Interest Declaration form](https://spc.int/procurement) 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 implementation and execution of externally funded water projects within Kiribati are currently completed by various government agencies. It is understood that each agency has their own data base with limited co-ordination between agencies to confirm the status and completion of projects. Some of these agencies are:

- Ministry of Infrastructure and Sustainable Energy (MISE)
- Public Utilities Board (PUB)
- Ministry of Environment and Agriculture,
- Ministry of Health,
- Ministry of Finance
- Meteorological Division under the Office of the President.

MISE is tasked with planning and setting national targets on water issues within Kiribati. MISE is also tasked with the maintenance and repair of all water assets within the outer islands and selected water assets within the main island of Tarawa.

Without a centralized database for information, it is difficult for MISE to obtain water asset information to plan for future works and provide justification around setting national water targets. It is also difficult to measure the performance against planned targets.

Through the New Zealand Ministry of Foreign Affairs and Trade (MFAT) funded water scarcity project, MISE would like to engage Technical Assistance (TA) to establish a systematic way in which water related information, water monitoring information and water infrastructure asset information are collected and captured into a centralized computerized database system. This system is expected to be maintained and operated by MISE, with access given to those needing specific information for planning and analysis purposes.

It is expected that the information within this database will be continuously updated by MISE (full time staff) so baseline, performance and achievements can be established, gauged or measured meaningfully against planned targets and objectives.

As part of works, the TA would also provide guidance on establishing national asset management practices and procedures to sustainably manage the maintenance and repair of all MISE water assets within the outer islands and selected water assets within the main island of Tarawa

B. Purpose, objectives, scope of services

The Scope of Services for the TA is outlined below:

- Review the current MISE asset inventory register and develop a comprehensive Asset Management plan for MISE water infrastructure assets. Deliverable to include proposed centralized database information system. Work collaboratively with MISE and water supply and desalination plant specialist to complete asset management plan.
- Review and collate information relating to water resource, supply, monitoring and storage and asset infrastructure from existing sources, published research and reports available within MISE and other government agencies that are related to MISE assets.

- Develop and set up in MISE, a centralized computerized database system (proprietary or other) to capture relevant water information from MISE, other government agencies and outer island councils that can be used to establish baseline data, analyze and estimate planned or future targets for planning purposes. Database to incorporate telemetry input should this be required in the future.
- Develop a best practice, standard operational procedures (SOP) and guidelines for the use of this database and a systematic process/procedure in which the required water data is continuously imported into the centralized database system from different sources by the water team at MISE or by management. Deliver training workshop to MISE staff.
- Develop and deliver practical training program and workshop to sustainably build capacity of MISE water staff, IT team and managers in the use the centralized database system for the purpose of planning, decision making on sustainable water resource management and policy development.
- Perform other duties as may be required by the WSED/MISE or SPC, as related to water asset management. These will be pre-agreed between the parties

C. Timelines

Duration of Service

The contract will be for an intermittent period of 5 months with intentions to start in January 2024 up till June 2024.

D. Reporting and contracting arrangements

Institutional arrangements

The contractor will be responsible to the Water Security and Governance Coordinator of the SPC Disaster and Community Resilience Program and will work in close collaboration with SPC Water Security Projects Manager as well as the Senior Water and Sanitation Engineer with MISE, Kiribati. While the Contractor will be responsible to SPC, he or she will be required to maintain a close, open, and effective working relationship with Kiribati MISE. The Contractor will be expected to openly engage and share information and resources with SPC and the Government of Kiribati as appropriate.

Duty Station and Travel

The Contractor will be based at his or her home office, with two or three missions to Kiribati. Ideally spending 2-4 months in country with MISE. The initial trip to South Tarawa, Kiribati would be a fact-finding mission to see where things are and plan out consultations and training. During this initial trip the consultation could also start, including the collation of information, and draft the required plans to support MISE with the development of the asset management plan and establishing of a centralise database system. The final trip will involve the launching of the centralise database system and training of MISE staff.

Travel by the contractor to South Tarawa, Kiribati will be covered and paid by SPC under SPC Travel Policy, however, travel to the outer islands where needed (domestic travel) for will be covered by MISE.

E. Skills and qualifications

The successful contractor will demonstrate the following qualifications and experience:

- Minimum qualification of a bachelor's degree in related fields of study such as in engineering, asset management, Water Resources management, infrastructure development, sustainable energy, information technology, and other related fields.

- Minimum of 5 years' demonstrated experience in water asset management and database development.
- Demonstrated knowledge of water infrastructure assets, water system monitoring and sustainable water resource management.
- Demonstrated experience with large datasets and information communication technology systems and processes.
- Demonstrated ability to turn data sets into usable information for the end users.
- Demonstrated ability to effectively communicate information, develop and deliver training materials and workshops.
- Demonstrated ability to problem solve, provide sound judgement for decisions, and be practically orientated.
- Demonstrated experience in stakeholder and community engagement and communication.
- Demonstrated experience in implementing quality assurance procedures within government and/or private sector.
- Demonstrated experience in project management activities, project planning and procurement of key materials and essential equipment within tight timeframes.
- Experience in water supply needs within Pacific atoll settings would be an advantage.
- Ability to work under minimal supervision in remote locations.

F. Scope of Bid Price and Schedule of Payments

- Contract price is a lump sum based on milestones
- Travel by the contractor to South Tarawa, Kiribati will be covered and paid by SPC with SPC Travel Policy, however, travel to the outer islands where needed (domestic travel) for will be covered by MISE.
- Tarawa while in country. Travel and Per diems should be excluded from the contract price
- Terms of payment shall be in accordance with the provisions of article 10 of the general SPC conditions.

Milestone/deliverables	% payment
Deliverable 1 Submission of work plan and schedule for the consultation with stakeholders	10%
Deliverable 2 Submission of final report outlining collated information relating to water resource, supply, monitoring and storage and asset infrastructure from existing sources and published research and reports available within MISE and other government agencies that are related to MISE assets.	10%
Deliverable 3 Submission of draft Asset Management plan including the review of the current MISE asset inventory register	10%
Deliverable 4 Progress report on the centralized computerized database system developed and set up to capture relevant water information from MISE, other government agencies and outer island councils. Report to include consultation from relevant stakeholders and MISE staff.	20%
Deliverable 5 1) Submission of final Asset Management plan. 2) Submission of final best practice, standard operational procedures (SOP) and guidelines for the use of this database and a systematic process/procedure in which the required water data is continuously imported into the centralized database system from different sources by the water team at MISE or by management (Draft to be submitted to MISE and SPC for comment prior to finalisation).	20%

Deliverable 6 Launch of centralized computerized database system and associated delivery training/workshop to MISE staff.	20%
Deliverable 7 Delivery of practical training program and workshop to sustainably build capacity of MISE water staff, IT team and managers in the use of the centralized database system for the purpose of planning, decision making on sustainable water resource management and policy development.	10%
TOTAL	100%

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Competency Requirements & Score Weight

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

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
<ol style="list-style-type: none"> 1. The Conflict-of-Interest Declaration form completed 2. Completed Proposal Submission Forms 3. Updated CV and 4. Workplan 	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: Demonstrated experience in asset management and inventory Minimum of 5 years' demonstrated experience in water asset management - development and practice	20%	140
Technical requirement 2: Demonstrated experience in Water resource management Demonstrated knowledge of water infrastructure assets, water system monitoring and sustainable water resource management.	20%	140
Technical requirement 3: Demonstrated experience in information & communication technologies, Network and processes. Demonstrated experience with large datasets and information, communication technology systems and networks and processes.	20%	140
Technical requirement 4: Demonstrated experience in database development and reporting. Demonstrated ability to develop database, data inputs, analysis and reporting	20%	140
Technical Requirement 5: Demonstrated experience in Communicating, information, development and delivering of training Demonstrated ability to effectively communicate information, develop and deliver training materials and workshops	20%	140
Total Score	100%	700
Qualification Score	70%	490

PROPOSAL SUBMISSION FORM – SERVICES

TECHNICAL PROPOSAL FORM

INSTRUCTIONS TO BIDDERS

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

Technical Requirements	
<i>Evaluation criteria</i>	<i>Response by Bidder</i>
Experience and specified personnel/sub-contractors	
Experience: the bidder must demonstrate at least 5 years' experience in the field of water asset management and must provide details of two reference clients in this field	Experience:
	<i>[insert details of relevant experience]</i>
	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>
	Value contract: <i>[insert value of contract]</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>
Value contract: <i>[insert value of contract]</i>	
Personnel: <i>[insert details of the personnel/sub-contractors required]</i>	Details about personnel/sub-contractors
	Manager's experience: <i>[insert details about manager's experience]</i>
	Consultants' experience: <i>[insert details about consultants' experience]</i>
Technical requirement 1: Demonstrated experience in asset management and inventory	
Minimum of 5 years' demonstrated experience in water asset management - development and practice	<i>[Bidder's answer]</i>
Technical requirement 2: Demonstrated experience in Water resource management	
Demonstrated knowledge of water infrastructure assets, water system monitoring and sustainable water resource management.	<i>[Bidder's answer]</i>
Technical requirement 3: Demonstrated experience in information & communication technologies, Network and processes.	
Demonstrated experience with large datasets and information, communication technology systems and networks and processes.	<i>[Bidder's answer]</i>
Technical requirement 4: Demonstrated experience in database development and reporting.	
Demonstrated ability to develop database, data inputs, analysis and reporting	<i>[Bidder's answer]</i>
Technical Requirement 5: Demonstrated experience in Communicating, information, development and delivering of training	

Demonstrated ability to effectively communicate information, develop and deliver training materials and workshops	<i>[Bidder's answer]</i>
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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]*

FINANCIAL PROPOSAL FORM

INSTRUCTIONS TO BIDDERS

All costs indicated on the Financial Proposal should be **inclusive** of all applicable taxes. The format shown below should be used in preparing the price schedule. All prices in the proposal must be presented in AUD.

Particulars	Amount (AUD)
Professional fees	Day rate: AUD _____
Other expenses (please specify)	
TOTAL	

Professional fees: Staff salaries, consultant fees and any other professional costs (with details on the level of effort of each person on the team if applicable. i.e. 50% full time, full-time, etc.).

SPC will not cover separate lines for overheads/running costs, contingencies... If these apply, the costs are to be considered in the professional fees charged for the delivery of the specific services.

SPC does not provide or reimburse insurance for consultants travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes or duties for which the consultant may be liable.

SPC will organise travel to Tarawa and pay semi flexible economy airfares and accommodation.

SPC will not cover any IT and communication equipment for the duration of the assignment. The consultant is to ensure stable internet connection for virtual interactions when necessary.

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]*

CONFLICT OF INTEREST DECLARATION FORM

INSTRUCTIONS TO BIDDERS

What is a conflict of interest?

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

Always declare a conflict

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

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

Declaration at any time

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

Declaration for any person involved

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

Failure

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

DECLARATION

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

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

In addition, I undertake to:

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

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

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