

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Managing Coastal Aquifers Project in selected Pacific SIDS (MCAP)
Nature of the services	In-country drilling training for atoll environments
Location:	Majuro, Republic of the Marshall Islands (RMI)
Date of issue:	2/02/2024
Closing Date:	11/02/2024
SPC Reference:	24-6176

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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 both shaunkr@spc.int and raymonds@spc.int and with the subject line of your email as follows: **Submission RFQ 24-6176**. 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
- CV
- Brief work plan

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 **23.45 hrs Fiji time on 11/02/2024**.

2.3 Evaluation & Contract Award

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

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

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

2.4 Key Contacts

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

Project Implementation Officer and Water Resources Specialist will be your primary point of contact for this RFQ and can be contacted at raymonds@spc.int and shaunkr@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	2/02/2024
RFQ Closing Date	11/02/2024
Award of Contract	19/02/2024
Commencement of Contract	26/02/2024
Conclusion of Contract	12/04/2024

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 USD 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 Pacific Community (SPC) in collaboration with UNDP is currently implementing the Managing Coastal Aquifers (MCA) Project funded by the Global Environment Facility (GEF), a regional project taking place in the Republic of Marshall Islands (RMI), Republic of Palau, and Tuvalu. The USD 5.2 million project aims at improving the understanding, use, management and protection of coastal aquifers towards enhanced water security, including in the context of a changing climate. More specifically it aims at:

- 1) identifying the extent, threats and the development potential of groundwater resources,
- 2) increasing awareness of groundwater as a water security supply source,
- 3) providing options for improved access to groundwater,
- 4) and improving aquifer protection and management, within Pacific Small Island Developing States.

In RMI, the project plans to drill a series of investigation bores and construct groundwater monitoring bores in shallow sandy atoll aquifers to monitor the groundwater as well as support groundwater characterisation and groundwater management efforts. The project also aims to train RMI government and utility technicians in the operation of the drill and scientific investigation of aquifers.

A PAT 301 drilling rig, plus tools and materials has already been procured from Thailand and has been delivered to RMI ready for use. Initial training and equipment inspection has been undertaken with 3 MCA project staff at the PAT factory in Thailand in July 2023. It is important for context that during the initial training, it was not feasible to recreate the sandy drilling conditions that will be encountered in RMI. Since the scientific objectives of the groundwater investigation program requires a level of technical confidence in the drilling equipment and techniques further support is considered appropriate to help achieve these objectives.

Further support with an experienced operator of the PAT 301 drilling rig would be extremely effective in ensuring the methods are fit for purpose. More specifically the program would benefit from support with:

1. Managing risks of hole collapse and potential damage to/loss of drilling equipment, particularly since many participants have limited experience or have not had any exposure to drilling techniques or equipment before.
2. Assessing the capability of the drilling equipment and technique in remote, sandy, shallow groundwater environments so that the program can best advance the planned drilling program to more remote locations within RMI where back-up resources for drilling are not available or severely limited.

This training program will provide a supportive in-country learning environment for RMI government and utility training participants and assist the program to ensure the scientific objectives are able to be achieved with a reasonable level of quality. These transferable and retainable skills will be fundamental in the long-term management of fresh groundwater resources in RMI and around the Pacific.

B. Purpose, objectives, scope of services

The contractor is expected to facilitate the 5-day training in Majuro in the Marshall Islands to prepare training materials and deliver both theoretical and practical groundwater drilling activities. In consultation with the MCAP chief technical advisor and RMI project coordinator, the specific objectives of the service include:

- Sharing and agreeing on a draft training program and materials.
- Delivering the drilling training program (in conjunction with the Water Resources Specialist) including the preparations of tailored materials that will include participants having negligible to limited drilling experience.
- Deliver the 5-day drilling training including an introductory and basic overview of the operation of the PAT 301 drill rig before 2-3 days field demonstration to cover mobilisation/de-mobilisation, drill site setup, drill rig equipment operation, drilling method and monitoring well construction.
- Summarise in a brief report the training activities undertaken and any future recommendations on developing the drilling method for installation of the nested monitoring bores and developing skills of the in-country team.

It is expected that the program will involve the training of at least 6-10 (total) government, utility and project staff that are targeted for training in drilling of investigation holes and the installation of monitoring bores on both Majuro and Wotje atolls.

All travel costs (including international travel and daily allowance) will be the primary responsibility of SPC. We are requesting that the services of an experienced driller in the operation of the PAT 301 drill rig is available to provide key technical support/oversight to help finalise the program.

C. Timelines

The overall contract duration is expected to cover 6 weeks, including preparation for training materials, delivery of in-country training activities and final reporting.

The in-country training program is anticipated to cover a duration of 5 days in Majuro, Marshall Islands (not including travel).

An example outline of the training programme to be delivered to participants is given below.

- Introductory to groundwater drilling in an atoll sandy environment.
- Provide clear guidance on key logistic and OHS considerations.
- Mobilisation and De-mobilisation (i.e. packaging and unloading) of drilling equipment.
- Drill site preparation including set up of the rig and mud pits.
- Provide a systematic and actionable plan to operate the rig, including:
 - Rig storage, tools inventory and oversight
 - Preparation of tools and spare parts
 - Tools checklist
 - Rig mobilisation
 - Site clearance, rig set-up and general OH&S
 - Rig operation
 - Mud-mixing steps and
 - Lithological sample collection

- Installation of monitoring bores Installation/construction of nested monitoring bores (drill hole preparation, tools/equipment used, bore sanitary seal/headwork completion and bore development).

Please be advised that any of the introductory phases (theor) of the training can be performed in the classroom/office (e.g. at the project office in Majuro) whilst all the practical components (drilling rig mobilisation, drilling activities, bore construction activities, etc.) are to be undertaken at the drill site.

Drill site will be located on Majuro Atoll and specific drill site arrangements can be determined in discussion with the successful bidder and Water Resources Specialist.

D. Reporting and contracting arrangements

Technical components of the training are listed in the table below

Components	Description	Expected outcome	Total
1	Provision of training materials or manual on the PAT 301 rig and basic operation in consultation with SPC	Improved awareness of the drilling rig parts, capability, OHS consideration and general rig operation.	20
2	Field exercise - Assessment of tools, rig mobilisation and field drilling	Improved knowledge in practical operation, including logistic preparation rig mobilisation/demobilisation, site clearance, safe use of tools and equipment, mud-mixing and mud drilling.	35
3	Installation of monitoring bore	Improved knowledge in drill hole preparation for construction of monitoring bores via mud drilling method, use of tools and equipment required for construction of monitoring bores, completion of monitoring bore headworks/cap, sanitary seal as well as bore cleaning/development .	30
4	Delivery of training report	Documented lessons on training and recommendations for improved drilling services/method	15

E. Skills and qualifications

Trainers developing materials and performing practical and theoretical training must have 10 years experience in delivery of driller training.

Practical experience drilling in unconfined, shallow sandy/gravel aquifers.

Experience in providing guidance on drilling problems with people of low set of drilling skills and experience.

Fluency in English is required and Marshallese would be an advantage.

F. Scope of Bid Price and Schedule of Payments

- The contract will be done on lump sum payments based on milestone
- The computation of contract price should ONLY include professional fees and should NOT include any travel costs
- Bidder is requested to specify the preferred schedule of payments and terms acceptable, noting that generally, SPC will not enter into arrangements requiring a 100% advance payment.

Milestone/deliverables	Deadline
Provision of an agreed training program and materials.	15/03/2024
Completion of theoretical and practical training program.	28/03/2024
Delivery of training report with recommendations on advancing the drilling program.	12/04/2024
TOTAL	

G. Annexes to the Terms of Reference

Specifications of drilling equipment owned by the project that is to be used in the practical training.

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 and financial requirements) which indicates the relative significance or weight of the items in the overall evaluation process.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
<u>E-mail 1:</u> i. Bidders must provide a valid business registration ii. Updated CV with 3 referees iii. At least 10 years of experience in undertaking driller training, include any experience with SPC iv. Complete technical and financial submissions		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Training program and materials: Demonstrated experience in providing basic and advanced drilling training and materials, including training people with no drilling experience.	14%	140
Assessment of logistics, OHS considerations and drill rig mobilisation on islands/atolls/remote locations: Demonstrated experiences in providing guidelines for undertaking logistics in a remote area and/or developing countries on land (desirable if includes logistics and mobilisation experience by sea).	14%	140
Rig operation on islands/atolls/remote locations: 10 years experience in operation of the PAT 301 drill rig (or equivalent top rotary head drive drilling rig utilising mud drilling methods) including site clearance, drill rig set-up, equipment/material storage in the field, mud-mixing.	14%	140
Monitoring bore installation. Demonstrated experience in the installation of monitoring bores in unconfined, shallow sand/gravel aquifers and high-water tables using mud drilling methods.	14%	140
Drilling training/drilling program completion report: Demonstrated experience providing written reports on training activities and providing drilling program guidance. (Including, but not limited to, summarising participation level of trainees, review on capacity level at the end of the training and areas for future skills development and drilling method development.	14%	140
Price		
Price and payment terms	30%	300
Total Score	100%	1,000