



# REQUEST FOR PROPOSAL (RFP)

## FOR SERVICES

<b>Project Title:</b>	FSM Sustainable Energy Project
<b>Nature of the services</b>	Provision of engineering oversight services as an Owners Engineer
<b>Location:</b>	Chuuk State Lagoon Islands, Weno, Fefen, Etten and Piis Paneu
<b>Date of issue:</b>	15/03/2024
<b>Closing Date:</b>	28/04/2024
<b>SPC Reference:</b>	RFP24-6186

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## Part 1: INTRODUCTION

### 1.1 About the Pacific Community (SPC)

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

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

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

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

### 1.2 SPC's procurement activities

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

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

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

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

### 1.3 SPC's Request for Proposal (RFP) Process

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

This RFP sets out SPC's requirements and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information. The RFP contains detailed instructions and templates to enable you to submit a compliant bid. It sets out the overall timetable; it confirms the evaluation criteria that SPC will use to evaluate 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 services 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);
  - a. Valid Business Licence
  - b. demonstrate at least two similar services undertaken in the past ten years
- 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 USD. Your Financial proposal is to be password protected. SPC will request the password in the event that it is required.

Both emails are to be sent to [procurement@spc.int](mailto:procurement@spc.int) with the subject line of your email as: **Submission RFP24-6186**.

Your proposal must be received no later than **28/04/2024** by **11.45PM 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

## Pre-Bid Meeting

A Pre-bid Meeting will be arranged by SPC Procurement Team. The pre-bid meeting will be undertaken virtually. Bidders who are interested to attend the pre-bid meeting must register their attendance through the SPC procurement email ([procurement@spc.int](mailto:procurement@spc.int)) by **4pm, Fiji Time on 24/03/2024**.

You may submit questions or seek clarifications on any issue relating to this RFP. The questions are to be submitted in writing to [procurement@spc.int](mailto:procurement@spc.int) with the subject line: **Clarification RFP24-6186**. The deadline for submission of clarifications is **12/04/2024 by 11:45PM 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.

### Shortlisted bidder's presentation

Bidders that are short-listed during the RFP evaluation process may be required to conduct a presentation to, and respond to queries of, SPC's Procurement Technical Evaluation Committee. The bidders will be provided an opportunity to provide an overview of the operational aspect of the services they are proposing.

### 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
<b>RFP advertised</b>	15/03/2024
<b>Pre-Bid Meeting</b>	TBC
<b>Deadline for seeking clarification</b>	12/04/2024
<b>RFP Closing Date</b>	28/04/2024
<b>Award of Contract</b>	31/05/2024

## 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](mailto:complaints@spc.int).

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

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

**Cost of preparation of 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 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.

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

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

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

**Modifications:** Any clarifications, corrections or modifications will be published on the SPC website prior to deadline. In the event a bidder has submitted a bid before the clarification, correction or modification, the bidder will be informed and may modify the bid. The modified bid will still need to be received before the deadline.

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

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

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

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

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

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

## 2.8 Complaints process

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

## Part 3: Terms of Reference

### A. Background/context

Chuuk State is one of the four states of the Federated States of Micronesia (FSM) that consists of 19 volcanic Islands and 29 Atoll islands spread across 5 regions that consist of 40 Municipalities. 78% of the population of Chuuk is situated in the Lagoon islands. Weno island is Chuuk's state capital island and is one of the only two islands in Chuuk State that is fully electrified. The Island of Tonoas is 2.12 miles from Weno and is the second island in Chuuk that is electrified.

The Islands of Fefen, Piis Paneu and Etten are the next three islands that has been identified by the Chuuk State Public Utilities Corporation (CPUC) and the Chuuk State Energy Workgroup for electrification through funding from the European Union for Fefen Island and Australian DFAT for Etten and Piis Paneu.

Fefen Island is the third largest inhabited island of the Chuuk lagoon which consists of 659 residential houses and has an area of 5.09 square miles. Fefen Island is a volcanic Island and is 3 miles off from Weno Island, the capital island or less than a mile of Tonoas Island. Weno and Tonoas are the two islands with grid connections through diesel and some solar energy systems. Etten Island is located 0.4 miles south of Tonoas Island and consists of 45 residential houses and has an area of 0.19 square miles. Piis Paneu, an atoll island located on the fringes of the Chuuk Lagoon and is located 15.5 miles from Weno Island and is occupied with 72 residential buildings, an elementary school and a church. Piis Paneu has an area of 0.12 square miles.

The Project includes final detail designing, planning, engineering, procurement (manufacturing/supply according to specifications), construction/erection, trenching, cable laying, connection to the PV and genset system, testing and commissioning of proposed mini-grid island systems in Fefen, Piis Paneu and Etten island.

In 2023 the technical feasibility studies to design the conceptual layout and specifications for the electrification works for Fefen, Piis Paneu and Etten were commenced. The conceptual designs for Fefen were produced in December 2023 with a proposed capacity of a 770kW solar PV installation including battery storage and a backup diesel genset. Etten and Piis Paneu conceptual layout of mini grid and specifications is currently being compiled and will be completed by April 2024.

The proposed electrification approach for the three islands will be undertaken through two separate contract arrangements:

1. A **Grant Agreement** will be signed with CPUC to oversee the preparatory works that includes trenching, construction/erection works, house wiring, house prepaid meter connection, and cabling connection from buildings to the transformers; and
2. An **EPC contract** will be advertised for an interested contractor in June 2024 to supply and install all generation systems for the three islands that include specifications for: Solar PV, Batteries, Gensets, Distribution Panel, Inverter, Transformers, Connecting Cables, AC and DC connections, Voltage limiter, Charge Controller and Spares.

The local communities of Fefen, Etten and Piis Paneu will be included in the trenching, construction,



erection and stevedoring works and will be overseen by the CPUC.

Based on the background above, the SPC through the FSM.SE project and CPUC intends to hire an international consulting Firm as its **Owner's Engineer** to provide engineering oversight to both the CPUC Grant Agreement and EPC Contract.

### **Organisational setup**

- The FSM.SE is a SPC implemented Project that is funded through the European Union.
- SPC is considered the 'Employer' and 'Client', and is responsible for issuing of this contract, its administration and making payments.
- The contracts for the Grant Agreement with CPUC and the Engineering, Procurement & Construction (EPC) Contract will also be held and managed by SPC.
- The Owner's Engineer will provide oversight support to CPUC under the Grant Agreement and supervise the EPC Contractor, and manage commissioning and acceptance tests, etc.

## **B. Purpose, objectives, scope of services**

### **Purpose**

The Purpose of this Request for Proposal is to seek offers from interested International Engineering firm to provide engineering oversight services as an Owners Engineer to CPUC and the SPC.

### **Objectives**

The objectives of the consulting services shall be to ensure that the Project is implemented with a high standard of workmanship and quality, on a strict schedule, and within the budget, in accordance with the specifications and drawings of the Contract, to acceptable environmental and social standards and in accordance with prudent engineering practice.

The objectives of the services will be achieved through the following major activities:

1. Designs and Documents Review;
2. Supporting Contract Management; and
3. Construction Supervision, Commissioning, and Acceptance Testing Services.

### **Scope of Works:**

Listed as follows are the target scope of activities required of the Owners Engineer

***Phase 1: Validation of the system designs and drawings of the bidding documents for the Grant Agreement and EPC contract. The Validation is a pre-requisite to the direct procurement of all required materials, equipment and accessories for the proposed solar PV mini grids for the three islands.***

- Review schedule of materials or bill of materials and quantity survey against the system designs that is to be rolled out in the three islands. If any modifications are required to the system design, this should be discussed and agreed with SPC and CPUC.
- Review the scope of works under CPUCs Grant Agreement to progress the preparatory works in Fefen, Etten and Piis Paneu on trenching, laying of cables, construction/erection, house wiring, house meter connection, and cabling connection from Buildings to the transformers.
- Review the terms of reference for the EPC contract that is to be advertised for an interested contractor(s) to supply and install all generation and distribution equipment for the three islands that include specifications for: Solar PV, Batteries, Diesel Gensets, Distribution Panel, Inverter,

Transformers, Connecting Cables, AC and DC connections, Voltage limiter, Charge Controller and Spares.

- Participate in the technical evaluation of the EPC RFP bid. The technical evaluation committee will be headed by a representative from SPCs Procurement Office. Other committee members for the technical evaluation committee will include 1 representative from National Government, 1 representative from CPUC, 1 from the EU FSM.SE project, the Owners Engineer and may include other nominations.

**Output:** An Inception Report with accompanying technical reports (Procurement related documents)

***Phase 2: Provide technical oversights and advisory to CPUC in ensuring quality assurance of the works to be undertaken in the three islands in relation to the trenching and construction/erection works, house wiring, house meter connection, and cabling connection.***

This phase will be conducted according to the approved layout as per the revised system designs from phase 1.

- All trenching work are carried out according to the expected depth with all safeguards and risk mitigated.
- Support CPUC review and confirm the delivery of construction and trenching materials and equipment to the site.
- Review and/or propose construction drawings where needed by CPUC
- Distribution cables are laid out according to standards and system designs.
- All pillar box footing and foundation bases for the transformers are constructed according to standards and specification design.
- Dependent on the final designs agreed to in Phase 1, the OE will propose solutions and guidance to CPUC where possible of other preparatory actions to support the EPC contractor expedite works on the ground. This will consider the following: -
  - Design certified drawings for the reinforcement work that is required for the solar roof installations and buildings to house the battery and electrical equipment.
  - Rooms for the battery and electrical equipment are constructed according to the approved building plans with verification on structural resiliency to category 5 cyclones.
  - Buildings selected for solar roof installation are reinforced and renovated according to the approved building plans with verification on structural resiliency to category 5 cyclones.
  - Site for the canopy-mounted solar PV cleared with site trenching works undertaken.
- Prepare a "Completion Report" for the works undertaken under the CPUC grant, including a summary of final costs.
- Review and confirm quantity and quality of works completed under the CPUC grant.

**Output** – Quarterly Progress reports with accompanying technical Reports

***Phase 3: Provide management oversight on behalf of SPC and CPUC to monitor the progress of works of the EPC contractor: -***

- Review and confirm quality assurance program of the EPC Contractor.
- Support CPUC review and confirm the delivery of materials to the site.
- Review designs and drawings of the civil and electrical works submitted by the EPC Contractor and approve or amend the same in consultation with CPUC and SPC. The construction drawings shall

clearly impart the final design of the works and shall be revised and supplemented to meet field conditions as the works progress.

- Monitor and supervise on site testing of the major equipment to ensure that they meet the requirements and specification under the contract in consultation with CPUC in the presence of the CPUC personnel.
- The list of equipment to be inspected will be supplied on appointing of EPC Contractor.
- Supervise the installation of the electrical and mechanical equipment in a satisfactory and safe manner in accordance with the specifications and contract requirements.
- Prepare a "Completion Report" for the works under the contract, including a summary of final costs.
- Review and confirm quantity and quality of works completed, which would serve as a basis for payment to the EPC Contractor according to the Contract terms.
- Hold regular meetings with the EPC Contractor to review project progress, technical issues, and measures to achieve the targeted cost, quality and schedule control.
- Manage safety, social, and environmental related issues during the construction.
- Review and confirm the acceptance test proposals made by the EPC Contractor and support the EPC Contractor in completing the acceptance test.
- Review and confirm the O&M Manual, including training programs for CPUC engineers on O&M, prepared by the EPC Contractor.
- Prepare a Completion Report for the works under the contract, including a summary of final costs.
- Providing additional technical support to SPC and CPUC as needed for successful implementation of the Contract.

#### **Output – Progress and Technical Reports**

##### ***Phase 4: Commissioning once all systems are installed and ready for operations.***

- Complete the Solar PV Commissioning sheet; can be adapted from SEI-API Off Grid PV Power Systems for Hybrid Power Systems or other relevant USA codes, Standards and guidelines.
  - That solar array modules are properly installed, orientated and tilted to optimal solar access and that the mounting system is suitable for all aspects of the site, according to the design.
  - The array wiring, as with all wiring, installed neatly and tidy and to consider safety measures in all connections.
  - That inverter installations are based on the site-specific system design. If any on-site changes, should be discussed with CPUC and system designer.
  - The system protection and disconnections should be installed and adhere to the relevant protection standards.
  - Battery Banks are well positioned and housed in a good ventilation room and properly connected.
  - All signages should be permanently fixed in all equipment.
- Demonstrates that the systems are reliable, perform to specification and is ready for safe operation.
- To verify and prove that all areas of the system comply with the qualitative criteria set out in the design and relevant codes.
- Provide a general guidance for troubleshooting procedures.
- All system documentation is compiled and delivered and handed over the PMT to hand over to National Government and subsequently to CPUC.
- The Hand Over of Assets documentation includes:
  - any asset warranty information,
  - system owner's manual provided by manufacturers,

- operation, and maintenance procedure and timetable/plan,
- list of equipment supplied with brand, model/type, Quantity and Serial number,
- system wiring diagrams, system production estimates, commissioning documents.

**Output:** the commissioning and final completion reports.

### C. Timelines

The time estimated to perform the services is eighteen (18) months. The following lists the required deliverables and expected schedule for submission of deliverables.

1. Inception Report. The Consultant will submit an Inception Report at the conclusion of the virtual inception mission. It will record the clarifications/agreements with the scope of work, responsibilities, SPC/CPUC contributions and counterpart staff assignments, Risk and environmental management plan, schedules, among others. This document will cover the three initiatives, namely Fefen, Etten and Piis Paneu.
2. TOR for the for the Grant Agreement with CPUC finalised. The consultant will review the scope of works to be overseen by CPUC in terms of the trenching and construction/erection works, house wiring, house meter connection, and laying of the distribution cabling. This will also include clarifying the technical oversights and advisory responsibilities of the Owners Engineer to CPUC
3. Procurement Documents for Fefen, Etten and Piis Paneu. The consultant will review existing bidding documents and complete any necessary technical information in accordance with SPC procurement policies.
4. Bid Evaluation Reports for Fefen, Etten and Piis Paneu. The Consultant will provide all required technical expertise and opinion as requested by SPC's Procurement team and contribute to preparing the **Technical Evaluation Reports**.
5. Quarterly Progress Reports. The Consultant will submit to CPUC and SPC quarterly progress reports summarizing the work accomplished by the EPC Contractor and CPUC outer island electrification team under the CPUC Grant. The report will outline any technical problems encountered and give recommendations on how to solve these problems. The reports should also detail any activities that were found to be in noncompliance and detail measures that were taken to return the activity back to schedule and within the required scope. This includes describing any complaints lodged by stakeholders and the EPC contractor.
6. Commissioning Report. These include the goods compliance inspection certificates and reports, environmental management plan compliance reports, technical commissioning reports, plant data logging and test reports, and plant control and operations report for the works overseen by CPUC.
  - a. Island Mini-grid cables laid – The Consultant will provide oversight support and guidance to CPUC over the trenching works, cable laying in trenches, construction and erection of pillar box footings, transformer foundations, renovations to battery and generator rooms and reinforcement to existing roof infrastructure for solar roof installations.
  - b. Generation and Distribution systems installed and commissioned. The Consultant will supervise the installation of existing Solar PV, Batteries, Backup diesel genset, Cable connections and transformer equipment at the location(s) to be proposed and decided upon by the consultant together with CPUC and the SPC. The Consultant will review and revise the technical designs according to the selected location(s). The Consultant will be responsible for commissioning the generation and distribution equipment.

7. Final Completion Report. The Consultant will prepare a Final Completion Report. The report will summarize the assignment and will identify conclusions, lessons learned and recommended next steps.

All reports and documents will be submitted in English in soft copy and editable format. All reports and documents will be submitted in draft to SPC and CPUC. The client will review the reports and documents and provide comments to the Consultant within 2 (two) weeks of receipt. The Consultant will address the comments of the Client and submit them for approval.

Deliverables	Schedule (following contract award)		
	Fefen	Etten	Piis Paneu
1. Inception Report	1 <sup>st</sup> Month		
2. TOR for the Grant Agreement with CPUC finalised	1 <sup>st</sup> Month		
3. Procurement Documents for Fefen, Etten and Piis Paneu finalised	1 <sup>st</sup> Month		
4. Bid Evaluation Report (Technical) for Fefen, Etten and Piis Paneu	3 <sup>rd</sup> Month		
5. Quarterly Reports	3 <sup>rd</sup> , 6 <sup>th</sup> , 9 <sup>th</sup> , 12 <sup>th</sup> & 15 <sup>th</sup> month		
6. Island mini-grid cables laid – Works led by CPUC	12 <sup>th</sup> month from contract award.		
7. Generation and distribution systems Installed - Works by EPC contractor	16 <sup>th</sup> month from contract award.		
8. Commissioning Report	17 <sup>th</sup> month from contract award.		
9.1 Draft Final Report	17 <sup>th</sup> month from contract award.		
10.2 Final Report	18 <sup>th</sup> month from contract award.		

#### D. Reporting and contracting arrangements.

The Consultant will work closely with both SPC and CPUC. The Consultant will report directly to CPUC for technical matters and will report to the SPC (EU FSM.SE Project Manager), or his designate during the course of the assignment, on all contractual matters.

SPC and CPUC will ensure that the consultant has access to necessary data and reports in a timely manner. CPUC will facilitate meetings with various State government agencies to enable productive consultations. The Consultant will have access to all relevant utility operations, and relevant studies and evaluation reports.

## E. Skills and qualifications

Key professional staff qualifications and competence for the assignment is given below. The consultant is free to propose staff in order to achieve all objectives of the assignment. Where a Specialist lacks experience in a certain area, the team shall include another specialist for that specialty with the required experience.

### **Project Leader/Renewable Energy Specialist**

The Project Leader will be a Renewable Energy Specialist with 10 years or more of experience of coordination, design, inspection and preparation of projects and 5 years in distributed PV options, in (hybrid diesel – renewable energy facilities), and in planning and project management of solar PV. Experience in supervision of implementation and construction of solar PV/diesel plants and familiarity with SPC or EU procurement procedures including safeguard policies. Experience in developing countries, included similar projects in the context of Pacific Islands. The Project Leader shall be specialized in the management of similar projects and cost control. Financial and economic analysis including tariffs will be an advantage. Familiarity with SPCs procurement and safeguard policies is desirable.

### **Power systems and Electricity Grid Expert**

Electrical engineer with minimum 8 years working experience in similar assignments such as grid analysis, islanded grids, mini/micro-grids, underground MV and LV cable laying works including at least 5 years of relevant international assignments, experience in the Pacific region or island contexts is desirable, use of grid simulations software is required.

### **PV System Specialist**

Engineer or similar technical background with minimum 10 years relevant working experience, specialized on PV technology and integration of PV systems, experience in the detailed design of PV plants and elaboration of technical specification is required. Experience in the Pacific region or developing countries is desirable.

### **Civil Engineer**

Civil Engineer (CE) with a minimum of 10 years of professional experience. This experience should include a minimum of 8 years of experience with photovoltaic related infrastructure like structures, technical and multifunctional buildings, PV rooftop integration, etc. The CE should have 8 years of experience of similar assignments in developing countries. The professional experience should demonstrate a knowledge of geological profiles and foundations of small islands.

### **Project Resident Coordinator.**

Any of the above mentioned above personnel must be based in Chuuk as Resident Coordinator.

## F. Scope of Bid Price and Schedule of Payments

- The contract price is lump sum payments based on below milestones
- Financial proposal to include professional fees
- Any travel under this consultancy will be arranged by SPC.
- 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.
- Terms of payment shall be in accordance with the provisions of Article 10 of the SPC General

Conditions

- 

Milestone/deliverables	Deadline
Contract Signed and Workplan Approved	Signing of contract
Inception report including revised scope of works and procurement documents.	1 month after signing of contract
Quarterly report updates of works progress and accompanying technical reports.	August 2024, November 2024, February 2025, May 2025, August 2025
Submissions of Final Reports including Hand Over documentations	18 months after signing of contract

**G. Annexes to the Terms of Reference**

1. Conceptual design and specification report for Fefen, Chuuk
2. Conceptual design and specification report for Piis Paneu and Etten
3. Standards and Guidelines, Standards USA

In USA the relevant codes and standards include:

- Electrical Codes-National Electrical Code
- Article 690: Solar Photovoltaic Systems and NFPA 70
- Article 705: Interconnected Electric Power Sources
- Uniform Solar Energy Code
- Building Codes- ICC, ASCE 7
- UL Standard 1701; Flat Plat Photovoltaic Modules and Panels
- IEEE 1547, Standards for Interconnecting distributed Resources with Electric Power Systems
- UL Standard 1741, Standard for Inverter, converters, Controllers and Interconnection System Equipment for use with Distributed Energy Resources.

## 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
<b>Mandatory requirements</b>		
<p><b>FIRST EMAIL</b></p> <p>a) Bidder's Letter of Application (Annex 1);            b) Conflict of Interest Declaration (Annex 2);            c) Information about the bidder and Due diligence (Annex 3);            d) Technical proposal submission form (Annex 4);                a. Valid Business Licence                b. Demonstrate at least two similar services undertaken in the past ten years</p> <p><b>SECOND EMAIL</b></p> <p>e) Financial proposal submission form (Annex 5).-password protected</p>		Bidders will be disqualified if any of the requirements are not met
<b>Technical requirements</b>		
<b>Technical Requirement 1- Organisational Background and Experience</b>		
<ul style="list-style-type: none"> <li>Years of Establishment – Minimum of 5 years' experience</li> <li>Relevant Experience – At least 2 Past Similar Projects Undertaken</li> </ul>	25%	175
<b>Technical Requirement 2 – Technical Capacity</b>		
<ul style="list-style-type: none"> <li>Team qualifications, capability and experience</li> <li>Delivery Capacity</li> <li>Key personnel to be based in Chuuk.</li> </ul>	35%	245



Technical Requirement 3 – Proposed Approach and Methodology		
<ul style="list-style-type: none"> <li>• Experience in handling multiple suppliers and contractors to ensure quality of service being delivered in time.</li> <li>• Proposed Work Plan and approach for project scenarios provided on the technical submission form.</li> <li>• Understanding of scope and the risks related to the project.</li> <li>• Sustainability Measures</li> <li>• Demonstrate ability to carry out work as per required standards and legislative requirements.</li> <li>• Demonstrate ability to work in remote islands and ability to apply requirements of the respective countries for projects undertaken.</li> </ul>	40%	280
<b>Total Score</b>	<b>100%</b>	<b>700</b>
<b>Qualification score</b>	<b>70%</b>	<b>490</b>

## 4.2 Financial evaluation

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the services 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 services 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
<b>1. Please provide information related to your entity.</b>				
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]			
<b>Status of the entity:</b>				
<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]				
<b>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:</b>				
<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				
<b>3. How many employees does your company and its subsidiaries have?</b>			[provide answer]	
<b>4. Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', what type of business insurance do you have?			[provide answer]	
<b>5. Are you up to date with your tax and social security payment obligations?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', please explain the situation:			[Provide details]	
<b>6. Is your entity regulated by a national authority?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please specify the name:			[Insert name of the national regulation authority]	
<b>7. Is your entity a publicly held company?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>8. Does your entity have a publicly available annual report?</b>			<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					
<b>9. Does your entity have foreign branches and/or subsidiaries?</b>			<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	
<b>10. Does your entity provide financial services to customers determined to be high risk including but not limited to:</b>					
Foreign Financial Institutions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Casinos	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cash Intensive Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Foreign Government Entities	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Non-Resident Individuals	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Money Service Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Other, please provide details:			[Provide details]		
<b>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?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please explain how:		[Provide explanation]			
<b>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?</b>				<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]	
<b>13.Does your entity have an officer responsible for anti-corruption, or anti-money laundering and counter-terrorism financing policy?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please state that officer's contact details:		[Insert name and contact details]			
<b>14.Has your entity or any of its current or former directors or CEOs ever filed for bankruptcy?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:		[Provide details]			
<b>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?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:		[Provide details]			

## SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)

<b>16.Does your entity have a written policy, controls and procedures to implement its Social and Environmental Responsibility (SER) commitments?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please send SPC your policy in English.					
If 'No', what process does your entity have in place to ensure your social and environmental responsibility?				[provide answer]	
<b>Does your Policy or Process cover the followings?</b>					
<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]			
<b>17.Does your entity have an officer responsible for Social and Environmental Responsibility (SER)?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please state that officer's contact details:		[Insert name and contact details]			

## 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

### 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	
Evaluation criteria	Response by Bidder
<b>Experience and specified personnel/sub-contractors</b>	
<p><b>Experience:</b> the bidder must demonstrate at least 10 years' experience in the fields identified in Part 3 and must provide details of two reference clients in this field</p>	<p><b>Experience:</b> [insert details of relevant experience]</p>
	<p><b>Details for three references:</b></p>
	<p>1. Client's name: [insert name of client 1]</p>
	<p>Contact name: [insert name of contact]</p>
	<p>Contact details: [insert contact details]</p>
	<p>Value contract: [insert value of contract]</p>
	<p>2. Client's name: [insert name of client 2]</p>
	<p>Contact name: [insert name of contact]</p>
	<p>Contact details: [insert contact details]</p>
	<p>Value contract: [insert value of contract]</p>
<p><b>Personnel:</b> [insert details of the personnel/sub-contractors required]</p>	<p><b>Details about personnel/sub-contractors</b></p>
	<p>Manager's experience: [insert details about manager's experience]</p> <p>Consultants' experience: [insert details about consultants' experience]</p>
<b>Technical Requirement 1- Organisational Background and Experience</b>	
<p>Years of Establishment – Minimum of 5 years' experience</p> <p>Relevant Experience – At least 2 Past Similar Projects Undertaken</p>	[bidders response]
<b>Technical Requirement 2 – Technical Capacity</b>	
<ul style="list-style-type: none"> <li>Team qualifications, capability and experience</li> <li>Delivery Capacity</li> <li>Key personnel to be based in Chuuk.</li> </ul>	[bidders response]



**Technical Requirement 3 – Proposed Approach and Methodology**

- Experience in handling multiple suppliers and contractors to ensure quality of service being delivered in time.
- Proposed Work Plan and approach for project scenarios provided on the technical submission form.
- Understanding of scope and the risks related to the project.
- Sustainability Measures
- Demonstrate ability to carry out work as per required standards and legislative requirements.
- Demonstrate ability to work in remote islands and ability to apply requirements of the respective countries for projects undertaken.

*[bidders response]*

**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

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 **USD**.

Particulars	Amount (USD)
Professional fees	Day rate: USD _____
Other expenses (please specify)	
<b>TOTAL</b>	

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.

Any Travel under this consultancy will be organised by SPC.

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]*