

REQUEST FOR PROPOSAL (RFP)

FOR GOODS

Project Title:	Safe and sustainable drinking water for Kiritimati Island
Nature of the goods	Supply and delivery of household water treatment and storage devices and technical assistance for the people of Kiritimati Island
Location:	Kiritimati Island
Date of issue:	21/04/2024
Closing Date:	19/05/2024
SPC Reference:	RFP24-6446

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Part 1: INTRODUCTION

1.1 About the Pacific Community (SPC)

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

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

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

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

1.2 SPC's procurement activities

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

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

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

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

1.3 SPC's Request for Proposal (RFP) Process

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

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

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

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

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

SPC has advertised this RFP on its website and may send it directly to potential vendors. The same specifications, submission and other solicitation requirements will be provided to all vendors.

SPC has compiled these instructions to guide prospective bidders and to ensure that all bidders are given equal and fair consideration.

Please read the instructions carefully before submitting your bid. For your bid to be considered, you must provide all the prescribed information by the closing date and in the format specified.

2.2 Submission instructions

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

Your proposal must include the following documents (annexes of [Part 5](#) of the RFP):

- a) Bidder's Letter of Application (Annex 1);
- b) Conflict of Interest Declaration (Annex 2);
- c) Information about the bidder and Due diligence (Annex 3);
- d) Technical proposal submission form (Annex4);
- e) Financial proposal submission form (Annex 5).

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

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

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

Both emails are to be sent to procurement@spc.int with the subject line of your email as: **Submission RFP24-6446**.

Your proposal must be received no later than **19/05/2024** by **11.45PM Fiji Time GMT +12**. Only one bid per bidder is permitted.

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

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

2.3 Clarifications

You may submit questions or seek clarifications on any issue relating to this RFP. The questions are to be submitted in writing to procurement@spc.int with the subject line: **Clarification RFP24-6446**. The deadline for submission of clarifications is **6/05/2024** by **11.45PM Fiji Time GMT +12**.

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 goods and 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. In the absence of requests for changes, the General Conditions of Contract and the terms of the PSA contract shall be deemed to be known, understood, and accepted by the bidder.

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

2.6 Key dates

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

STAGE	DATE
RFP advertised	21/04/2024
Deadline for seeking clarification	6/05/2024
RFP Closing Date	19/05/2024
Award of Contract	12/06/2024
Commencement of Contract	14/06/2024
Conclusion of Contract	31/03/2025

2.7 Legal and compliance

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

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

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

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

Currency, validity, duties, taxes: Unless specifically otherwise requested, all proposals should be in 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.

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

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

to complaints@spc.int.

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

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

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

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

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

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

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

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

2.8 Complaints process

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

Part 3: Specification of Goods

Background/context

The EU- and MFAT-funded *Safe and sustainable drinking water for Kiritimati Island* project, otherwise known as the *Kiritimati Island Water Project*, is being implemented by The Pacific Community (SPC) in partnership with the Ministry of Line and Phoenix Islands Development (MLPID) and other Government of Kiribati (GoK) stakeholders.

This is the third major water project on Kiritimati Island in the past 25 years. The AusAID funded Kiritimati Water and Sanitation Project (KWASP) was implemented by the Overseas Projects Corporation of Victoria (OPCV) in the late 1990s and early 2000s. SPC then implemented the EU and NZ MFAT funded Improved Drinking Water Supply for Kiritimati Island Project (IDWSKIP) from 2014 to 2018. This project is a continuation of the IDWSKIP and is presently undergoing detailed design for the new water supply systems.

One of the primary goals of the project is to improve access to safe, sustainable and secure drinking water for the ~7,500 people of Kiritimati Island. The previous water projects had centralised chlorination units installed, all of which failed within a zero to three years of operation due to chlorine supply chain and maintenance issues.

All centralised water systems on the island are intermittent due to the limited water available and dilapidated condition of the reticulation systems. Rather, water is pumped to household head tanks at low pressure (≤ 7 m; to minimise losses) at predetermined or variable times, depending on the system. Even if the centralised chlorinators were operational, MLPID's Water and Sanitation Division (WSD) are unable to ensure safe water at point of use due to various contamination points between the chlorine dosing point and the user (i.e. centralised village storage tanks, household head tanks, household storage containers, leak points exposed to negative pressures, etc.).

Also, less than 50 percent of Kiritimati's leases are connected to a reliable reticulated water supply and instead use rainwater, open wells and nearby reticulated water points of friends or family. So, even if centralised chlorination systems did satisfactorily disinfect drinking water for reticulated customers, the remaining > 50 percent of the island's population would still not have access to safe drinking water.

For this reason, SPC and WSD will:

- i. Adopt a manual chlorine dosing program to inhibit contaminants and algal growth in transmission and reticulation pipework; and
- ii. Equip each household (~1,250), school (8), kindergarten (~8), healthcare facility (7) and government office (~20) with appropriate water treatment and storage devices, training and sectoral support to ensure every Kiritimati resident has reliable and sustainable access to safe drinking water.

It is the supplies required for the second item above which this RFP is targeting, along with technical assistance (TA) to support training, distribution, monitoring, supply chains and market intelligence creation activities.

A total of 1,500 water treatment and storage devices will be required to achieve 100 percent coverage across Kiritimati Island.

Currently most Kiritimati households treat their water by boiling on a wood fire (no water treatment devices, aside from household bleach to disinfect water and pots/kettles for boiling water, are available from private retailers on Kiritimati). Most of these households do not have internal plumbing, but rather collect water in small tanks, drums or other containers. Women and girls are generally responsible for

collecting water, collecting firewood and boiling water – a labour intensive and time-consuming process. Therefore, while aiming to realise the health and socio-economic benefits of safe drinking water, this initiative also seeks to tackle customary gender inequities apparent with water collection, preparation and consumption on the island.

Recent microbiological testing (E. coli and Total Coliforms) of commonly used community water supply systems on Kiritimati has *generally* resulted in the following results:

Source type	E-coli [WHO health risk category]	Salinity
Groundwater – piped	Moderate risk	500 – 1,500 µS/cm
Open well	Very high risk	500 – 3,500 µS/cm
Rainwater	High risk	50 – 200 µS/cm

List of goods and services

Goods

1,500 high quality complete household water treatment and storage devices are required to be shipped to Kiritimati Island as per the requirements of this Specification of Goods. Should any recommended auxiliary components or spare parts likely be required for the first 2 years or 20,000L of usage (e.g. replacement cartridges, cleaning tools/supplies, or otherwise) they should also be included in the bidder’s proposal.

Any documentation, equipment, materials and other items that may support training, distribution, monitoring and supply chain management for additional devices, spares and repairs on Kiritimati should also be included and listed in the technical and financial proposals.

Given differing household water supply circumstances on Kiritimati (some connected to low pressure reticulated networks, others reliant on on-site or nearby well or rainwater), bidders are welcome to propose more than one type of device, though they must be listed and priced separately with information on which target group each device would likely be most suitable for.

SPC may choose to procure more than one device type from more than one supplier should there be likely strong uptake on Kiritimati with multiple options. If this situation eventuates, SPC will negotiate revised delivery and TA costs with the selected suppliers based on revised quantities and scope. However, for this proposal, please assume that only one bidder will be selected to supply all 1,500 units.

Services

An experienced HHWTS technician and trainer will be expected to travel to Kiritimati for two weeks to assist SPC, MLPID and MHMS (Ministry of Health and Medical Services) with training, distribution and monitoring activities to promote ongoing and appropriate application of water treatment throughout the island

Functional specifications

The functionality of bidders’ proposed water treatment and storage device(s) will be evaluated against the following criteria:

1. Simplicity
 - Useability: ease of operation (filling, dispensing) and setting up.
 - Considerations for vulnerable groups (women, girls, people with disability, children).
 - Additional items or conditions required for device set-up and operation (e.g. power supply, elevated stands, storage tanks, pressurised water, pre-filtration, solar exposure), if any.
2. Compatibility
 - Suitability for:
 - i. Kiritimati households (average 6 persons per household; primary target);
 - ii. Kiritimati schools (roughly 20 to 30 students per class) and healthcare facilities (small community clinics and island hospital wards; secondary target); and
 - iii. Kiritimati government offices and other users (e.g. tourist accommodation; tertiary target).
 - Compatibility with Kiritimati's low pressure reticulated systems (household head tanks plumbed to households or nearby access points) and decentralised supplies (rainwater tanks and hand dug wells with bucket or pump extraction).
3. Protection
 - Effective removal of pathogens (parasites, bacteria and viruses) and other contaminants.
 - Exposure of treated water to contamination after treatment.
 - Rate of decline in effectiveness over time/volume.
 - Safe storage device.
4. Capacity
 - Dirty/clean water vessel volumes, if applicable.
 - Instantaneous and daily flow rate.
5. Cleaning
 - Frequency, duration and complexity of cleaning process.
 - Availability of tools/equipment/adaptors required for cleaning.
6. Longevity
 - Treatment capacity lifespan in terms of total litres treated and/or months or years of service.
 - Robustness and reliability of all device components.
7. Maintenance
 - Availability, frequency and cost of replacement parts and other maintenance requirements.
8. Environment
 - Waste management considerations (recyclable, reusable, compostable, etc.) for packaging, devices, disposables, etc.
 - Waste and carbon emissions from production and freight.

Design and technical specifications

Proposed devices will be evaluated against the following design and technical criteria:

- Microbiological contaminant removal/disinfection rates
 - o Pathogens
 - Parasites: > 99.999 % removal
 - Bacteria: > 99.99 % removal
 - Viruses: devices with the capability to remove viruses will be highly regarded.
- Effectiveness for treating/removing other contaminants to be also listed in the proposal.
- Production quality control
 - o Rigorous quality assurance processes and protocol.
- Compliance with Australian Drinking Water Guidelines.¹
 - o Any applicable AS/NZS certification (or other standards' certification compliance) should accompany the proposal.

Devices can be of any type (membrane, ceramic, solar, sand/biosand, UV, distillation, etc.), as with storage devices (plastic buckets, jerry cans, inbuilt vessels, etc.). Those with the best combination of attributes meeting the functional and technical specifications in this Specification of Goods, alongside price, will be considered for bulk purchase.

Technical assistance

The HHWTS technical and training specialist will travel to Kiritimati shortly after the release of materials from Kiritimati Island Port. Item release from the Kiribati Port Authority (KPA) normally takes 2 to 4 weeks from the offloading date. SPC are aiming for contract signing to take place in late June 2024 and device delivery to Kiritimati in September/October 2024. Therefore the TA would likely travel to Kiritimati in October/November 2024.

The TA will be responsible for:

- Leading training of trainers (ToT) sessions with Government and community counterparts.
- Contributing to distribution planning.
- Supporting community, school and institutional training sessions (those undertaken during the TA's 2-week visit).
- Developing a realistic monitoring and support program to measure and encourage ongoing application of the HHWTS devices.

¹
https://www.nhmrc.gov.au/sites/default/files/documents/attachments/publications/Australian_Drinking_Water_Guidelines_ADWG_V3-8_Sep2022.pdf

- SPC have up to 15 tablets plus a cohort of trained local enumerators available to assist.
- Engaging private sector to establish market intelligence and supply chains for HHWTS solutions.

Local community groups (women's, youth, church and other) will be engaged by SPC as needed to assist with distribution, training and monitoring activities.

Delivery requirements

The supplier will be responsible for delivering all items to Kiritimati Island Port (**not Tarawa**) in Kiribati. SPC will facilitate customs clearance and pay associated destination charges.

Delivery should be as soon as possible, though no longer than six months from contract signing. Ships normally travel to Kiritimati Island once every 3 months.

Delivery costs are to include shipping, export charges, insurance and other associated freight expenses to deliver to Kiritimati Island.

Items are to be packed and clearly labelled with contents and quantity of each package, e.g. "Water filter, 100 units".

Warranty requirements

The bidders should clearly state the warranty period for the items with a minimum being the factory warranty.

Reporting arrangements

The supplier will provide all necessary transport documents (bill of lading, packing list, insurance certificate, etc.) as soon as they are available.

AS/NZS or other applicable certifications must be provided prior to shipping.

The Technical Advisor (TA) travelling to Kiritimati will work under the direct supervision of SPC's Project Coordinator, Safe and Sustainable Drinking Water for Kiritimati Island.

The TA will be expected to travel to Kiritimati no more than six weeks after the HHTWS devices are cleared from Kiritimati Port (items are normally cleared 2 to 4 weeks after the ship arrival). Travel costs, accommodation and meals will be covered by SPC as per SPC Travel Policy (**do not include travel expenses in your financial proposal**). As of February 2024, the per diem for Kiritimati Island was EUR 122 (~AUD 200) per day.

SPC will cover on-island transport, convene stakeholder consultations, engage local support groups, organise enumerators, pay venue and catering costs and provide up to 15 monitoring tablets. Any other expenses associated with on-island training, distribution, monitoring and other stakeholder engagement activities (additional to the HHWTS devices themselves) should be included in the financial proposal.

Skills and qualifications

Bidders are required to provide a brief (maximum two page) proposal highlighting the:

- Key activities and dates proposed to deliver the goods and services outlined in this Specification of Goods; and
- Intended approach and methodology to support HHWTS training, distribution, monitoring, market intelligence creation and sustained supply chains on-island.

Bidders are also required to provide a brief technical proposal (preferably using the template provided in Annex 4) highlighting compliance, knowledge, skills and previous experience in the following areas and attributes.

Organisational and technical requirements for the provision of goods:

- Compliance with functional requirements as stated in the Specification of Goods, based on simplicity, compatibility, protection, capacity, cleaning, longevity, maintenance and environmental considerations.
- Evidence of at least 5 years' practical experience in supply of similar items (at least 2 supply contracts; contracts with SPC should also be included).
- Compliance with design and technical requirements as stated in the Specification of Goods.
- Proven experience shipping goods in the Pacific and capability to deliver to Kiritimati Island within six months.

Technical advisor requirements for provision of technical assistance services on-island:

- At least 10 years practical experience in provision and application of HHWTS devices (preferably those suited to a remote island setting, such as Kiritimati), parts and services.
- Experience working with and effectively building capacity of local counterparts in HHWTS training, distribution and monitoring.

Scope of bid price and schedule of payments

The value of the contract will be based on milestones/outputs outlined in the table below.

The terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.

#	Milestone/Output	Deadline	% Payment
1	Provision of updated delivery schedule	Within 2 weeks of contract signing	10%
2	Submission of freighting documents and applicable certifications	Within 3 months of contract signing	20%
3	Delivery, quality check and acceptance of goods on Kiritimati Island	Within 7 months of contract signing ²	40%
4	Technical assistance (2 weeks on-island) supporting HHWTS training, distribution, monitoring and private sector support activities	Within 9 months of contract signing	30%
	TOTAL		100%

²After unloading of shipping containers at Kiritimati Island Port, it normally takes 2 – 4 weeks for SPC to release goods from the Port Authority and undertake necessary inventory and quality checks before issuing an Acceptance Certificate.

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Evaluation criteria & Score Weight

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

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

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

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

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
<p>E-mail 1 (technical submission):</p> <ol style="list-style-type: none"> 1. The bidder will need to attach a brief (maximum 2 page) work schedule summarising: <ul style="list-style-type: none"> - The key activities and dates proposed to deliver the goods and services as outlined in the Specification of Goods; and - Proposed approach to providing the necessary TA on-island for training, distribution, monitoring and other capacity building activities. 2. Information on proposed HHWTS device(s) 3. Letter of application (Annex 1) 4. Conflict of interest declaration (Annex 2) 5. Completed Information about the bidder and due diligence form (Annex 3) 6. Technical Proposal submission Form (Annex 4) 7. CV of Technical Advisor nominated to travel to Kiritimati Island <p>E-mail 2 (financial submission):</p> <ol style="list-style-type: none"> 8. Password protected Financial Proposal submission for (Annex 5) 	<p>Bidders will be disqualified if any of the requirements are not met</p>	
Organisational and Technical Requirements		
Functional		
Compliance with functional requirements as stated in the Specification of Goods, based on simplicity, compatibility, protection, capacity, cleaning, longevity, maintenance and environmental considerations	40%	280
Supply Experience		
Evidence of at least 5 years' practical experience in supply of similar items (at least 2 supply contracts; contracts with SPC should also be included)	10%	70

Design and Technical		
Compliance with design and technical requirements as stated in the Specification of Goods	10%	70
Delivery		
Compliance with design and technical requirements as stated in the Specification of Goods	10%	70
Technical Advisor Requirements		
Practical experience		
At least 10 years practical experience in provision and application of HHWTS devices (preferably those suited to a remote island setting, such as Kiritimati), parts and services	15%	105
Capacity building		
Experience working with and effectively building capacity if local counterparts in HHWTS training, distribution, and monitoring.	15%	105
Total Technical Score	100%	700
Qualification score	70%	490

4.2 Financial evaluation

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the goods 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 goods for the sum as may be ascertained in accordance with the Financial Proposal attached herewith and made part of this proposal.

We acknowledge that:

- SPC may exercise any of its rights set out in the Request for Proposal documents, at any time;
- The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
- The Request for Proposal documents are a summary only of SPC's requirements and is not intended to be a comprehensive description of them;
- Neither the lodgement of the Request for Proposal documents nor the acceptance of any tender nor any agreement made subsequent to the Request for Proposal documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the Request for Proposal documents, or since the date as at which any information contained in the Request for Proposal documents is stated to be applicable;
- Excepted as required by law and only to the extent so required, neither SPC, nor its respective officers, employees, advisers or agents will in any way be liable to any person or body for any loss, damage, cost or expense of any nature arising in any way out of or in connection with any representations, opinions, projections, forecasts or other statements, actual or implied, contained in or omitted from the Request for Proposal documents.

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded on the basis of the Technical and Financial Components proposed.

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

Signature:

Name of the Bidder's representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

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

Annex 2: CONFLICT OF INTEREST DECLARATION

INSTRUCTIONS TO BIDDERS

What is a conflict of interest?

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

Always declare a conflict

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

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

Declaration at any time

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

Declaration for any person involved

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

Failure

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

DECLARATION

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

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

In addition, I undertake to:

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

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

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

Signature:

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

Title: *[insert Title of the representative]*

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

Annex 3: INFORMATION ABOUT THE BIDDER AND DUE DILIGENCE

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

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

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

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

SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)

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

SUPPORTING DOCUMENTS (where relevant)

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

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

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

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

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

Signature:

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

Title: *[insert Title of the representative]*

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

Annex 4: TECHNICAL PROPOSAL SUBMISSION FORM

INSTRUCTIONS TO BIDDERS

Please complete the table below to support technical evaluation of bids.

Technical criteria	
Mandatory Requirements	Response by Bidder
E-mail 1 (technical submission)	
1. Approach: Please provide a brief (maximum 2 page) work schedule summarising (i) the key activities and dates proposed to deliver the goods and services as outlined in the Specification of Goods; and (ii) proposed approach to providing the necessary TA on-island for training, distribution, monitoring and other capacity building activities. <i>(Mandatory)</i>	Check if submitted with the technical proposal <input type="checkbox"/>
2. Device information: Please provide specifications, brochures, guides (installation, operation, maintenance) and other associated information related to the proposed HHWTS device(s)	Check if submitted with the technical proposal <input type="checkbox"/>
3. Letter of application: Annex 1	Check if submitted with the technical proposal <input type="checkbox"/>
4. Conflict of interest declaration: Annex 2	Check if submitted with the technical proposal <input type="checkbox"/>
5. Information about the bidder and due diligence form: Annex 3	Check if submitted with the technical proposal <input type="checkbox"/>
6. Technical Proposal submission Form: Annex 4 (this form)	Check if submitted <input type="checkbox"/>
7. CV of Technical Advisor nominated to travel to Kiritimati Island	Check if submitted with the technical proposal <input type="checkbox"/>
E-mail 2 (financial submission – password protected)	
Financial Proposal submission: Annex 5	Check if <u>password protected</u> and submitted <u>separately</u> <input type="checkbox"/>
Organisational and technical requirements	

Functional	
<p>Compliance with functional requirements as stated in the Specification of Goods, based on:</p> <ul style="list-style-type: none"> - Simplicity - Compatibility - Protection - Capacity - Cleaning - Longevity - Maintenance - Environmental considerations <p>(40%)</p>	[Bidder's answer]
Supply experience	
Evidence of at least 5 years' practical experience in supply of similar items (at least 2 supply contracts; contracts with SPC should also be included) (10%)	[Bidder's answer]
Design and technical	
Compliance with design and technical requirements as stated in the Specification of Goods (10%)	[Bidder's answer]
Delivery	
Proven experience shipping goods in the Pacific and capability to deliver to Kiritimati Island within six months (10%)	[Bidder's answer]
Technical advisor requirements	
Practical experience	
At least 10 years practical experience in provision and application of HHWTS devices (preferably those suited to a remote island setting, such as Kiritimati), parts and services (15%)	[Bidder's answer]
Capacity building	
Experience working with and effectively building capacity if local counterparts in HHWTS training, distribution and monitoring (15%)	[Bidder's answer]

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

1. All costs indicated on the Financial Proposal should be **inclusive** of applicable taxes.
2. **You must submit this Financial Proposal in a separate email to the technical proposal.** All prices in the proposal must be presented in AUD. **Your Financial Proposal is to be password protected.** SPC will request the password if required.
3. Please complete the yellow cells below for at least one device option.

FINANCIAL PROPOSAL TABLE

GOODS	
Device Option 1 (<i>mandatory</i>)	
Item name	
Item description (brief)	
Target users (e.g. HH, school, community, etc.)	
Item inclusions (adaptors, spares, cleaning equipment)	
Unit price [AUD]	AUD
Minimum order quantity at given unit price	
Material cost for 1,500 units [AUD]	AUD
Delivery cost for 1,500 units [AUD]	AUD
Total cost for 1,500 units delivered to Kiritimati [AUD]	AUD
Device Option 2 (<i>optional</i>)	
Item name	
Item description (brief)	
Target users (e.g. HH, school, community, etc.)	
Item inclusions (adaptors,	

spares, cleaning equipment)	
Unit price [AUD]	AUD
Minimum order quantity at given unit price	
Material cost for 1,500 units [AUD]	AUD
Delivery cost for 1,500 units [AUD]	AUD
Total cost for 1,500 units delivered to Kiritimati [AUD]	AUD
Device Option 3 (optional)	
Item name	
Item description (brief)	
Target users (e.g. HH, school, community, etc.)	
Item inclusions (adaptors, spares, cleaning equipment)	
Unit price [AUD]	AUD
Minimum order quantity at given unit price	
Material cost for 1,500 units [AUD]	AUD
Delivery cost for 1,500 units [AUD]	AUD
Total cost for 1,500 units delivered to Kiritimati [AUD]	AUD
SERVICES	
Professional fees for Technical Advisor's 2-week trip to Kiritimati*	AUD
Other related costs (if any, please specify)	AUD _____

*Travel costs, accommodation and meals will be covered by SPC as per the SPC Travel Policy (**do not include travel expenses in your financial proposal**). As of April 2024, the per diem for Kiritimati was EUR 122 (~AUD 200) per day.

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, considering all that is required for the full and proper performance of the contract and to have included all applicable 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]*