



# REQUEST FOR QUOTATION (RFQ)

## FOR GOODS

RE-ADVERTISEMENT

<b>Project Title:</b>	<b>SPC Water Supply Projects</b>
<b>Nature of the goods</b>	Supply and delivery of water supply materials for Tabwakea upstream infrastructure
<b>Location:</b>	Kiritimati Island, Kiribati
<b>Date of issue:</b>	5/02/2025
<b>Closing Date:</b>	12/02/2025
<b>SPC Reference:</b>	RFQ25-7563

## Contents

<b>PART 1: INTRODUCTION .....</b>	<b>3</b>
<b>1.1 ABOUT THE PACIFIC COMMUNITY (SPC)</b>	<b>3</b>
<b>1.2 SPC'S PROCUREMENT ACTIVITIES</b>	<b>3</b>
<b>1.3 SPC'S REQUEST FOR QUOTATION (RFQ) PROCESS</b>	<b>3</b>
<b>PART 2: INSTRUCTIONS TO BIDDERS .....</b>	<b>3</b>
<b>2.1 BACKGROUND</b>	<b>3</b>
<b>2.2 SUBMISSION INSTRUCTIONS</b>	<b>4</b>
<b>2.3 EVALUATION &amp; CONTRACT AWARD</b>	<b>4</b>
<b>2.4 KEY CONTACTS</b>	<b>4</b>
<b>2.5 KEY DATES</b>	<b>4</b>
<b>2.6 LEGAL AND COMPLIANCE</b>	<b>5</b>
<b>2.7 COMPLAINTS PROCESS</b>	<b>5</b>
<b>PART 3: SPECIFICATION OF GOODS .....</b>	<b>6</b>
<b>SUPPLY AND DELIVERY OF WATER SUPPLY MATERIALS FOR TABWAKEA UPSTREAM INFRASTRUCTURE</b>	<b>6</b>
<b>3.1 BACKGROUND/CONTEXT</b>	<b>6</b>
<b>3.2 FUNCTIONAL, DESIGN AND TECHNICAL SPECIFICATIONS</b>	<b>6</b>
<b>3.3 DELIVERY REQUIREMENTS</b>	<b>7</b>
<b>3.4 QUALITY CONTROL</b>	<b>8</b>
<b>3.5 WARRANTY REQUIREMENTS (WHEN APPLICABLE)</b>	<b>8</b>
<b>3.6 REPORTING ARRANGEMENTS</b>	<b>8</b>
<b>3.7 SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS</b>	<b>8</b>
<b>PART 4: PROPOSAL EVALUATION MATRIX.....</b>	<b>9</b>
<b>4.1 COMPETENCY REQUIREMENTS &amp; SCORE WEIGHT</b>	<b>9</b>

## Part 1: INTRODUCTION

### 1.1 About the Pacific Community (SPC)

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

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

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

### 1.2 SPC's procurement activities

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

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

### 1.3 SPC's Request for Quotation (RFQ) Process

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

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

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

## Part 2: INSTRUCTIONS TO BIDDERS

### 2.1 Background

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

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

## 2.2 Submission Instructions

You must **submit your quotation and all supporting documents** in English and as an attachment to an email sent to [jakew@spc.int](mailto:jakew@spc.int) and with the subject line of your email as follows: **Submission** RFQ25-7563. The email should also be copied to [rfq@spc.int](mailto:rfq@spc.int).

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- Technical Submission Form completed (Annex 2)
- Financial Submission form completed (Annex 3).

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

Bids will be evaluated on the basis of information received by **11.45pm FJT on 12/02/2025**.

## 2.3 Evaluation & Contract Award

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

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

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

## 2.4 Key Contacts

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

Jake Ward will be your primary point of contact for this RFQ and can be contacted at [jakew@spc.int](mailto:jakew@spc.int). You should copy any communications into [rfq@spc.int](mailto:rfq@spc.int).

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

## 2.5 Key Dates

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

STAGE	DATE
RFQ sent to potential vendors	5/02/2025

<b>RFQ Closing Date</b>	12/02/2025
<b>Award of Contract</b>	TBC
<b>Commencement of Contract</b>	TBC
<b>Conclusion of Contract</b>	TBC

## 2.6 Legal and compliance

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

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

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

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

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

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

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

## 2.7 Complaints process

Bidders that consider they were not treated fairly during any SPC procurement process may lodge a protest. The protest should be addressed to [complaints@spc.int](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: SPECIFICATION OF GOODS

### SUPPLY AND DELIVERY OF WATER SUPPLY MATERIALS FOR TABWAKEA UPSTREAM INFRASTRUCTURE

#### 3.1 Background/context

Kiribati's Kiritimati Island has been experiencing ongoing water supply difficulties and has limited water resources. There is a need to upgrade the groundwater supply from the Four Wells and Decca freshwater lenses to Tabwakea village.

The European Union and New Zealand MFAT funded Kiritimati Island Water Project covers water supply improvement works throughout Kiritimati Island, including the construction of new infiltration galleries, pump wells, pipelines, reticulation, household connections and two tank stations at Tabwakea village. The project is being implemented by SPC in partnership with Government of Kiribati (GoK), in particular Ministry of Line and Phoenix Islands Development (MLPID).

SPC are in the process of ordering bulk water supply materials via preferred supplier agreements (PSAs) for most works under the project, to be installed using local resources. Additional items for upstream works (gallery construction and transmission pipelines) not listed under the PSAs are being procured through this RFQ.

#### 3.2 Functional, design and technical specifications

The table below lists the materials to be procured under this RFQ, along with their intended purpose.

Item	Size	Material	Description	Unit	Qty	Purpose
PVC pipe	50mm x 5.8m	PVC-U	Pressure pipe PN-12 5.8m SWJ	length	6	Short lengths will be cut to join 50mm meter assembly with to 100mm PVC transmission line.
PVC end cap	375mm	PVC-U	End cap pressure plain SWJ F	pc	20	Top and bottom caps for gallery pump wells made from 375mm PVC PN12 pressure pipe.
PVC cross connector	375/375/150/150mm	PVC-U	4-way cross connector pressure SWJ FFFF, 375mm PN12 vertical, 150mm PN9 horizontal	pc	10	Connect 375mm PN12 PVC vertical pump well to 150mm PN9 slotted PVC horizontal gallery borescreen.
DI spool piece (riser) with tapping	80mm x 900mm	DI	Spool piece (hydrant riser), flange-flange, DN80 with 12.5mm BSP tapping at midpoint	pc	8	Straight run spool piece immediately upstream of 80mm water meter, with ½" tapping for fitting with pressure gauge and manual ARV.
Nipple	1/2"	SS316	Nipple 1/2" BSP MM	pc	22	Fittings to connect spool piece tapping to pressure gauge and manual ARV.
Bushing	3/4" x 1/2"	SS316	Bushing 3/4" x 1/2" BSP MF	pc	12	
Tee	1/2"	SS316	Tee SS 1/2" BSP FFF	pc	8	
Packing set	50mm	SS316	Packing set to suit PN16 flanged DIxDI connections (nuts, bolts, washers & gaskets)	pc	22	Joining 50mm flanged connections.

Packing set	250mm	SS316	Packing set to suit PN16 flanged DIxDI connections (nuts, bolts, washers & gaskets)	pc	20	Joining 250mm flanged connections.
Handheld VHF radio	5W		Marine VHF handheld radio, 5W with charger (type I power plug)	set	4	On-site communication between construction teams.
Binoculars	X10		Small, durable field binoculars, min 10x magnification	set	2	Pipelaying and surveying.

An explanation of what information would be expected for each item bid upon is provided below, as per column headings in Annex 4.

Availability of item

Advise typical availability and lead time for each item ex works.

AZ/NZS compliance

Where applicable, state AS/NZS standard and whether compliant or not. Please enter brief justification for any non-compliance.

Alternative

If the specified item is unavailable, and/or if bidder has an alternative option that may better satisfy project requirements, please enter details of the suggested alternative.

Comments

Please enter any other associated information regarding the item, such as brand, type, make, model, specifications, warranty, auxiliary items, etc. For the DI spool piece, please state the internal and external lining.

Materials must be of a high structural integrity and quality and able to withstand hot and corrosive Kiritimati Island environment for an effective design life of at least 20 years. Pipe and fittings will be used to transfer drinking water from slightly saline groundwater galleries to village tank and pump stations.

**3.3 Delivery Requirements**

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

Delivery should be as soon as possible from signing of Contract or release of Purchase Order (whichever comes first<sup>1</sup>), though no longer than seven months. Approximate shipping frequency for the given ports is provided below.

Delivery costs are to include pre-shipment inspections, packing, handling, shipping, export charges, insurance, and other associated freight expenses to deliver to the designated island.

Items are to be packed, clearly labelled and secured appropriately to minimise any damage or distortion during transit. Strategic packing is encouraged to save space and reduce shipping cost.

<sup>1</sup> A PO only will be needed if the Contractor agrees to a single 1-off payment upon receipt and acceptance of materials; a Contract will be prepared should staged payments be required.

### 3.4 Quality control

The Contractor must undertake vigilant pre-shipment quality checks.

The Contractor is to provide photos of all bulk items and packed containers immediately prior to closing and locking in shipment.

SPC staff may choose to perform pre-shipping quality checks.

### 3.5 Warranty Requirements (when applicable)

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

### 3.6 Reporting Arrangements

The Contractor will provide all necessary shipping documents as soon as they are available.

AS/NZS certifications for pipe, fittings and any other applicable items must also be provided prior to shipping.

### 3.7 Scope of Bid Price and Schedule of Payments

1. The rates quoted by the bidder should represent best value for money.
2. As per Section 22 of SPC's General Terms and Conditions of Contract, while SPC is exempt from tax in Kiribati, the financial proposal is to take into account all expenses the organisation will incur in the delivery of the scope of work.
3. Payment for supply and delivery of goods will either be 100% upon receipt and acceptance of goods on Kiritimati Island, or, if staged, as follows.

Invoice #	Milestone/Output	% Payment
1	Submission of updated delivery schedule (1 week within contract signing)	20%
2	Submission of freighting documents and applicable certifications (AS/NZS, pre-shipping quality check, other)	30%
3	Delivery, quality check and acceptance of goods at destination	50%
	<b>TOTAL</b>	<b>100%</b>



## Part 4: PROPOSAL EVALUATION MATRIX

### 4.1 Competency Requirements & Score Weight

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

Competency requirements	Score weight (%)	Points obtainable
The bidder will need to attach: <ol style="list-style-type: none"> <li>1. <a href="#">Conflict of interest declaration form</a> (Annex 1)</li> <li>2. Technical proposal submission form (Annex 2)               <ul style="list-style-type: none"> <li>- Including specifications and certifications for pole mounts and modules</li> </ul> </li> <li>3. Financial proposal submission form (Annex 3)</li> </ol>		<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met
<b>Functional, design and technical specification:</b> Compliance with functional, design and technical requirements as stated in the Specification of Goods	50%	500
<b>Supply experience:</b> Evidence of at least 5 years' practical experience in supply of similar goods	10%	100
<b>Delivery:</b> Experience shipping goods in the Pacific and capacity to deliver items within 6 months	10%	100
<b>Maximum technical score</b>	<b>70%</b>	<b>700</b>
<b>Maximum financial score</b>	<b>30%</b>	<b>300</b>
<b>Maximum total score</b>	<b>100%</b>	<b>1000</b>