

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Safe and sustainable drinking water for Kiritimati Island
Nature of the services	Water Engineer
Location:	Kiritimati Island
Date of issue:	15/11/2022
Closing Date:	27/11/2022
SPC Reference:	RFQ22-4772-PRO

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Part 1: INTRODUCTION

1.1 About the Pacific Community (SPC)

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

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

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

1.2 SPC's procurement activities

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

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

1.3 SPC's Request for Quotation (RFQ) Process

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

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

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

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

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

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

2.2 Submission Instructions

You must **submit your quotation and all supporting documents** in English and as an attachment to an email sent to jakew@spc.int and with the subject line of your email as follows: **Submission RFQ22-4772-PRO**. The email should also be copied to rfq@spc.int.

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- Technical and Financial Proposal templates completed
- Consultant's CV submitted.

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 **4PM Fiji time GMT+12 on 27/11/2022**.

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. You should copy any communications into rfq@spc.int.

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

2.5 Key Dates

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

STAGE	DATE
RFQ sent to potential vendors	15/11/2022
RFQ Closing Date	27/11/2022
Award of Contract	9/12/2022
Commencement of Contract	9/12/2022
Conclusion of Contract	31/12/2023

2.6 Legal and compliance

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

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

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

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

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

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

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

2.7 Complaints process

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

Part 3: TERMS OF REFERENCE

A. Background/context

The 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. UNICEF are leading implementation of the sanitation and hygiene components under the same framework EU-GoK Partnership for inclusive and socio-economic development.

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.

The Concept Design Report (see Annex 2 to this ToR) for upgrading groundwater supply infrastructure¹ to meet long-term demand (by 2045 or when all residential leases are fully occupied, whichever is greater) was developed by Bill Bencke in early 2022. The project scope for infrastructure works has been drawn from high priority parts of the Concept Design that can potentially be delivered using available project resources. The Detailed Design work will be commencing soon (contract award and signing expected by late November 2022). It is anticipated that the remaining water system upgrade and expansion works detailed in the Concept Design will be re-evaluated and undertaken at a later stage when funding and time permits.

Water system improvements for this project will focus on increasing abstraction capacity from the Four Wells freshwater lens and expansion of the Tabwakea village reticulation system. Other works will include smaller-scale upgrades to the other main Kiritimati Island water supply systems: (i) Decca lens to Tennessee and London villages; (ii) Banana lens to Banana and Main Camp villages; and (iii) New Zealand Airfield lens to Poland village.

B. Purpose, objectives, scope of services

SPC are seeking an experienced water engineer to:

- Provide ad-hoc advice as required on hydraulic issues related to the project.
- Determine the most appropriate pump types, configurations and power supplies for the current and planned water supply infrastructure.
- Provide water engineering support to the detailed design consultant and review of the detailed designs.
- Work with Island Hydrology Services (Hydrogeology TA) to investigate and advise on groundwater gallery design, locations and configuration.
- Build capacity of SPC and MLPID staff in applicable aspects of water engineering, where possible.

¹ Groundwater abstraction is the focus of the Concept Design and the SPC project due to its relative simplicity, availability, viability and low cost as compared to rainwater (Kiritimati receives little and typically highly variable rainfall) and desalination (associated with high capital costs, operating costs and energy requirements). SPC will investigate the viability of desalination and rainwater and their place in the Kiritimati water supply portfolio to fill the supply-demand gaps that groundwater is unable to satisfy.

C. Timelines

The Consultant will be engaged from date of signing through to December 2023 for up to 60 working days to perform the necessary scope and deliver the required outputs, commencing immediately upon contract signing (est. late December 2022). Deadlines for specific deliverables/requirements will be dependent on project needs and agreed between the Consultant and the Project Coordinator throughout the contract implementation period.

D. Reporting and contracting arrangements

The Consultant will work under the direct supervision of SPC's Project Coordinator, Safe and Sustainable Drinking Water for Kiritimati Island Project.

The MLPID WSD Engineer, SPC Project Coordinator and Hydrology Technical Advisor (TA) will be focal points for all information requests and feedback with the Consultant. The Water Engineer Consultant will also be working closely with the Detailed Design Consultant.

Should the consultant be required to travel to Kiritimati at any stage under this consultancy, travel costs, accommodation, and meals will be covered by SPC as per the SPC Travel Policy.

Within the first month of the consultancy, a brief work plan, as agreed with the Project Coordinator, will be required from the Consultant outlining intended scope of work to be covered. This workplan will likely undergo update iterations throughout the contract duration.

E. Skills and qualifications

Bidders are required to provide a brief proposal highlighting compliance, knowledge and previous experience in the following areas and attributes.

- Tertiary qualification in water engineering
- At least 20 years practical experience in design of water supply systems and hydraulics engineering
- On island experience with Kiritimati Island water supply
- At least 10 years' experience with atoll water supply evaluation and design
- Experience working with and building capacity of urban water supply authorities.

F. Scope of Bid Price and Schedule of Payments

- This will be a time based contract.
- The value of the contract will be based on number of days dedicated to the scope of work outlined in this ToR, up to a maximum of 60 person-workdays.
- Terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.

Milestone/deliverables	Deadline	% payment
On receipt of technical advice and recommendations as per the Terms of Reference of this RFQ	12 months after contract signing*	100%

* Invoices may be submitted at any time, though no more frequently than quarterly. Invoices are to be accompanied with a timesheet specifying days worked and daily scope completed.

G. Annexes to the Terms of Reference

Annex 1 – Concept Design Report

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
<ul style="list-style-type: none"> - Technical and Financial Proposal templates completed - Consultant's CV submitted 	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirement 1: At least 20 years practical experience in design of water supply systems and hydraulics engineering	28%	280
Technical requirement 2: On island experience with Kiritimati Island water supply	14%	140
Technical requirement 3: At least 10 years' experience with atoll water supply evaluation and design	14%	140
Technical requirement 4: Tertiary qualification in water engineering	7%	70
Technical requirement 5: Experience working with and building capacity of urban water supply authorities	7%	70
Price	30%	300
Total Score	100%	1,000

Part 5: TECHNICAL AND FINANCIAL PROPOSAL FORMS

PART A – Background

RESPONSE BY BIDDER	
Name	
Physical Address	
Postal Address	
Telephone Contact	
Email	

PART B – Technical evaluation criteria

Technical Requirements	
Competency Requirements	Response by Bidder
<p>Experience: Evidence of the bidder’s relevant experience must be submitted. Bidders shall provide details of two contracts that demonstrate their track record in completing works/services similar to the ToR in Part 3 of this RFQ. The bidder should provide contact details of one referee for each of the contracts. The contracts should have been completed or substantially completed within the last 8 years. Please attach CV(s) and any supporting information as necessary.</p>	<p>Details for two references</p>
	<p>1. Client’s name: <i>[insert name of client 1]</i></p>
	<p>Contact name: <i>[insert name of contact]</i></p>
	<p>Contact details: <i>[insert contact details]</i></p>
	<p>Value contract: <i>[insert value of contract]</i></p>
	<p>2. Client’s name: <i>[insert name of client 2]</i></p>
	<p>Contact name: <i>[insert name of contact]</i></p>
	<p>Contact details: <i>[insert contact details]</i></p>
<p>Value contract: <i>[insert value of contract]</i></p>	
<p>Practical experience</p>	
<p>At least 20 years practical experience in design of water supply systems and hydraulics engineering</p>	<p><i>[Bidder’s answer]</i></p>
<p>On-island experience</p>	

On island experience with Kiritimati Island water supply	[Bidder's answer]
Atoll water supply	
At least 10 years' experience with atoll water supply evaluation and design	[Bidder's answer]
Tertiary qualifications	
Tertiary qualification in water engineering	[Bidder's answer]
Utility capacity building	
Experience working with and building capacity of urban water supply authorities	[Bidder's answer]

PART C – Financial proposal

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

Particulars	Amount (AUD)
Professional fees	Day rate: AUD _____ Maximum days: 60 days
Total financial offer (exclusive of taxes)	Maximum total fee: AUD _____

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.

Should the Consultant be required to travel to Kiritimati at any stage under this consultancy, travel costs, accommodation, and meals will be covered by SPC as per the SPC Travel Policy.