



## REQUEST FOR PROPOSAL (RFP)

### FOR WORKS

<b>Project Title:</b>	Selection of Preferred Suppliers for cabling works and services for SPC Noumea
<b>Nature of the works</b>	Provide installation and maintenance of cabling solutions to SPC Noumea
<b>Location:</b>	Noumea
<b>Date of issue:</b>	24/03/2023
<b>Closing Date:</b>	21/04/2023
<b>SPC Reference:</b>	RFP22-4697

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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 quotations; 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 works as specified in [Part 3](#).

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

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.

In the context of this call for tenders and in order to enable bidders to make a precise assessment of the expected works, an on-site visit will be organised on :

1. Tuesday 11/04/2023 at 1pm.
2. Thursday 13/04/2023 at 08am.

Bidders are required to participate in at least one on-site visit to be eligible. A certificate of completion will be handed to all participants.

You must confirm your participation by return email to [procurement@spc.int](mailto:procurement@spc.int) with the subject line of your email: **Site Visit RFP22-4697 - Selection of Preferred Suppliers for cabling works and services for SPC Noumea.**

The email must specify which visit you wish to attend and must be sent no later than **28/03/2023 at 4pm Noumea time.**

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 (Annex 4), together with a technical memo of maximum 10 pages (excluding annexes) specifying:
  - Your organisation and the skills and facilities you have in place to carry out the works covered by the Scope of Works;
  - The brands of materials used and your supply channels;
  - The measures taken within your company in terms of environmental protection and sustainable development (recycling, etc.);
  - The list of standards in force for the execution of the works;
  - At least 3 references for similar works (name and contact of your customer, description of the works and amount of the contract).
  - Your ability to carry out the optional services.
- e) The certificate of completion of the on-site visit, signed and stamped by SPC.
- f) Financial Proposal Submission Form (Annex 5) completed with the Unit Price Schedule in Excel format (Annex 5.1).

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

You must submit your **Technical Proposal** (Annexes 1 to 4 and 6, and all their supporting documents) in English or in French as an attachment to one email. No financial information may appear in the technical proposal.

You must submit your **Financial Proposal** (Annex 5 & 5.1) in a separate email. All prices in the proposal must be presented in XPF. 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 RFP22-4697 – Selection of preferred suppliers for cabling works and services for SPC Noumea**.

Your proposal must be received no later than **21/04/2023** by **4 pm, Nouméa 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**

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 RFP 22-4697 – Selection of preferred suppliers for cabling works and services for SPC Noumea**. The deadline for submission of clarifications is **18/04/2023** by **4 pm, Nouméa 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, these could include educational qualification, professional accreditation or certification, licensing, experience and expertise.

## 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 is to be exclusive of any taxes and is not subject to revision.

### 2.5 Contract award

The purpose of this RFP is to implement Preferred Supplier Agreements (PSAs) with companies responsible for cabling works and services.

An example of a PSA is attached to this RFP for information purposes.

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 requests for amendments to the General Terms and Conditions of Contract and/or the contractual clauses of the PSA must be made when submitting the bid and attached to the Technical Proposal.**

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	24/03/2023
On-site visits	11/04/2023 at 1 pm 13/04/2023 at 8 am
Deadline for seeking clarification	18/04/2023
RFP Closing Date	21/04/2023 at 4 pm

### 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 quotations:** 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 XPF 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: Scope of Works

### A. Scope of application

The successful contractor(s) will be required to carry out the installation and maintenance of the network cabling, at the express request of the SPC.

SPC's offices consist of 12 buildings (with 2 or 3 levels on each) grouped together at Anse Vata over 7000 m2.

At an estimate there would be around 300 existing network cables that are housed in a skirting/wall duct. These supply network to staff, printers, access points and other network equipment. Each of these buildings has a cabinet with fibre and network equipment.

### B. Type of Works

The works requested under the contract are **on-demand or on a per-schedule basis**.

The contractor(s) selected under this contract must be able to primarily carry out data cabling works including:

- Removal of existing cabling that includes old network cabling, phone cabling, wall sockets, patch panels and racks;
- Installation of new cabling and network sockets including additional sockets per floor as required;
- Installation of additional ports for ICT office;
- Installation of additional ports for other areas as designated;
- Replacement of existing cabinets and patch panels including wall mounting off the floor as directed;
- Installation of additional ports for wireless access points within buildings;
- Installation of additional cabling and weather resistant sockets outside of buildings & protection of the external sockets by a lockable or secure box;
- Labelling of sockets and marking of cables with transfer to the updated plans.

As an **optional** service, the contractor may also be asked to provide a wireless analysis of the SPC Noumea campus using specialised industrial equipment to produce a report on the best placement of wireless access points around the campus. This will help determine the cabling requirements for indoor and outdoor access points.

**The contractor will specify in its technical offer its capacity to carry out this optional service.**

The details of the ~~services~~ works expected under the contract are set out in the ~~unit price list~~ Price Schedule (BPU) attached to the financial offer.

### C. Scope of works / limits of responsibility –for the contractor

The works will be carried out in accordance with the rules of the trade and the standards in force (UTE – DTU), the technical specifications published by the CSTB and the territorial decrees., as well as all regulations relating to the protection of personnel in terms of safety and hygiene.

The works are limited to:

- The diagnosis, analysis and recommendations of the works to be carried out in order to guarantee the expected level of compliance and continuity of services;
- All necessary administrative procedures with the competent institutions;
- The mobilisation to and demobilisation from the site;
- The execution of the works and the provision of accessories (CE or NF marked) required to carry out the works such as:
  - Conduit, sockets, wall mounts, cabinets and patch-panels and anything else necessary;
  - Scaffolding or lifting equipment;
  - Drilling, filling in reservations, sealing boxes;
  - The re-pointing of walls and partitions damaged as a result of its work;
  - Locating installations (cabinets, wiring, cables)
- The submission of the Good For Execution drawings to the client SPC for approval.
- The rehabilitation of sites after the works (including disposal and recycling of waste/cables where possible);
- Updating plans or drawing up As-Built plans;
- Provision of technical notices and certificates for the materials used;
- Carrying out the works covered by this scope in accordance with the safety, health and environmental standards in force in the territory, in particular those relating to low-voltage cabling and Wi-Fi networks;
- The provision of Personal Protective Equipment;
- Ensuring good coordination between the works of the contractor and those of other contractors (coactivity), and in particular with the electricity and air conditioning companies and with the SPC maintenance service;
- The visits to monitor and control the works carried out, issuing acceptance certificates and organising, in collaboration with the SPC, commissioning visits or regulatory controls;
- The establishment of a schedule of future achievements in collaboration with the SPC;
- The presentation of an annual report on the status of the interventions.

The contractor will provide the control equipment necessary for testing at the time of acceptance of the work and will remove and re-install the equipment as requested by SPC.

SPC leaves the choice of product(s) to the contractor to avoid excluding any vendor or brand. All products must however comply with this scope of works as a minimum.

The materials and tools used must be of good quality and allow the proper execution of the works covered by this scope of works. Any work with imperfections will be refused by the SPC and all consequences of this refusal will be borne by the contractor.

In terms of HSE procedures, contractors/subcontractors have day-to-day control and authority over their work area as defined by the scope of their work. Each contractor must:

- Comply with SPC's health and safety policy and guidelines;

- Provide appropriate training and supervision for their staff (including their own subcontractors);
- Purchase equipment that meets the country's standards;
- Maintain secure facilities and equipment according to the scope of their assignments.

Contractors/subcontractors will submit their own health and safety plan to SPC for assessment and approval prior to commencing their activities.

If they do not have such a document, SPC will provide it. This document will be signed annually before the start of the PSA or before the start of major works on a one-off contract.

#### **D. Scope of services - to be provided by SPC**

The SPC, as contracting authority, must :

- Define the sites of intervention and provide the plans if necessary (if existing);
- Specify the constraints of the work, such as the hours of operation, access limits and authorisations;
- Draw up an execution schedule in collaboration with the contractor;
- Draw up the specifications for all requests within the framework of the PSA;
- Organise, if necessary, visits by inspection bodies, in coordination with the contractor;
- Contribute to the annual evaluation of the implemented contract.

In terms of HSE procedures, SPC must ensure that the policy in force on its sites is known and understood by the contractors. It undertakes to provide the contractor with all the documents and models required to draw up prevention plans if necessary.

#### **E. Terms and conditions of the contract**

The proposed contract is a Preferred Supplier Agreement (PSA). This contract does not represent a commitment to order the defined works (in terms of quantity and frequency). It specifies the contractual conditions that will govern the relationship between the selected contractor(s) and SPC for the performance of the works mentioned.

The selected contractor(s) will work under the responsibility of SPC representative (to be defined for each implementation contract) for this PSA, who is the only one entitled to validate, coordinate and supervise the necessary interventions, reports and schedules.

For each project executed through the PSA, a project manager within SPC will be named and will serve as the point of contact for all project-related activities.

Orders for works placed under the PSA will be triggered at the discretion of SPC.

Progress on active projects should be reported to SPC's projects managers no less than fortnightly.

A review of the PSA will be carried out at least annually in order to (non-exhaustive list):

- Make a qualitative and quantitative assessment of the works done;
- Discuss the positive points and areas for improvement of the works;
- Identify the difficulties encountered (both operational and contractual);
- To discuss the works, schedules and conditions of intervention/contracts for the coming year if the PSA is renewed.

During the first year of the PSA, no price adjustments are foreseen.

At the end of the first year, an update of the prices may be requested in line with the variation of the **BT 21 ALL RELATED WORK** index published by the **ISEE**. If the price revision request is approved by the SPC, it will be carried out according to the following conditions:

- Contract prices shall be deemed to be established on the basis of the economic conditions prevailing on the first working day of the month preceding that in which the deadline for submission of tenders falls. This month is referred to as the "month of origin of prices (mo)".
- The contract prices shall be revised at the date of commencement of the work in accordance with the purchase order (PO) minus three months (month m-3).
- The revision factor C to be applied to all situations is as follows:

$$C=F-1 \text{ with } F= \text{BT21}(m-3) / \text{BT21}(\text{mo})$$

The index "mo", in the denominator of the fraction, corresponds to the month of origin of the prices.

The index "m", in the numerator of the fraction, corresponds to the month of the beginning of the works fixed by the PO.

- The definition of these indices and their values are published in the Journal Officiel de la Nouvelle-Calédonie and can be consulted on the ISEE website ([www.isee.nc](http://www.isee.nc)).
- For the calculation, the indices will be taken with their four (4) significant digits and the global revision coefficient C will be rounded up to the third (3) decimal place.
- No provisional price changes will be applied, only final price changes will be calculated.

## F. Schedule

The PSA implemented with the successful contractor(s) shall be established for an initial period of one (1) year. It may be renewed for a period not exceeding three (3) years depending on the results and quality of the works carried out.

During this period, the schedules for carrying out the works covered by the PSA are shall be drawn up by the SPC project owner. For any exceptional works, the contractor will communicate the implementation deadline according to the need expressed and its operational capacities (human and material resources).

## G. Administrative status and qualifications

**Mandatory administrative documents:** The bidder must attach the following documents to his technical offer proposal:

- The Ridet extract dated less than three (3) months;
- The professional insurance certificate (Professional Civil Liability);
- The Cafat situation;
- The Tax situation.

The SPC will check these documents during the opening of the bids. It may request additional information if necessary, and reserves the right not to proceed with the technical evaluation of the bids submitted in the event of missing documents.

The bidder may request clarification of the documents required by submitting a request for clarification in the manner described above.

**Qualifications assessed:**

A minimum of 5 years' experience in the sector is required.

This experience will be demonstrated and supported by the presentation, in the technical memo, of identical experiences and a minimum of 3 references in the field. SPC reserves the right to contact these references in order to verify their level of satisfaction.

The technical memo must also present (according to annex 4 – Technical proposal):

- The skills, qualifications and authorisations present within the contractor's organisation and team to carry out the works required;
- The human and material resources that would be used to carry out the works in a timely manner;
- Its ability to provide equipment that is compliant with the necessary local laws and standards.

The contractor's experience in an international organisation or in a multicultural environment is an asset.

**H. Scope of Bid Price and Schedule of Payments**

The Contractor defines the prices for the execution of the works and services that may be required under the Contract by means of the unit price schedule provided in the Annex 5.1.

Payments for works and services executed under the contract will only be made upon confirmation of receipt of the works and services, formalised through an acceptance report without reservations signed by the project manager and the contractor

Upon receipt of the invoice(s), SPC will process payments in accordance with SPC's 30-day payment terms for suppliers.

## 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>Organisational requirements:</b>		
<ul style="list-style-type: none"> <li>The Ridet extract dated less than three (3) months</li> <li>The professional insurance certificate (Professional Civil Liability)</li> <li>The Cafat situation</li> <li>The Tax situation</li> </ul>	<b>Mandatory requirements</b> Bidders will be disqualified if any of these requirements are not met	
<b>Technical requirements:</b>		
<b>Demonstrated ability to supply the required equipment, material and necessary accessories:</b>	25 %	175
<ul style="list-style-type: none"> <li>List of materials used (brands, qualities, etc. + must comply with all relevant local and international standards)</li> <li>Description of the supply circuits</li> </ul>		
<b>Human and material resources needed to carry out the works:</b>		
<ul style="list-style-type: none"> <li>Description of human and material resources</li> <li>Methodology for carrying out the works covered by these specifications this scope of works</li> <li>Relevance of the skills and qualifications / habilitations present in the contractor's organisation</li> </ul>	25 %	175
<b>Experience &amp; Work references:</b>		
<ul style="list-style-type: none"> <li>At least 5 years of experience in the sector</li> <li>Minimum of three present or past work references</li> </ul>	25 %	175

Evaluation criteria	Score Weight (%)	Points obtainable
<b>HSE:</b>		
<ul style="list-style-type: none"> <li>• Training and supervision for the staff</li> <li>• SER Policy / health and safety plan specific to SPC for assessment</li> <li>• Certifications implemented</li> </ul>	20 %	140
<b>Cultural fit:</b>		
<ul style="list-style-type: none"> <li>• Cultural fit –experience working in the Pacific and cultural awareness.</li> <li>• Working knowledge of English and French Language</li> </ul>	5 %	35
<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 works 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:

$$\text{Financial Proposal score} = (\text{Lowest Price} / \text{Price under consideration}) \times 300$$

The Financial Proposal must be protected by a password and include :

- The Financial Proposal Submission Form (Annex 5) in a stamped and signed .pdf version;
- The completed Unit Price Schedule or BPU (Annexe 5.1):
  - In Excel format.
  - In .pdf version stamped and signed.

## 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 works 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 22-4697** 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
If 'No', please complete the form. If 'Yes', do you have any information to update?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please complete the form. If 'No', sign directly the form without completing it			
<b>1. Please provide information related to your entity.</b>			
Company name	<i>[Enter company name]</i>	Address	<i>[Enter address]</i>
Director/CEO	<i>[Enter name of the executive person]</i>	Position	<i>[Enter position of the executive person]</i>
Business Registration/License number	<i>[Enter company registration/license number (or tax number)]</i>		
Date of business registration	<i>[Enter date of business registration]</i>		
Country of business registration	<i>[Enter country of business registration]</i>		
<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: <i>[insert details]</i>			
<b>2. Please provide the following documents (or any other relevant documents according to your national legislation) to verify the legal existence of the entity, the authority of its officer and proof of its address:</b>			
<input type="checkbox"/> Evidence of the power of attorney or board resolution granted to the officer to transact business on its behalf or any other document delegating authority <input type="checkbox"/> Certificate of business registration/license <input type="checkbox"/> Memorandum, Articles or Statutes of Association <input type="checkbox"/> Telephone or electricity bill in the name of the entity <input type="checkbox"/> Bank statement bearing the name of the entity			
3. How many employees does your company and its subsidiaries have?		<i>[provide answer]</i>	
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
5. If 'no', what type of business insurance do you have?		<i>[provide answer]</i>	
6. Are you up to date with your tax and social security payment obligations?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Is your entity regulated by a national authority?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'yes', please specify the name:		<i>[Insert name of the national regulation authority]</i>	
8. Is your entity a publicly held company?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Does your entity have a publicly available annual report?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Please send SPC your audited financial statement from the last 3 financial years if available</i>			

DUE DILIGENCE			
10. Does your entity have foreign branches and/or subsidiaries?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If you answered 'yes' to the previous question, please confirm the branches.</i>			
• 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
11. Does your entity provide financial services to customers determined to be high risk including but not			

<b>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>12.If you answered 'yes' to any of the boxes in question 11, 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 you answered 'yes', please explain how:				[Provide explanation]	
<b>13.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.					
<b>14.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 of your officer in charge]		
If 'no', what process does your entity have in place to prevent and detect money laundering or terrorist financing activities?			[provide answer]		
<b>15.Has your entity or any affiliated entity ever filed for bankruptcy?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>16.Have any of the entity's current or former directors or CEO filed for bankruptcy?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>17.Has your entity 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 you answered 'yes', please provide details:				[Provide details]	
<b>18.Has the director or CEO of your entity 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 you answered 'yes', please provide details:				[Provide details]	

## SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)

<b>19.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.					
<b>Does your Policy 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>20.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 of your officer in charge]		
If 'no', what process does your entity have in place to ensure your social and environmental responsibility?			[provide answer]		

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

Please provide this Technical Proposal Submission Form (Annex 4), signed and stamped, together with a technical memo of maximum 10 pages (excluding annexes) specifying:

- Your organisation and the skills and facilities you have in place to carry out the services covered by the Scope of Works;
- The brands of materials used and your supply channels;
- The measures taken within your company in terms of environmental protection and sustainable development (recycling, etc.);
- The list of standards in force for the execution of the works;
- At least 3 references for similar works (name and contact of your customer, description of the works and amount of the contract);
- Your ability to carry out the optional service.

The Technical Proposal must also include the certificate of completion of the on-site visit, signed and stamped by SPC.

The technical memo will have to specify the methodology used to carry out the following operations:

Requirements
<p><b>1. Removal and disposal</b></p> <ul style="list-style-type: none"> <li>i. Existing network cabling</li> <li>ii. Existing phone cabling</li> <li>iii. Existing phone and network sockets</li> <li>iv. Existing patch panels</li> <li>v. Existing racks (approx. 12)</li> <li>vi. Existing patch leads</li> </ul>
<p><b>2. Supply and installation – Rack (small)</b></p> <ul style="list-style-type: none"> <li>i. Size/height 6RU (370mm)</li> <li>ii. Width 600mm x Depth 600 mm</li> <li>iii. Transparent tempered glass door</li> <li>iv. Well ventilated</li> <li>v. Lockable</li> <li>vi. Hinged swing frame and wall mountable</li> <li>vii. Reversible front door</li> <li>viii. 1 x 6 outlet PDU rackmount (non-monitored)</li> <li>ix. Removable side panels</li> <li>x. Load capacity 50 kg</li> </ul>
<p><b>3. Supply and installation – Rack (medium)</b></p> <ul style="list-style-type: none"> <li>i. Size/height 18RU (910 mm)</li> <li>ii. Width 600 mm x Depth 600 mm</li> <li>iii. Transparent tempered glass door</li> <li>iv. Well ventilated</li> <li>v. Lockable</li> <li>vi. Hinged swing frame and wall mountable</li> <li>vii. Reversible front door</li> <li>viii. 1 x 6 outlet PDU rackmount (non-monitored)</li> <li>ix. Removable side panels</li> </ul>

- x. Load capacity 50 kg
- xi. Space for a small 800VA UPS (except for ICT building)

**4. Supply and installation – Patch panels/cable management**

- i. 48 x RJ45 Cat6 sockets in 1RU
- ii. Operating Temperature: -40°C to +60°C
- iii. Numbered in sequence per building
- iv. For T-568A/B Wiring
- v. Termination for 22 to 26 AWG
- vi. Dust covers or protection for cabling
- vii. Cable management device(s)
- viii. Proper cable management of cabling to switch by ~~vendor~~ contractor in a neat and orderly manner
- ix. Each wall point should have a point on the switch if available

**5. Supply and installation – Patch cables**

- i. Supply patch cables in relevant size depending on rack set-up (0.5 m, 1 m, 1.5 m)
- ii. Cable must be 'ultra-thin' to reduce space in cabinet/rack
- iii. Maximum cable diameter 3.6 mm
- iv. Gold plated connectors
- v. ISO/IEC 11801 Category 6
- vi. TIA/EIA-568-C.2 Category 6 compliant
- vii. Low-profile flush molded boots
- viii. Blue colored cable

**6. Supply and installation – External sockets**

- i. Protected in in lockable or secure box
- ii. Labelled

**7. Optional service – Wireless analysis of the SPC Noumea campus**

**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

The Financial Proposal must be protected by a password and include :

- The Financial Proposal Submission Form (Annex 5) in a stamped and signed .pdf version;
- The completed Unit Price Schedule or BPU (Annexe 5.1):
  - In Excel format.
  - In .pdf version stamped and signed.

**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]*