



REQUEST FOR PROPOSAL (RFP)

FOR GOODS

Project Title:	Enhancing Climate Information and Knowledge Services
Nature of the goods	Survey grade Unmanned Aerial Vehicle (UAV)
Location:	Tuvalu, Niue and Cook Islands
Date of issue:	14/11/2023
Closing Date:	12/12/2023
SPC Reference:	RFP23-5609

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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 USD. Your Financial proposal is to be password protected. SPC will request the password in the event that it is required.

Both emails are to be sent to procurement@spc.int with the subject line of your email as: **Submission RFP23-5610**.

Your proposal must be received no later than **12/12/2023 by 11.45PM Fiji Time**.

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 RFP23-5601**. The deadline for submission of clarifications is **29/11/2023 by 11.45PM Fiji Time**.

Details will be kept of any communications between SPC and bidders. This assists SPC to ensure transparency of the procurement process. While SPC prefers written communication in the RFP process, at any point where

there is phone call or other conversation, SPC will keep a record or a file note of the exchange with prospective bidders.

2.4 Evaluation

Validity

Each proposal will be assessed for compliance with the submission requirements by the Bids Opening Committee. At this stage, basic due diligence will also be undertaken.

To assist in the examination, evaluation and comparison of proposals, SPC may ask the bidder for clarification of its proposal or additional information. The request for clarification will be in writing.

Technical

All valid proposals will be assessed against the technical evaluation criteria set out in Part 4. The criteria are provided with weighted scores according to the relative importance of each. SPC will not change the evaluation criteria set out in the RFP at any stage of the procurement process. Any changes in the evaluation criteria will result in the RFP process being re-issued.

Bidders are expected to familiarise themselves with local conditions and take these into account in preparing their proposal. Where minimum qualifications are set as specific evaluation criteria (which may include educational qualification, professional accreditation or certification, licensing, experience and expertise), proposals submitted must necessarily meet these criteria.

Financial

Any bids that pass the minimum technical evaluation requirements will pass onto financial evaluation.

During the financial evaluation, if there is a discrepancy between the unit price and the total price, the lower price shall prevail. If there is a discrepancy between words and figures the amount in words will prevail.

The total cost of the proposal must be submitted inclusive of taxes in accordance with the applicable legislation, and is not subject to revision.

2.5 Contract award

SPC may award the contract once the Procurement Committee has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be the most responsive to the RFP documents, provide the best value for money and best serve the interests of SPC.

SPC's [General Terms and Conditions of Contract](#) will apply to any contracts awarded under this RFP, unless otherwise agreed. Any requested changes to the General Terms and Conditions of Contract must be foreshadowed in the submission.

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

2.6 Key dates

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

STAGE	DATE
RFP advertised	14/11/2023
Deadline for seeking clarification	29/11/2023
RFP Closing Date	12/12/2023
Award of Contract	31/01/2024

2.7 Legal and compliance

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

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

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

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

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

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

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

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

A. Background/context

Rising sea levels, increases in extreme waves, tropical cyclones and storms, and changing rainfall patterns are exacerbating extreme coastal hazards. As a result, the ecosystems on which Pacific Island populations rely for their livelihoods are increasingly threatened and at risk of destruction.

The high vulnerability to climate change impacts and climate-related hazards of the five programme countries arises from their geography, the exposure of their populations and their lack of resilience to shocks. The limited adaptation capacity is worsened by financial and human resource constraints and is compounded by an economic reliance on particularly climate sensitive sectors such as subsistence farming, fisheries and tourism. The programme countries therefore require reliable, timely and actionable information and early warning on their local weather, climate and ocean environments, as well as science-based advice on adaptation planning and early action for longer term climate change impacts.

The *Enhancing Climate Information and Knowledge Services* (ECIKS) project will facilitate the development of integrated climate and ocean information services and people-centred MHEWS in Cook Islands, Niue, Palau, RMI and Tuvalu. This will be achieved through four inter-related components:

1. **Strengthened delivery model for climate information services and MHEWS covering oceans and islands.** This will put in place the institutional frameworks, market analyses, financial policies and mainstreaming of climate risk knowledge to underpin a sustainable business delivery model for climate services.
2. **Strengthened observations, monitoring, modelling and prediction of climate and its impacts on ocean areas and islands.** This will transform the five NMHSs from WMO Basic (Category 1) to Essential (Category 2) level; meet the surface-based standards of the Global Basic Observing Network (GBON); establish end-to-end Ocean Information Services; establish Quality Management Systems (QMSs); and support Impact-based Forecasting – with a focus on building in-country capacity for long-term sustainability.
3. **Improved community preparedness, response capabilities and resilience to climate risks.** This will establish last-mile delivery of early warning and early action in island communities through enhanced warning communication, dissemination, and building preparedness and response capacities. It will also introduce Forecast-based Financing to facilitate the shift from traditional reactive responses to pre-event early action.
4. **Enhanced regional knowledge management and cooperation for climate services and MHEWS.** This will optimise synergies among the Programme countries; establish an interactive ICT platform and harmonised data management; institute joint learning and training through WMO and other training centres; and foster networking and mentoring in support of Programme implementation.

Under component 2, three (3) Unmanned Aerial Vehicles (UAV) will be procured to support enhanced coastal monitoring capacity for 3 countries; Tuvalu, Niue and Cook Islands.

B. List of Goods and Services

Listed below are the items that SPC is looking to procure. Eligible bids will include at minimum proposal for one lot. Bidders are encouraged to bid for all lots. Bidders can submit several bids for lot1, no more than 3.

LOT 1 – Unmanned Aerial Vehicle			
1	Unmanned aerial vehicle + software for flight planning and data processing with perpetual license + spare parts	3 x [Unmanned aerial vehicle + software for flight planning and data processing with perpetual license + spare parts	Minimum 3
LOT 2 & 3- Services			
2	Pilot Certification part 101 and in-country training for a minimum of 5 people per country, in Niue, Cook Islands, Tuvalu	3 x [Pilot certification part 101 training and test]	3
3	Pilot Certification part 101 and part 102 in-country training for a minimum of 5 people per country, in (Niue, Cook Islands, Tuvalu)	3 x [Pilot certification part 101 and part 102 training and test]	3

C. Practical Experience

For this tender, SPC is looking for registered reputable company with minimum of 5 years of Unmanned Aerial Vehicle technologies supply and training experience. Preference will be given to a company that have comply with the technical requirements and have experience of working in the Pacific region.

The company should also have at least 1 trainer with over relevant certification and experience to run accredited pilot certification training. In addition, the incumbent (trainer) must have completed a number of theoretical and hands-on training. The number of conducted trainings is to be stated in the technical submission.

D. Functional Specification

Under the ECIKS project, SPC is working in partnership with relevant government agencies in Cook Islands, Niue & Tuvalu towards strengthening their coastal monitoring services with the acquisition of three (3) Unmanned Aerial Vehicles (UAVs). The UAVs will enable relevant national agencies to capture high-resolution spatial imageries and collect data to support the development of monitoring products.

E. Technical Specification

E.1 Minimum Requirements of Lot 1

Specifications	Minimum Requirements
Aircraft	A survey grade mid-size aircraft system (vertical take-off and landing) to be used for a range of coastal survey with a focus on topography mapping. Modular design that is easily maintained by replacing worn non-electronic parts.

Mobility	Packed into single rugged case. Battery casing for safe transportation of batteries via air freight.
Ground Station Controller	Rugged tablet including software for drone configuration, mission planning and manual flight control
Autopilot	Autonomous navigation on a predetermined route, Integrated motion unit, barometer and GPS
Flight Software and safety procedures	Fully automated with fail safe procedures.
Flight Endurance	Minimum of 30 minutes. Longer flight duration would be an added advantage.
Flight condition	Sustain wind speed up to 30km/hr. and preferably light rain.
Take-off type	Vertical launch
Landing	Vertical descend
Communication and control range	Minimum of 5 km range and preferably capacity to increase range with secondary device.
PPK/RTK capability	Preferably but not mandatory - System to have an integrated GNSS system and PPK/RTK which will eliminate the need for ground control points.
Sensor	Camera - Minimum: 20MP visible spectrum range. Mechanical shutter is preferred.
Positioning	GPS/GNSS
Motion	Integrated motion unit
Image acquisition	Geo-tagged nadir and oblique photos
Post-processing	Standalone single permanent license software tool for flight data processing and exporting of ortho mosaics and digital elevation models. Software must be a permanent full photogrammetric license software package capable of incorporating multiple survey-grade image reference points to improve horizontal and vertical accuracy
Image output type	Ortho-rectified, georeferenced mosaics in 24-bit GeoTIFF format (RGB bands) with equalization, blending and color balance applied (full radiometric correction) ready for GIS use
Warranty	Three (3) years
Spare Parts	2 x set of spare batteries and 10 sets of propellers.
Application: High quality Survey	Must provide evidence of the system being designed to produce high quality and accurate 3D models.

E.2 Minimum requirements for Lot 2:

Specification	Minimum Requirements
Training Certification	The training and certification must comply with NZ Civil aviation rules. The training must include a test for Part 101 certification
The training program	The training is well designed, tailored to the local context and informed by in-country regulation. The training includes a theoretical (possibly online) training component and at least 1 in-country pilot operation training.

	A detailed training programme must be submitted.
Training Locations	Pilot training to be conducted in 3 countries (Niue, Tuvalu, Cook Islands).
Resources	The training must include the delivery of all necessary training resources (e.g., manuals and guidelines).
Training participants	In-country trainings will include a minimum of 5 participants per country
Trainers	Trainers must be certified in line with NZ CAR. Experience in the Pacific will be advantageous.
Training report	A training report delivered with information aligned with SPC's training log. (Attached)

D.3 Minimum requirements for Lot 3:

Specification	Minimum Requirement
Training Certification	The training and certification must comply with NZ Civil aviation rules (CAR). The training must include a test for Part 101 and Part 102 certification
The training program	The training is well designed, tailored to the local context and informed by in-country regulation. The training includes a theoretical (possibly online) training component and at least 1 in-country pilot operation training. A detailed training programme must be submitted.
Training Locations	Pilot training to be conducted in 3 countries (Niue, Tuvalu, Cook Islands).
Resources	The training must include the delivery of all necessary training resources (e.g. manuals and guidelines).
Training participants	In-country trainings will include a minimum of 5 participants per country for the Part 101 And Part 102 certification
Trainers	Trainers must be certified in line with NZ CAR. Experience in the Pacific will be advantageous.
Training report	A training report delivered with information aligned with SPC's training log. (Attached)

F. Delivery Requirements

Shipping is expected to be costed "door- to-door" including all customs clearance charges and goods delivered as follow:

- One (1) Unit (Unmanned aerial vehicle + software with permanent license + spare parts) to be delivered to Tuvalu Meteorological Service
- One (1) Unit (Unmanned aerial vehicle + software with permanent license + spare parts) to be delivered in Cook Islands, Climate Services, Office of the Prime Minister
- One (1) Unit (Unmanned aerial vehicle + software with permanent license + spare parts) to be delivered in Niue Meteorological Office, Alofi

Delivery of the equipment should be as soon as possible, though no longer than 3 months after contract signing.

Delivery period of the training can be further discussed between the successful bidder, SPC and the recipient countries and could extend to a maximum of 9 month after contract signing.

The bidder shall quote for items that are in stock only and notify SPC immediately if stock is not available and the expected date that the materials will be restocked.

G. Warranty Requirements (when applicable)

The unmanned aerial vehicles should be covered by a warranty as specified in part D.1, Technical Specifications

H. Reporting Arrangements

The bidder will directly be responsible to the SPC's Team Leader – Ocean Prediction and Monitoring for the delivery of the unmanned aerial vehicles

I. Scope of Bid Price and Schedule of Payments

Indicative 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/deliverables	% payment
Agreement on delivery and training schedule	20%
Delivery, after quality checking and acceptance the good (UAV)	60%
Delivery of the Part101 certification training	10%
Delivery of the Part102 certification training	10%
TOTAL	100%

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.

Please note that there is two evaluation criteria; one for Lot1 and one for Lot2 and Lot3

Evaluation criteria for Lot1 - GOODS	Score Weight (%)	Points obtainable
Mandatory requirements		
<p>E-mail 1: Annex 1 – Bidders letter of application signed. Annex 2 – Completed and signed conflict of interest declaration Annex 3 – Information about the bidder and due diligence Annex 4 – technical submission including:</p> <ul style="list-style-type: none"> • Company’s valid business licence • demonstrate at least two similar services undertaken in the past ten years. • Technical specifications of device (s): vertical take-off and landing, designed to produce high quality and accurate 3D models <p>E-mail 2: Annex 5 – financial submission (password protected)</p>		Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Aircraft and Mobility		
This refers to the modular design and packaging of the aircraft	15%	105
Ground Station controller and Auto pilot		
This refers to the software for drone configuration and autopilot operation	10%	70
Flight Software and safety procedures, Flight endurance and Flight condition		
This refers to the automated flight with fail safe procedures, flight time and windspeed tolerance	15%	105

Communication		
This refers to the flight communication range	10%	70
GNSS System		
This refers to the Global positioning systems and inbuilt positioning receivers	15%	105
Sensor and Motion		
This refers to the camera specifications and integrated motion unit	15%	105
Image acquisition, processing, and output		
This refers to the image acquisition position, and capability of the post processing software.	10%	70
Warranty and spare parts		
This refers to the system warranty and provision of spare parts	10%	70
Total Score	100%	700
Qualification score	70%	490

Evaluation criteria for LOT 2& LOT 3 - SERVICES	Score Weight (%)	Points obtainable
Mandatory requirements		
<p>E-mail 1: Annex 1 – Bidders letter of application signed. Annex 2 – Completed and signed conflict of interest declaration Annex 3 – Information about the bidder and due diligence Annex 4 – technical submission including:</p> <ul style="list-style-type: none"> a) Company’s valid business licence b) demonstrate at least two similar services undertaken in the past ten years. c) Proposal to include in-country practical training in Cook Islands, Niue and Tuvalu and test for certification aligned with NZ CAR <p>E-mail 2: Annex 5 – financial submission (password protected)</p>		Bidders will be disqualified if any of the requirements are not met
Technical requirements		
The training programme		
This refers to the training design	60%	420
Trainers		
This refers to the qualification and training experience of the certified trainers conducting the training	10%	70

Resources		
This refers to the relevant training materials (manuals, guidelines, etc), to be provided during training.	10%	70
Participation		
This refers to the number of training participants. A minimum of five participants represented from each country.	10%	70
Reporting		
This refers to the training report with information readily available to be integrated into SPC training log	10%	70
Total 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 *[Choose an item]* 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 [Choose an item]. relationship with [name of the person concerned] in his or her capacity as position/role/personal or family link with the person concerned], 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 [Choose an item] relationship with [name of the person concerned] in his or her capacity as position/role/personal or family link with the person concerned], 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: [Describe the situation that may constitute a conflict of interest]

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

The Technical Proposal Submission Form is a table that includes the technical criteria (set out in Part 3) on which bidders will be scored and allows the bidder to respond to them. This table is then used by the technical evaluation committee to score the technical proposals received.

Submissions to include manufactures data sheet where possible.

Mandatory Requirements	
E-mail 1 (technical submission)	
Schedule: Please provide a brief (maximum 1 page) work schedule summarising the key activities and dates proposed to deliver the goods outlined in the Specification of Good. <i>(Mandatory for Lot 1)</i>	Check if submitted with the technical proposal <input type="checkbox"/>
Schedule: Please provide a brief (maximum 1 page) work schedule summarising the key activities and dates proposed for the training. <i>(Mandatory for Lot 2 & 3)</i>	Check if submitted with the technical proposal <input type="checkbox"/>
Letter of application: Annex 1 (all lots)	Check if submitted with the technical proposal <input type="checkbox"/>
Conflict of interest declaration: Annex 2 (all lots)	Check if submitted with the technical proposal <input type="checkbox"/>
Completed information about the bidder and due diligence form: Annex 3 (all lots)	Check if submitted with the technical proposal <input type="checkbox"/>
Technical proposal submission Form: Annex 4 – use Excel version attached or template below	Check if submitted with the technical proposal <input type="checkbox"/>
Valid Business Registration	Check if submitted with the technical proposal <input type="checkbox"/>
Proof of experience in provision of UAV	Check if submitted with the technical proposal <input type="checkbox"/>
CV of at least 1 technician with over 5 years of experience on training of UAV	Check if submitted with the technical proposal <input type="checkbox"/>

Technical Requirements - LOT 1	
Arircraft and Mobility	Bidders answer
This refers to the modular design and packaging of the aircraft (provide specifications of your proposal)	
Ground Station controller and auto pilot	
This refers to the software for drone configuration and autopilot operation (provide specifications of your proposal)	
Flight software and safety procedures, flight endurance and flight condition	
This refers to the automated flight with fail safe procedures, flight time and windspeed tolerance	
Communication	
This refers to the flight communication range	
GNSS System	
This refers to the Global positioning systems and inbuilt positioning receivers	
Sensor and motion	
This refers to the camera specifications and integrated motion unit	

Image acquisition, processing, and output	
This refers to the image acquisition position, and capability of the post processing software.	
Warranty and spare parts	
This refers to the system warranty and provision of spare parts	

Please complete the right-hand columns in the technical specifications table below.

Item	QTY	Availability of Item in Stock	Alternative (if applicable)	Details about Quality (Including proposed brand, durability against environment and origin)	Estimated lifetime
Unmanned Aerial Vehicle	3				

Technical specifications of device (s): vertical take-off and landing, designed to produce high quality and accurate 3D models are to be submitted together with the submission form. Bidders are encouraged to provide any other documents, brochures, photos they may have or alternatively to provide a catalogue of goods with **NO PRICE as part of their technical proposal**.

Technical Requirements - LOT 2	
Training programme	Bidders answer
Proposed training design	
Trainers	
Qualification and training experience of the proposed certified trainers conducting the trainings	
Resources	
Proposed relevant training materials (manuals, guidelines, etc) to be provided during the training.	
Participation	
Proposed number of participants as per the proposed training	
Reporting	
Proposed training report with information available to be integrated into SPC training log.	

Technical Requirements - LOT 3	
Training programme	Bidders answer
Proposed training design	
Trainers	
Qualification and training experience of the proposed certified trainers conducting the trainings	
Resources	
Proposed relevant training materials (manuals, guidelines, etc) to be provided during the training.	

Participation	
Proposed number of participants as per the proposed training	
Reporting	
Proposed training report with information available to be integrated into SPC training log.	

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 all applicable taxes.
2. You have an option for submitting bids for individual Lots (1, 2, & 3) OR all Lots.
3. **You must submit this Financial Proposal in a separate email to the technical proposal.** All prices in the proposal must be presented in USD. Your Financial Proposal document is to be password protected. SPC will request the password in the event that it is required.

FINANCIAL PROPOSAL TABLE		
GOODS	UNIT COST	Total Cost [USD]
Lot 1		
Unmanned Aerial Vehicle x 3		
TOTAL for GOODS		USD

SERVICES	Cost [USD]
Lot 2 – Services	
Pilot Certification part 101 and in-country training for a minimum of 5 people per country, in Cook Islands, Niue & Tuvalu	
TOTAL for SERVICES	
	USD

SERVICES	Cost [USD]
Lot 3 – Services	
Pilot Certification part 101 and part 102 in-country training for a minimum of 5 people per country, in (Niue, Cook Islands, Tuvalu)	
TOTAL for SERVICES	
	USD

DELIVERY	Cost [USD]
Delivery to Cook Islands (DAP)	
Delivery to Niue (DAP)	
Delivery to Tuvalu (DAP)	

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]*