



# REQUEST FOR PROPOSAL (RFP)

## FOR GOODS

<b>Project Title:</b>	SPC Water Supply Projects
<b>Nature of the goods</b>	Preferred Suppliers – Water Supply Materials
<b>Location:</b>	SPC Member Countries, Pacific Region
<b>Date of issue:</b>	21/12/2023
<b>Closing Date:</b>	31/01/2024
<b>SPC Reference:</b>	RFP23-5982

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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 proposals; it explains the administrative arrangements for the receipt of the bids; and it sets out how bidders can request further information.

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

## Part 2: INSTRUCTIONS TO BIDDERS

### 2.1 Background

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

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

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

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

### 2.2 Submission instructions

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

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

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

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

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

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

Both emails are to be sent to [procurement@spc.int](mailto:procurement@spc.int) with the subject line of your email as: **Submission RFP23-5982**.

Your proposal must be received no later than **31/01/2024** by **11.45PM Fiji Time GMT+12**. Only one bid per bidder is permitted.

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

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

### 2.3 Clarifications

You may submit questions or seek clarifications on any issue relating to this RFP. The questions are to be submitted in writing to [procurement@spc.int](mailto:procurement@spc.int) with the subject line: **Clarification RFP23-5982**. The deadline for submission of clarifications is **14/01/2024** by **11.45PM Fiji Time GMT+12**.

Details will be kept of any communications between SPC and bidders. This assists SPC to ensure transparency

of the procurement process. While SPC prefers written communication in the RFP process, at any point where there is phone call or other conversation, SPC will keep a record or a file note of the exchange with prospective bidders.

## 2.4 Evaluation

### Validity

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

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

### Technical

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

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

### Pre-Bid Meeting

A Pre-bid Meeting will be arranged by SPC Procurement Team. The pre-bid meeting will be undertaken virtually. Bidders who are interested to attend the pre-bid meeting must register their attendance through the SPC procurement email (procurement@spc.int) by **4pm, Fiji Time on 5<sup>th</sup> January 2024**.

### 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

The purpose of this RFP is to implement Preferred Supplier Agreements (PSAs) based on work areas. Initial contract will be for one (1) year, and can be renewed for three (3) more years based on performance.

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

SPC's [General Terms and Conditions of Contract](#) will apply to any contracts awarded under this RFP, unless otherwise agreed. **Any requested changes to the General Terms and Conditions of Contract must be foreshadowed in the submission.** In the absence of requests for changes, the General Conditions of Contract and the terms of the PSA contract shall be deemed to be known, understood and accepted by the bidder. A sample PSA is attached to this RFP.

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	20/12/2023
Pre-Bid Meeting	TBC
Deadline for seeking clarification	14/01/2024
RFP Closing Date	31/01/2024
Award of Preferred Supplier Agreement (PSA)	29/02/2024
Release of Specification of Goods	Anytime within PSA validity period
Award and commencement of first Contract	Maximum 12 months after PSA award
PSA renewal and price review	10 – 12 months after PSA award, dependent on supplier performance and project requirements
Conclusion of PSA	1 year from the PSA signature and renewable for another 3 years after successful performance assessment

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

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

**Eligibility:** Bidders are required to disclose to SPC whether they are subject to any sanction or temporary suspension imposed by any international organisation, or whether they are subject to bankruptcy

proceedings. You may not be bankrupt or suspended, debarred, or otherwise identified as ineligible by any international organisation. Failure to disclose such information may result in debarment and termination of any contract issued to the bidder by SPC.

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

### Background/context

SPC are implementing multiple water supply infrastructure projects throughout Pacific Island Countries (PICs) with partner Governments and organisations. The work involves installation of groundwater infiltration galleries, pipelines, meters, valves, pumps, tanks, tank stands, control systems and more. This Request for Proposals (RFP) serves to engage eligible suppliers under Preferred Supplier Agreements (PSA) through which Implementation Contracts specifying bulk material orders will be made for respective projects at pre-set prices<sup>1</sup>. The RFP screening process will enable SPC to work with Preferred Suppliers and tailor contracts for provision of goods to best align Preferred Supplier capacity with project needs. Multiple Implementation Contracts can be drawn from each PSA over the course of the agreement (valid for up to four years).

The following categories (Lots) of water supply materials will be required.

Lot	Category
1	PVC pipe and fittings
2	PE pipe and fittings
3	DI fittings
4	Meters, valves and gauges
5	Materials for civil works
6	Water tanks
7	Shipping

**Bidders do not need to bid on all Lots**, though are encouraged to bid on all Lots that align with their business capability and experience. Bidders with competitive technical and financial scores in multiple Lots will be highly regarded. At a minimum, bidders must include pricing for all shipping options to Kiritimati and Funafuti in Lot 7 (Shipping) and at least one other Lot. However, bidders are highly encouraged to provide unit prices for ALL shipping options, as we will not be able to engage Preferred Suppliers for delivery to locations not priced.

<sup>1</sup> Prices will be routinely reviewed and updated as agreed between each Preferred Supplier and SPC.



For each Lot bid upon, please include unit prices for as many items as possible, taking note of the approximate quantities required should any bulk order discounts be available.

## List of goods

Please see the *Annex 4. Technical Proposal Item List* Excel file for a list of all materials that will and may be procured under a PSA agreement. The material list is also available as a PDF document in Annex A to this Specification of Goods. To give the bidder an idea of expected scale, approximate combined quantities for the Kiritimati and Tuvalu projects have been provided where there is a moderate to high confidence in the item being required at or near that given quantity. All other listed items may be required, though approximate quantities have yet to be determined.

For some items, such as certain sizes of tapping bands, the projected quantity has been averaged-out over different offtake types (e.g. male, female, compression). SPC will specify the offtake type required through subsequent Implementation Contracts based on TA recommendation, availability, compatibility, perceived quality and cost.

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

### Availability of item

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

### AZ/NZS compliance

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

### Alternative

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

### Comments

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

## Functional specifications

### General requirements

Materials procured through contracts that eventuate from this RFP must be of a high structural integrity and quality and able to withstand hot and corrosive Pacific Island environments for an effective design life of at least 20 years. Pipe and fittings will mostly be used to transfer drinking water from slightly saline groundwater galleries to village tank and pump stations, and from the village tank and pump stations through reticulation networks to centralised collection points and/or metered household head tanks.

In the *Annex 4. Technical Proposal Item List* Excel file, please enter information about each proposed item including applicable AS/NZS compliance, brand/make, model/type, availability, included accessories/fixings and any other relevant information and specifications. If the item is unavailable, bidders are welcome to suggest an alternative with supporting information.

#### Lot 1. Polyvinyl chloride (PVC) pipe and fittings

Most of the pipe and fittings will transfer untreated drinking water from groundwater galleries to village tank and pump stations, and through reticulation networks via PVC and/or PE transmission pipelines.

Slotted PVC pipe (100 mm or 150 mm) will be used as horizontal bore screen for groundwater infiltration galleries, each 300 m to 400 m long with one or two pump wells. The pump well casing will be 300 mm to 500 mm PVC, PE or other material connected to the bore screen via pipe stubs or similar.

For storage and shipping and when quantities allow, PVC pipe is to be crated, stacked, lashed and supported to avoid any warping/deformation/damage. Crate frames (not the pipes) must support the load of any items stacked on top of them. Pipe lengths may need to be cut to be crated and fit in a 20 ft container if the destination port will not accept 40 ft shipping containers. PVC pipe should not be exposed to direct sunlight for extended periods.

#### Lot 2. Polyethylene (PE) pipe and fittings

Short lengths of 50 mm PE pipe will be used for pump outlets at gallery pump wells. Risers used in pump well water meter assemblies will be 40 and/or 50 mm PE.

The pump well casing will be 300 mm to 500 mm PVC, PE or other material connected to the bore screen via pipe stubs or similar.

Butt-welded PE transmission pipelines (mostly 180 mm) may be run in flood zones. Such pipelines may be anchored at ~12 m intervals with invert laid approximately 1 m below ground level.

Smaller PE pipe sizes (20 – 50 mm) will also be used for extensions from the PVC reticulation mains to residential or commercial meters and head tanks. Some 50 mm PE pipe and fittings will also be required for rehabilitation or extension of existing reticulation systems in other villages.

Packing, storage and stacking of PE pipes and fittings should be in accordance with manufacturer recommendations. All reasonable efforts should be made to protect and support pipe coils and lengths to avoid damage and distortion. PE pipe greater than DN 110mm should be cut to 11.9 m lengths to fit in a 40 ft shipping container, else 5.8 m lengths if the recipient port only accepts 20 ft containers.

#### Lot 3. Ductile iron (DI) fittings

Bends, tees, reducers and valve connections for most pipework  $\geq 100$  mm will be DI.

Most tees will be fully flanged or socket-socket with flanged branch, though some fully socketed tees and spigoted variations may be required.

DI isolation gate valves will be installed on the transmission pipeline (100 mm and 150 mm), tank and pump stations (150 mm and 200 mm), and throughout reticulation systems (100 mm, 150 mm and 200 mm). DI gate valves are to be resilient seated flange-flange (possibility of some socket-socket), most of which will be installed with a PVC shroud and cast-iron surface box.

The bidder shall specify the type of internal and external lining/coating on for each valve and fitting (e.g. cement mortar, ceramic epoxy, thermal/fusion-bonded epoxy, zinc alloy, bitumen, epoxy, polyurethane, etc.) in Annex 4.

#### Lot 4. Meters valves and gauges

Customer connections will most likely be equipped with 15 mm Honeywell V110 water meters with 20 mm connections upstream of 15 mm or 20 mm manually operated magnetic ball valves or lockable lever ball valves. Alternate household water meter options will be considered.

Customer head tanks will be fitted with brass float valves with plastic float. The internal bore of the 20 – 25 mm float valves must be at least 6 – 10 mm, respectively, to limit blockage and ensure sufficient flow into the head tank during water release periods for intermittent water supply systems.

Customer branch lines may also be equipped with 20 – 50 mm threaded PVC ball valves near tapping band offtakes.

Pump well water meter assemblies will use 40 mm Elster V100 water meters with 50 mm connections.

Bulk water meters will be 80 mm or 100 mm flanged Elster H4000 Helix water meters.

Flanged Ventomat air release valves will be used in strategic locations along transmission and reticulation mains.

#### Lot 5. Materials for civil works

Reinforced concrete slabs, anchors, thrust blocks, valve boxes and marker posts will be constructed at various locations throughout the system. Timber formwork will be required for concrete works.

Aluminium plate sheet, equal angles and flat bar will be used to fabricate trench shores for the construction of groundwater galleries. A small variety of thicknesses has been included as the actual thickness specifications are yet to be determined.

Miscellaneous items include marker tape for underground water mains (at least 40 km of tape required), borehole covers, and a diesel generator set to power PE butt welding and electrofusion machines.

#### Lot 6. Water tanks

Water tanks should be single piece (non-stackable), rotational-moulded polyethylene (PE).

Bulkhead (outlet) and overflow sizes and other specifications as required are provided for each item in the Technical Proposal Excel file.

Most water tanks will be required for household storage (e.g. 500 L head tanks), though some larger tanks will be required for supply-side storage.

#### Lot 7. Shipping

Shipping will be to the nominated international shipping port. Further information is provided in the Delivery Requirements section below.

## **Design and technical specifications**

Please complete the attached *Annex 4. Technical Proposal Item List* Excel file and enter any information about the proposed goods including any variations to the description provided.

#### All items

- All items should be of high quality and AS/NZS compliant and certified where applicable.
- All pipe and fittings designed for water transport and/or storage should be compliant with AS/NZS 4020 for potable water.

#### Lot 1. PVC pipe and fittings

- Unless stated otherwise, all PVC pipe  $\geq 100$  mm will be PN12 PVC-M manufactured in accordance with AS/NZS 4765.
  - o PVC slotted gallery bore screens (100 – 150 mm) will be PN9.
- PVC pipe  $< 100$  mm and all fittings will be PVC-U and manufactured in accordance with

AS/NZS1477.

- Bore screens are to be machine cut to the specifications provided.
- RRJ pipe and fittings shall use EPDM (ethylene propylene diene monomer) rubber and comply with AS1646.
- Tapping saddles are to be AS/NZS 1477 compliant. Metal fixings (nuts, bolts, washers) should be SS316 and included in the item cost.
- PVC pipe should be handled, stored and packed in accordance with AS/NZS 2032:2006.
- Threaded PVC fittings to be BSP, unless stated otherwise.

#### Lot 2. PE pipe and fittings

- PE pressure pipes and fittings shall be manufactured in accordance with AS/NZS 4130 and AS/NZS 4129 respectively and shall be made from PE100 RC (resistant to crack) conforming with Plastics Industry Pipes Association of Australia (PIPA) Industry Guidelines POP004 "Polyethylene Pipe Compounds".
- All PE pipes will be SDR 13.6, unless stated otherwise.
- PE pipe shall be PE100, black with blue stripes, unless stated otherwise.
- PE pipe > 90 mm should be butt-weld compatible and in 12 m lengths to fit in a 40-foot shipping container.
- The PE butt weld machine should:
  - o Have data storage pre-set for all welding data (pressure, temperatures, times).
  - o Be set-up for the PIPA POP 003 (Plastic Industry Pipe Association of Australia Ltd) with welding parameters as per ISO 21307:2011.
  - o Have a hand-held temperature sensing device capable of checking the temperature of the heater plate at the circumference of the weld.
- The PE electrofusion welding unit should:
  - o Be a Universal E/F Unit with a data-logging feature as per ISO 13950 (storage of the weld data), 8 – 48V output with GPS function for exact identification of EFC location.
- Tapping and electrofusion branch saddles for PE pipe should comply with AS/NZS 4129. Metal fixings (nuts, bolts, washers) should be SS316 and included in the item cost.
- Threaded PE fittings to be BSP, unless stated otherwise.

#### Lot 3. DI fittings

- All ductile iron fittings shall be:
  - o PN 16 rated, unless otherwise stated.
  - o Manufactured in accordance with AS/NZS2280, except that all flanged connections will require SS316 nuts, bolts, and washers to AS2837 and AS1449 with an anti-seizing paste used in assembly.
    - All SS316 nuts and bolts other than bolts which form an integral part of an article shall comply with the metric standards AS/NZS1111 and AS/NZS1112.
  - o Coated (externally) and lined (internally) in accordance with AS/NZS2280.
- DI flanged valves and fittings shall be flanged in accordance with AS4087 Figure B.5.

- All DI socketed valves and fittings shall be RRJ.
- DI gate valves  $\geq$  80mm shall be:
  - o Compliant with requirements of AS2638.2:
    - Having passed a production hydrostatic test and a coating test.
  - o Resilient seated with double O-ring stem seals.
  - o Manually operated with non-rising spindles.
  - o Fitted with spindles for clockwise closure.
  - o Suitable for installation in the vertical position, unless stated otherwise.
- Metal fixings (nuts, bolts, washers) for tapping bands for DI pipe should be SS316 and included in the item cost.

#### Lot 4. Meters, valves and gauges

- The proposed mechanical water meters are to comply with the Metrological and Technical requirements of NMI R 49-1 (water meters intended for the metering of cold potable water and hot water) in horizontal, vertical and inclined pipelines.
- Check (non-return) valves shall comply with AS4749.
- Ball valves are to be high quality, SS316, PN16 with open-close levers, to ASD 4796:2001.
- Air valves are to be flanged Vent-O-Mat RBX Series with SS316 body, nuts, bolts and washers.
- Threaded connections to be BSP, unless stated otherwise.

#### Lot 5. Materials for civil works

- Cement should be palletised General Purpose (Portland) cement compliant with AS3972.
- Steel reinforcing bars and welded wire reinforcing mesh shall comply with AS/NZS4671. Mesh and rebar may need to be cut to size to fit in a 20 ft container.
- Formwork timber shall comply with the requirements of AS3610.

#### Lot 6. Water tanks

- Water Tanks shall be manufactured and certified to AS/NZS 4766 – rotationally moulded buried, partially buried, and non-buried storage tanks for water and chemicals.

#### Lot 7. Shipping

- Please see Delivery section below.

### **Delivery requirements**

The supplier will be responsible for packing and delivering all items to the nominated Pacific Island port (Kiritimati, Funafuti, Majuro or other). SPC will facilitate customs clearance and pay associated destination charges at the destination port. Most (if not all) materials will be shipped in 20 ft and 40 ft shipping containers.

Delivery should be as soon as possible upon signing of any Implementation Contract under the PSA, though no longer than seven months from contract signing. Approximate shipping frequency for the given ports is provided below.

No	Port	International shipping frequency
1	Kiritimati, Kiribati	Quarterly
2	Funafuti, Tuvalu	Monthly
3	Majuro, Marshall Islands	Fortnightly
4	Suva, Fiji	Weekly
5	Honiara, Solomon Islands	Fortnightly
6	Port Vila, Vanuatu	Monthly
7	American Samoa	To be confirmed
8	Cook Islands	
9	Federated States of Micronesia	
10	French Polynesia	
11	Guam	
12	Nauru	
13	New Caledonia	
14	Niue	
15	Northern Mariana Islands	
16	Palau	
17	Papua New Guinea	
18	Pitcairn Islands	
19	Samoa	
20	Tokelau	
21	Tonga	
22	Wallis and Futuna	

Delivery costs are to include pre-shipment inspections (see quality control section below), packing, handling, shipping, export charges, insurance and other associated freight expenses to deliver to the designated island (CIF ICC 2020).

Items are to be packed and clearly labelled with the category or group they belong to as per the BoQ in the applicable Implementation Contract. Items must be packed and secured appropriately to minimise

any damage or distortion during transit. Pipe and other items should be strategically packed and nested inside one another (e.g. 100 mm pipe slotted inside 200 mm pipe) to save space and reduce number of containers required.

Note that the supply of goods under any PSA that eventuates from this RFP may be extended to other projects and Pacific Island countries where SPC operates, should there be a clear fit between the Preferred Supplier's supply and delivery capacity and project needs. For this reason, it is important that costs for all items under Lot 7 (shipping) are provided in the financial submission.

### **Quality control**

Implementation Contracts greater than AU\$200,000 in value will require independent third-party inspection and verification prior to packing and shipping. The selected third-party entity must be agreed in advance between SPC and the Preferred Supplier and be suitably experienced and qualified to perform the necessary quality and compliance checks and issue conformance certificates confirming compliance with the Specification of Goods as per the applicable Implementation Contract.

Implementation Contracts less than AU\$200,000 in value will require vigilant pre-shipment quality checks by the Preferred Supplier.

For all good shipped, the Preferred Supplier is to provide photos of all bulk items and also packed containers immediately prior to closing and locking for shipment.

SPC staff may choose to perform pre-shipping quality checks for any value contract.

### **Warranty requirements**

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

### **Reporting arrangements**

The supplier will provide all necessary transport documents – third-party pre-shipment conformance certification (orders >AU\$200k), bill of lading, packing list, insurance certificate, photos of bulk items and packed containers prior to closing and locking doors – as soon as they are available.

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

### **Timelines**

SPC intend to establish multiple contracts with Preferred Suppliers (under framework PSAs) depending on their experience, capabilities, availability, inventory, quality of materials, and the scope to be undertaken. It is expected that PSAs with eligible Preferred Suppliers will be signed in Jan/Feb 2024, with the first bills of quantities confirmed in the first round of Specifications of Goods developed under Implementation Contracts commencing in Feb/Mar 2024.

SPC's PSA mechanism enables an initial agreement duration of up to 12-months, with renewal for later Implementation Contracts possible under the same PSA for an additional three years (up to four years maximum PSA validity period) dependent on Preferred Supplier performance and the need for their goods provision later in the project(s).

Once the PSA is established and Specification of Goods developed and shared, Preferred Suppliers will have the opportunity to discuss and negotiate the specifications, cost (see Price Review section below), duration

and timing of the proposed supply and delivery plan with the applicable SPC Focal Point.

### Price review

Prices quoted under the PSA are to remain fixed for a 12-month period from PSA signing. Preferred Suppliers will have the opportunity to review and amend their pricing every 12 months thereafter, if deemed appropriate via market comparison and agreed with SPC.

### Scope of bid price and schedule of payments

1. The rates quoted by the bidder:
  - Should represent best value for money.
  - Should be valid and remain fixed for a period of one year from the date of award of PSA.
  - Must be inclusive of all taxes (listed separately) though inclusive of insurance, charges and other associated expenses.
2. The value of contracts eventuating from this PSA may vary considerably and range from less than AUD100k to over AUD1.5M.
3. If the goods are required by SPC within a year of signing of the PSA, the Preferred Supplier shall provide the services at the PSA rate.
4. Price reviews will be conducted with Preferred Suppliers every 12-months from signing of the PSA.
5. If there is a change in the Price within the 12-month review period for reasons beyond the Preferred Supplier's control, SPC should be advised promptly and upon approval by SPC the contract rate shall be amended.
6. Payment shall be made in accordance with the provisions of an Implementation Contract with SPC upon submission of invoices by the Preferred Supplier.
7. Payment for supply and delivery of goods will typically be structured as follows:

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

### Annex to Specification of Goods

#### Annex A – Material List

As examples of works to be undertaken for which materials will be required, below are works planned under SPC water projects in Kiribati and Tuvalu.

Location	Works requiring materials under this PSA
Kiritimati Island (delivery to Kiritimati port)	<ul style="list-style-type: none"> <li>• 9 groundwater infiltration galleries, each 300 m long with 150 mm slotted PVC horizontal bore screen and central 300 mm PVC or PE pump well.</li> <li>• Solar pumps at each gallery pump well and upgrade/repair of existing solar</li> </ul>



Location	Works requiring materials under this PSA
	<p>pumps<sup>2</sup>.</p> <ul style="list-style-type: none"> <li>• 40/50 mm water meter PE (polyethylene) assemblies at 9 pump wells.</li> <li>• 80 mm bulk water meter assemblies at strategic locations.</li> <li>• 6.4 km of 100 mm and 150 mm PVC (poly vinyl chloride) RRJ (rubber ring joint) pump well connection and transmission pipework with ductile iron (DI) fittings and isolation valves.</li> <li>• 2.2 km of concrete-anchored 180 mm butt-welded PE transmission pipework.</li> <li>• 2 village tank and pump stations with ~150 kL ground tanks and 20 kL head tanks on 6 m stands<sup>3</sup>.</li> <li>• Village reticulation mains and sub-mains comprising over 15 km of 100 – 200 mm RRJ PVC pipe with DI fittings and isolation valves.</li> <li>• Up to 1,000 new customer water connections using 20 and 25mm PE pipe and 15mm or 20mm water meters. Customer tanks and tank stands may also be required.</li> </ul>
Vaitupu & Nanumea, Tuvalu (delivery to Funafuti port)	<ul style="list-style-type: none"> <li>• 2 groundwater infiltration galleries, 200 m long with 150 mm slotted PVC horizontal bore screen and central 450 mm PVC pump wells.</li> <li>• 2 solar submersible pumps and control units.</li> <li>• 50 mm PE riser pipes and associated fittings including PE compression male and female adaptors, triple acting air valve, EDPM check valves, filters and 50 mm water meter and lockable ball valve.</li> <li>• PE pipe and associated fittings connected to 4 x 10,000 L elevated PE rota headers tanks on 6.2 m reinforced concrete stands.</li> <li>• 3.3 km of exposed 110 mm PE pipe and buried 100 mm PVC-M PN 16 connecting to a partially buried reinforced concrete cistern or 4 x 10,000 L above ground PE Rota Tanks.</li> <li>• 75 mm PE pipes and associated fittings and 80 mm PVC-M and DICL fittings including DICL pipe spools, water meters, duckfoot bends and hydrants.</li> </ul>

Additional and similar works are planned for Wotje atoll in Marshall Islands, plus potential projects in the pipeline for Vanuatu, Fiji and Solomon Islands.

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<sup>2</sup> Pumps and solar PV generators will be procured separately.

<sup>3</sup> Construction of tank and pump stations may be contracted separately. However, much of the pipework, valves, fittings and civil works materials will be procured through this RFP.

## 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 bellow 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>Mandatory requirements</b>		
<p><b>E-mail 1 (technical submission):</b></p> <ol style="list-style-type: none"> <li>Each bidder will need to attach an organisational brief (maximum 1 page) stating their business model, areas of specialisation and applicable institutional experience.</li> <li>Letter of application (Annex 1).</li> <li>Conflict of interest declaration (Annex 2).</li> <li>Completed information about the bidder and due diligence form (Annex 3).</li> <li>Technical Proposal Submission Form with Technical Proposal Price List (Annex 4).</li> </ol> <p><b>E-mail 2 (financial submission):</b></p> <ol style="list-style-type: none"> <li>Financial Proposal Submission Form, PDF and editable Excel file (Annex 5) <b>Password protected</b>.</li> </ol>		Bidders will be disqualified if any of the requirements are not met
<b>Technical requirements</b>		
<b>Design and technical</b>		
Compliance with design and technical requirements as stated in the Specification of Goods.	30%	210
<b>Experience</b>		
Evidence of at least 5 years' experience in supply of similar items (at least 2 contracts; contracts with SPC should also be included).	25%	175
<b>Functional</b>	25%	175

Compliance with functional requirements as stated in the Specification of Goods, including compatibility, availability, brand, quality and origin of goods.		
<b>Delivery time</b>		
Capability to deliver to specified Pacific Island ports within seven months of Implementation Contract signing.	10	70
<b>Delivery experience</b>		
Proven experience shipping goods in the Pacific.	10	70
<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 goods and financial incentives and benefits provided to SPC. The lowest financial proposal will be awarded maximum 300 points and other financial offers and incentives will be awarded points as per the formula below:

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

## Part 5: PROPOSAL SUBMISSION FORMS

### Annex 1: BIDDER'S LETTER OF APPLICATION

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required goods for the sum as may be ascertained in accordance with the Financial Proposal attached herewith and made part of this proposal.

We acknowledge that:

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

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

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

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

Signature:

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

Title: *[insert Title of the representative]*

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

## Annex 2: CONFLICT OF INTEREST DECLARATION

### INSTRUCTIONS TO BIDDERS

#### What is a conflict of interest?

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

#### Always declare a conflict

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

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

#### Declaration at any time

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

#### Declaration for any person involved

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

#### Failure

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

## DECLARATION

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

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

In addition, I undertake to:

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

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

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

Signature:

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

Title: *[insert Title of the representative]*

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

### Annex 3: INFORMATION ABOUT THE BIDDER AND DUE DILIGENCE

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

VENDOR INFORMATION			
Are you already registered as an SPC vendor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>1. Please provide information related to your entity.</b>			
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]		
<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: [insert details]			
<b>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:</b>			
<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			
<b>3. How many employees does your company and its subsidiaries have?</b>	[provide answer]		
<b>4. Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<i>If 'No', what type of business insurance do you have?</i>	[provide answer]		
<b>5. Are you up to date with your tax and social security payment obligations?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<i>If 'No', please explain the situation:</i>	[Provide details]		
<b>6. Is your entity regulated by a national authority?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<i>If 'Yes', please specify the name:</i>	[Insert name of the national regulation authority]		
<b>7. Is your entity a publicly held company?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>8. Does your entity have a publicly available annual report?</b>	<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				
<b>9. Does your entity have foreign branches and/or subsidiaries?</b>			<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		
<b>10. Does your entity provide financial services to customers determined to be high risk including but not 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>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?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please explain how:			[Provide explanation]		
<b>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?</b>				<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]	
<b>13.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]		
<b>14.Has your entity or any of its current or former directors or CEOs ever filed for bankruptcy?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:			[Provide details]		
<b>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?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:			[Provide details]		

## SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)

<b>16.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.					
If 'No', what process does your entity have in place to ensure your social and environmental responsibility?				[provide answer]	
<b>Does your Policy or Process 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>17.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]		

## 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

Please **complete the table below and the attached Annex 4. Technical Proposal Item List Excel file** to support technical evaluation of bids.

Technical Requirements	
Mandatory Requirements	Response by Bidder
<b>E-mail 1 (technical submission)</b>	
<b>Organisational brief:</b> Please attach an organisational brief (maximum 1 page) stating business model, areas of specialisation and applicable institutional experience.	Check if submitted with the Technical Proposal <input type="checkbox"/>
<b>Letter of application:</b> Annex 1.	Check if submitted with the Technical Proposal <input type="checkbox"/>
<b>Conflict of interest declaration:</b> Annex 2.	Check if submitted with the Technical Proposal <input type="checkbox"/>
<b>Completed information about the bidder and due diligence form:</b> Annex 3.	Check if submitted with the Technical Proposal <input type="checkbox"/>
<b>Technical Proposal Item List:</b> Annex 4 - Excel file.	Check if editable Excel file submitted with the Technical Proposal <input type="checkbox"/>
Lots bid on.	1 <input type="checkbox"/> PVC pipe and fittings 2 <input type="checkbox"/> PE pipe and fittings 3 <input type="checkbox"/> DI fittings and valves 4 <input type="checkbox"/> Meters, valves and gauges 5 <input type="checkbox"/> Materials for civil works 6 <input type="checkbox"/> Water tanks 7 <input type="checkbox"/> Shipping
<b>E-mail 2 (financial submission – password protected)</b>	
<b>Financial Proposal Submission Form (PDF) and Financial Proposal Price List (Excel &amp; PDF):</b> (Annex 5).	Check if password protected and submitted separate to the Technical Proposal <input type="checkbox"/>
<b>Design and technical</b>	
Compliance with design and technical requirements as stated in the Specification of Goods. (30%)	<i>[Bidder's answer]</i>
<b>Practical experience</b>	
Evidence of at least 5 years' practical experience in supply of similar items (at least 2 contracts; contracts with SPC should also be included). (25%)	<i>[Bidder's answer]</i>
<b>Functional</b>	

Compliance with functional requirements as stated in the Specification of Goods, including compatibility, availability, brand, quality and origin of goods. (25%)	<i>[Bidder's answer]</i>
<b>Delivery time</b>	
Capability to deliver to nominated Pacific Island ports within seven months of Implementation Contract signing. (10%)	<i>[Bidder's answer]</i>
<b>Delivery experience</b>	
Proven experience shipping goods in the Pacific. (10%)	<i>[Bidder's answer]</i>

**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

### Instructions

All costs indicated on the Financial Proposal should be **inclusive** of all applicable taxes.

All prices in the proposal must be presented in AUD.

Please use the **template provided in the attached Annex 5. Financial Proposal Price List Excel file**. Please submit both PDF and editable Excel versions.

**You must submit this Financial Proposal (PDF) and the Financial Proposal Price List (PDF and Excel) in a separate email to the Technical Proposal.** Your Financial Proposal documents are to be **password protected**. SPC will request the password if it is required.

**Bidders do not need to bid on all Lots**, though are encouraged to bid on all Lots that align with their business capability and experience. Bidders with competitive technical and financial scores in multiple Lots will be highly regarded. All bidders must bid on all shipping options to Kiritimati and Funafuti in Lot 7 – Shipping, and at least one other Lot. However, bidders are highly encouraged to provide unit prices for ALL shipping options, as we will not be able to engage Preferred Suppliers for supply of materials for shipping locations not priced.

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.

### Price reviews

Prices quoted under the PSA are to remain fixed for a 12-month period from PSA signing. Preferred Suppliers will have the opportunity to review and amend their pricing every 12 months thereafter, if deemed appropriate via market comparison and agreed with SPC.

### Bulk order discounts

Bidders are asked to state in the table below any discounts for bulk orders that exceed specified value thresholds.

Single orders that exceed the following value [AUD]	For the following Lot(s)	Are eligible for a combined discount of [%]
AU\$		%
AU\$		%
AU\$		%

### Financial Proposal checklist

- This Financial Proposal Submission Form (password protected PDF file)
- Financial Proposal Price List (password protected, editable Excel file)
- Financial Proposal Price List (password protected PDF file)

**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]*