



# REQUEST FOR PROPOSAL (RFP)

## FOR SERVICES

<b>Project Title:</b>	<b>Safe and sustainable drinking water for Kiritimati Island</b>
<b>Nature of the services</b>	To develop detailed design plans, scope of work packages and survey levels for the Kiritimati Island Water Project
<b>Location:</b>	Kiritimati Island, Kiribati
<b>Date of issue:</b>	31/08/2022
<b>Closing Date:</b>	28/09/2022
<b>SPC Reference:</b>	RFP22-4386-PRO

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## Part 1: INTRODUCTION

### 1.1 About the Pacific Community (SPC)

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

SPC has our headquarters in Noumea, New Caledonia and has regional offices in Fiji, the Federated States of Micronesia and Vanuatu, as well as an office in France. SPC works across the Pacific and has staff in nearly all of our Pacific Island Country and Territory members.

SPC works for the well-being of Pacific people through the effective and innovative application of science and knowledge and is guided by a deep understanding of Pacific Island contexts and cultures. Our unique organisation covers more than 20 sectors and is renowned for knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience and conservation of plant genetic resources for food security.

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

### 1.2 SPC's procurement activities

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

SPC's *Procurement Policy* provides the framework for ensuring that SPC obtains the best value for its purchases, in terms of both cost and quality; demonstrates financial probity and accountability to its members and development partners; manages and prevents the potential for conflicts of interest; reduces its environmental impact and manages any other risks.

At SPC, all procurement follows the same main steps: planning; statement of needs; requisition; solicitation; evaluation; award; receipt; and payment. Different procedures apply depending on the value of the goods, services and works to be procured.

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

### 1.3 SPC's Request for Proposal (RFP) Process

At SPC, procurement valued at more than EUR 45,000 must be advertised through a Request for Proposal (RFP) with any bids received evaluated by SPC's Procurement Committee to determine the offer that provides the best value for money.

This RFP sets out SPC's requirements and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information. The RFP contains detailed instructions and templates to enable you to submit a compliant bid. It sets out the overall timetable; it confirms the evaluation criteria that SPC will use to evaluate quotations; it explains the administrative arrangements for the receipt of the bids; and it sets out how bidders can request further information.

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

## Part 2: INSTRUCTIONS TO BIDDERS

### 2.1 Background

SPC invites you to submit a bid to deliver the services 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:

- a) Bidder's letter of application (Annex 1);
- b) Conflict of interest declaration (Annex 2);
- c) Information about the bidder and due diligence (Annex 3);
- d) Technical proposal submission form (Annex 4);
- 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 Australian dollars (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 RFP22-4386-PRO**.

Your proposal must be received no later than **28/09/2022** by **4PM 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 complete 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 RFP22-4386-PRO**. The deadline for submission of clarifications is **16/09/2022** by **4PM 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, these could include educational qualification, professional accreditation or certification, licensing, experience and expertise.

### Pre-Bid Meeting

A Pre-bid Meeting has been planned on **13 September 2022 from 11am to 1pm Kiritimati Local Time**. The pre-bid meeting will be undertaken virtually via Zoom. Bidders who are interested to attend the pre-bid meeting must register their attendance through the SPC procurement email ([procurement@spc.int](mailto:procurement@spc.int)) by **4pm on 11<sup>th</sup> September 2022 Fiji Time**.

### Financial

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

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

The total cost of the proposal is to be inclusive of any taxes 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	31/08/2022
Pre-bid meeting	13/09/2022
Deadline for seeking clarification	16/09/2022
RFP Closing Date	28/09/2022
Award of Contract	31/10/2022
Commencement of Contract	31/10/2022
Submission of final designs, scope of work packages and survey data	01/03/2023
Completion of technical assistance throughout tendering process	01/06/2023
Conclusion of Contract	1/07/2023

## 2.7 Legal and compliance

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

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

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

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

**Currency, validity, duties, taxes:** Unless specifically otherwise requested, all proposals should be in 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: Terms of Reference

### Background/context

The EU- and MFAT-funded *Safe and sustainable drinking water for Kiritimati Island* project, otherwise known as the *Kiritimati Island Water Project*, is being implemented by The Pacific Community (SPC) in partnership with the Ministry of Line and Phoenix Islands Development (MLPID) and other Government of Kiribati (GoK) stakeholders. UNICEF are leading implementation of the sanitation and hygiene components under the same umbrella EU-GoK Partnership for inclusive and socio-economic development.

This is the third major water project on Kiritimati Island in the past 25 years. The AusAID funded Kiritimati Water and Sanitation Project (KWASP) was implemented by the Overseas Projects Corporation of Victoria (OPCV) in the late 1990s and early 2000s. SPC then implemented the EU and NZ MFAT funded Improved Drinking Water Supply for Kiritimati Island Project (IDWSKIP) from 2014 to 2018. This project is a continuation of the IDWSKIP.

The Concept Design Report (see Annex 2 to this ToR) for upgrading groundwater supply infrastructure<sup>1</sup> to meet long-term demand (by 2045 or when all residential leases are fully occupied, whichever is greater) was developed by Bill Bencke in early 2022. The Concept Design Report is available to bidders upon request to the SPC Procurement Unit. The project scope for infrastructure works has been drawn from high priority parts of the Concept Design that can potentially be delivered using available project resources. It is anticipated that the remaining water system upgrade and expansion works detailed in the Concept Design will be re-evaluated and undertaken at a later stage when funding and time permits.

Water system improvements for this project will focus on increasing abstraction capacity from the Four Wells freshwater lens and expansion of the Tabwakea village reticulation system. While other water supply systems on Kiritimati will undergo upgrades and expansion, development of the Four Wells – Tabwakea water supply system has been identified by the Project Steering Committee as the highest infrastructure priority for the project.

### Purpose, objectives, scope of services

Technical support is required to prepare detailed engineering drawings and technical specifications in tender documents to clearly communicate and effectively deliver the major infrastructure works planned under the Kiritimati Island Water Project. Wherever feasible, and unless agreed otherwise with SPC's Project Coordinator, all designs should align with the relevant scope described in the Concept Design document.

Tasks to be performed under this consultancy are listed below:

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



- i. Prepare **detailed design drawings** for water supply infrastructure including infiltration galleries, gallery ground tank and pump stations, pipelines, valves, fittings, meters/gauges, village storage tanks, transfer pumps, control systems, and the expanded Tabwakea reticulation network. A list of the proposed water supply infrastructure improvements is listed in Table 1 below.
- ii. Prepare **Scope of Work packages** with associated documentation required for bid solicitation for the planned construction works. Documentation will include detailed design drawings (as per Item (i) above), specifications, proposed methodology, bills of quantities (BoQs) and cost estimates (for budget planning purposes). Environmental considerations and requirements as outlined in the Basic Environmental Impact Assessment (to be completed by September 2022) are to be included where appropriate. SPC will consolidate the documentation and adapt to the SPC procurement templates and processes prior to the bid solicitation stage.
- iii. Provide timely and quality **technical clarifications and advice** as required:
  - On issues arising regarding infrastructure design, costing and construction methodology throughout the term of the contract; and
  - Throughout the bid evaluation process, including membership of Technical Evaluation Committees for review and ranking of proposals.
- iv. Provide **survey levels** at select Decca, Four Wells, Banana and New Zealand Airfield water infrastructure sites as per Table 2. Survey levels.

*Table 1. List of Planned Water Supply Infrastructure Improvements*

No.	Name	Description	Concept Report Reference
1	Six galleries at Four Wells and two galleries at Decca	<p>Construct six new groundwater infiltration galleries at Four Wells (four to the east of the existing three galleries, and two to the west) and two at Decca (north of main (A1) Road). Designs should include:</p> <ul style="list-style-type: none"> <li>• Gallery pipes using 100 mm PVC borehole screens with approved slotting patterns and slot widths of 0.8 mm or less.</li> <li>• Gallery pipe invert levels set 0.3 m below mean sea level (approximately 2.0 - 2.5 m below ground level) with 150 mm of gravel laid around the pipes.</li> <li>• Single pump wells at the centre of each gallery made from non-corroding material such as fibreglass or polyethylene with sumps 300 mm below the gallery pipe invert level.</li> <li>• Pump well covers made of circular, non-corroding material such as plastic (not steel or concrete) and elevated above the surrounding ground level to prevent sand ingress. Pump well cover rims will be cast on-site into concrete slabs. Pump well covers should fit snugly into cover rims to ensure sand and other materials cannot enter through the top of the pump wells.</li> </ul> <p>Exact siting of galleries and piping will be shared with the winning bidder shortly after contract signing.</p>	Section 4.3.2 and 5.1.2
2	Pumps and connecting pipelines	Install low head, grid-connected submersible sump pumps and connecting pipelines (stainless steel above-ground piping) with valves and meters from the new gallery central pump wells to	Section 1, 4.3.2, 4.3.3 and

		<p>three gallery ground tanks (GGTs; one for the new galleries to the east of the existing Four Wells galleries; one for the new Four Wells galleries to the west; and one for the new Decca galleries). Minimum pipe size is 100 mm and if more than one gallery is connected to the pipeline a 150 mm diameter pipeline will be required. Pumps should be controlled by simple grid-connected electrical timers. Meters should be 80 mm Helix flow meters, similar to those used at existing Decca and Four Wells galleries without filters, with 1 m of straight 100 mm PVC pipe upstream of the meter.</p> <p>The Detailed Design Consultant will be asked to investigate material and configuration options for above ground pipes and fittings, valves and sampling taps for existing gallery pumps and meters at Decca, Four Wells, Banana and New Zealand Airfield. Polyethylene (PE) pipe is currently used at the Decca and Four Wells installations. Other pipe and fitting materials, including DICL and stainless steel should be considered. Design configurations and cost estimates of each option should be provided.</p> <p>Connecting pipelines are to maintain a positive head with no high points along their length. Pipelines will be laid with minimum cover of 900 mm below roads and 600 mm elsewhere. Marker tape will be laid at approximately 300 mm depth and concrete marker posts (with stainless steel information plates) offset by 2 m will be installed at 50 m intervals along each pipeline and adjacent to pipe fittings (e.g. air and scour valves).</p>	5.1
3	Gallery ground tanks	<p>Construct three gallery ground tanks with transfer pumps: ~23 kL tank for the four new eastern Four Wells galleries (sized to accommodate the three existing galleries if they were to be connected), ≥ 9 kL for the two new western Four Wells galleries and ≥ 9 kL for the two new Decca galleries. GGT stations are to be located at the lowest practical elevations and fitted with efficient high-head transfer pumps. Transfer pumps are to be controlled by float switches in the tank. Each tank should be fitted with an overflow pipe with visible discharge away from the tank, and an external water level gauge. See Figure 5. Gallery pump to GGT configuration.</p>	Section 1, 5.1.4 and 5.1.5
4	Transmission pipeline	<p>Install a 3.7 km pipeline (150 mm Class 9 rubber ring jointed PVC) from the eastern GGT to the 150 mm PVC pipeline commencing at the Tabwakea chlorinator (bypassed) located at the Decca lens. The new 150 mm pipeline will cross-connect to the existing 100 mm PVC pipeline at both ends. The exact location of the new pipeline is not important hydraulically and its location is best determined by its ease of construction and future maintenance. Air valves are to be installed at appropriate locations, and flow meters at each end of both the existing 100 mm and the new 150 mm pipeline. Pipelines will be laid with minimum cover of 900 mm below</p>	Section 5.1.3, 5.1.5 and 5.1.6

		roads and 600 mm elsewhere. Marker tape will be laid at approximately 300 mm depth and concrete marker posts (with stainless steel information plates) offset by 2 m will be installed at 50 m intervals along each pipeline and adjacent to pipe fittings (e.g. air and scour valves).	
5	Tabwakea tank and pump station	Install a $\geq 285$ kL ground level storage tank with four transfer pumps and a control system in Tabwakea village adjacent and connected to the current 22.5 kL Tabwakea head tank. The tank is to be specially coated steel with a food-grade polyethylene liner. The configuration will be similar to the nearby London village tank and pump station, though without an underground tank and with time-based (rather than volume-based) water flows to the Tabwakea reticulation system. As with London, up to three of the pumps can operate in parallel based on a multitrode level switch in the head tank. The head tank should be equipped with anti-vortex vanes or plates so that air is not drawn into the outlet pipe. The transfer pumps and electrical controls should be suitably sheltered. Consideration will need to be made to ensure minimal water from the head tank is recirculated into the ground tank. A location for water tanker trucks to easily refill from the station will be required.	Section 5.1.7
6	Tabwakea reticulation network expansion	Upgrade and expand the Tabwakea reticulation network to reach all 855 leases. The design will take into consideration the existing reticulation network installed during the KWASP project. See Figure 6. Tabwakea reticulation network schematic for pipe sizing and location of major isolation valves. See Figure 7. Tabwakea map with scale for an indication of pipe lengths.	Section 5.1.8
7	Banana and Poland head tanks	Lower the two galvanised steel tank stands at Banana and Poland from 10 m to 6 m (as has been done for the head tanks at London and Tabwakea). The Banana tank stand has capacity for three tanks (two 22.5 kL tanks are currently on the stand) and should be reduced to a single 6 m tank stand with one of the existing 22.5 kL tanks, if in suitable condition. The removed components should be stored for future tank stand construction and repairs on the island. The Detailed Design Consultant will be required to inspect and recommend any remedial action to the Banana and Poland tanks and tank stands (the components that will remain after lowering to 6 m).  The Detailed Design Consultant will also be required to design a simple and low-maintenance mechanism for the Banana and Poland head tanks to enable volume or time-based flows of water to their respective reticulation networks without the need for transfer pumps and complex control systems.	Section 5.2.7 and 5.3.7
8	London tank and pump station upgrades	Reconfigure the London pump and tank station control system to:	Section 3

		<ul style="list-style-type: none"> <li>- Change time-based flows (as opposed to the current volume-based flows) to the London reticulation system; and</li> <li>- Stop recirculation of water from the head tank to the submersible tank.</li> </ul> <p>A suitable water tanker truck filling point will need to be installed, as is also required at the new Tabwakea tank and pump station.</p>	
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The Scope of Work packages developed by the Detailed Design Consultant should allow for incremental increases in scope. For example, gallery construction scope will be for a minimum of the (i) four new eastern galleries at Four Wells, while separately defining additional work required for (ii) the two new western Four Wells galleries, and (iii) the two new Decca galleries. Similarly, the Tabwakea reticulation may have options for 75% coverage (minimum), with BoQ and associated scope clearly articulated for the marginal works required to reach 90% and 100% coverage. This will enable improved resource (financial) allocation and flexibility throughout the procurement process.

The Consultant will be required to obtain accurate survey data at the following sites. The misclose for all level surveys from existing benchmarks or temporary benchmarks must be not greater than 20 mm.

*Table 2. Survey levels*

Lens	Locations	Quantity	Survey instructions
Decca & Four Wells	Existing gallery pump wells	18 pump wells	On rim of plastic pump well cover (top) and base of well.
	Existing boreholes	27 boreholes	On rim of steel borehole cover (top) and base of PVC pipes inside boreholes.
	Existing PVC standpipes	4 standpipes	Top and base of PVC standpipes near 2 boreholes in Decca and 2 boreholes in Four Wells.
	All above existing facilities		To start at a primary benchmark near the main road at Decca and move to a primary benchmark near the main road at Four Wells, then return to the first primary benchmark via at least 5 pump wells or borehole covers.
	Proposed boreholes	Likely 5 boreholes	On rim of steel borehole cover (top) and base of PVC pipes inside boreholes where these are installed. If covers and pipes not installed by the time of the level survey, levels will be obtained later (separate contract).
	Proposed pipelines from pump wells to gallery ground tanks	Up to 125 points (up to 8 pipelines, up to 2.5 km total)	Along length of pipelines at 20 m spacings.
	Proposed gallery ground tanks (GGTs)	Up to 3 GGTs	At proposed GGT locations.

	Proposed Four Wells to Decca transmission pipeline	Around 36 points (approx. 3.6 km pipeline)	Along length of pipeline at 100 m spacings.
	All above proposed facilities		The levels at proposed facilities should use the same two primary benchmarks as for existing facilities. These levels should be used to develop detailed design drawings including plan views with contours and long sections of pipelines. Note that survey data obtained during the previous project (IDWSKIP) to develop contour maps of Decca and Four Wells areas could be used by the consultant to complement the survey.
Banana and Main Camp	Existing Banana gallery pump wells	At least 8 and up to 14 pump wells	On rim of plastic pump well cover (top), where these are fitted, and base of well. Where plastic pump well covers are not fitted, survey levels should be obtained on the edge of the concrete cover above the well and at a second nearby fixed location (as the first level will be no longer available when plastic covers are later fitted). The locations for survey levels at pump well covers without plastic covers should be agreed with the Coordinator.
	Existing Banana boreholes	At least 4 and up to 8 boreholes	On rim of steel borehole cover (top) if these are installed and base of PVC pipes inside boreholes BA15, BA16 and BA17. If steel borehole covers are not installed by the time of the level survey, levels will be obtained later (separate contract).
	All above existing Banana facilities		To start at a primary benchmark near the main road at Banana/Airport then return to this primary benchmark via at least 3 pump wells or borehole covers.
	Proposed boreholes at Banana and Main Camp	Most probably 4 boreholes at Banana and 1 at Main Camp	On rim of steel borehole cover (top) and base of PVC pipes inside boreholes if these are installed. If covers and pipes not installed by the time of the level survey, levels will be obtained later (separate contract).
	All proposed boreholes at Banana and Main Camp		The levels at the proposed Banana boreholes should use the same primary benchmarks as for existing facilities. The levels at the proposed Main Camp boreholes should use a suitable primary benchmark near the main road.

New Zealand Airfield (NZA)	Existing gallery pump wells	2 pump wells	On rim of plastic pump well cover (top), where these are fitted, and base of well. Where plastic pump well covers are not fitted, survey levels should be obtained on the edge of the concrete cover above the well and at a second nearby fixed location (as the first level will be no longer available when plastic covers are later fitted). The locations for survey levels at pump well covers without plastic covers should be agreed with the Coordinator.
	Existing boreholes	5 boreholes	On rim of steel borehole cover (top) if these are installed and base of PVC pipes inside boreholes NZ5, NZ6 and NZ7. If steel borehole covers are not installed by the time of the level survey, levels will be obtained later (separate contract).
	Existing PVC standpipe	1 standpipe	Top and base of PVC standpipe near borehole NZ4.
	Proposed borehole(s)	Likely 1 borehole	On rim of steel borehole cover (top) and base of PVC pipe inside borehole if this is installed. If cover and pipe are not installed by the time of the level survey, the level will be obtained later (separate contract).
	All above existing and proposed NZA facilities		The levels at all facilities should use a primary benchmark (assuming it exists) near NZA. If one does not exist, then a temporary benchmark should be used (for example one of the base plates of the NZA tank stand).

By the end of the consultancy the Consultant will need to have provided:

1. Five hard copies and an electronic copy of all **technical design documents and Scopes of Work packages** for the works summarised in Table 1. List of Planned Water Supply Infrastructure Improvements. Documentation will include detailed design drawings (PDF and editable CAD files), specifications for construction works and bills of quantities (BoQs) with estimated costs.
2. **Technical assistance** throughout the contract period on infrastructure designs and to evaluate tenders for the construction works.
3. **Survey level data** as per Table 2. Survey levels.

It is expected that the Consultant make a two- to four-week trip to Kiritimati to perform site assessments, survey levels, gather information and meet key stakeholders. Travel dates to be confirmed following discussions and validation by SPC Project team. Kiribati borders officially opened on 31 July 2022 and weekly flights to Kiritimati from Fiji and Hawaii are expected to resume by October 2022. **Flights, accommodation, meals and incidentals for the Consultant will be paid by SPC as per SPC's Travel Policy.** As of August 2022, the per diem rate for Kiritimati is AU\$200/d. Throughout the Kiritimati site visit the Consultant is expected to closely engage MLPID's Water and Sanitation Division (WSD) to explain concepts, build their capacity in any applicable areas, and understand the existing water supply system configuration, performance and operational challenges.

The images below are intended to assist the reader with understanding the required scope of work. Further information is available in the Baseline Report and Concept Report Annexed to this ToR.

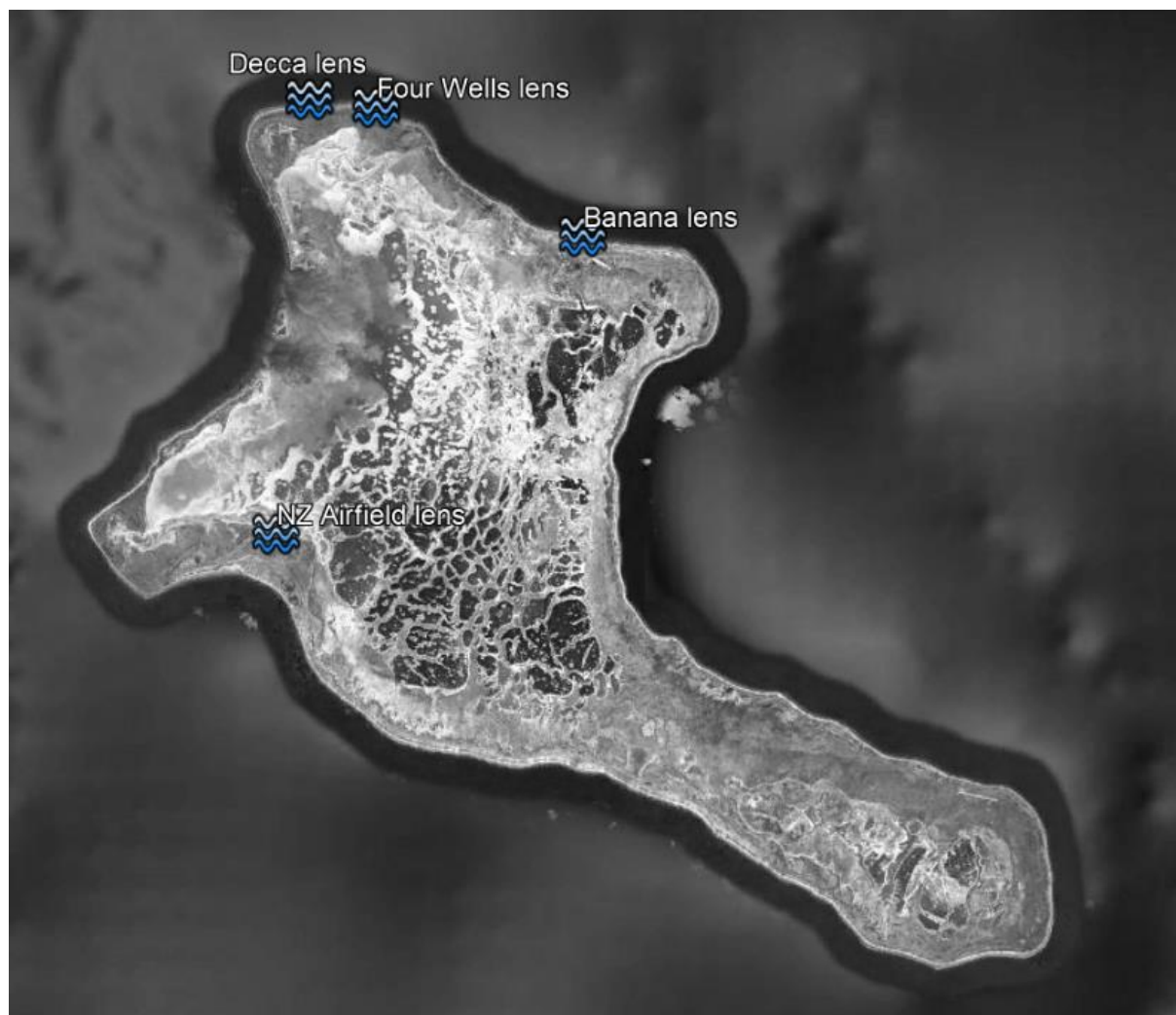


Figure 1. Location of the four main freshwater lenses on Kiritimati



Figure 2. Approximate location of the planned new 400 m galleries (yellow lines)

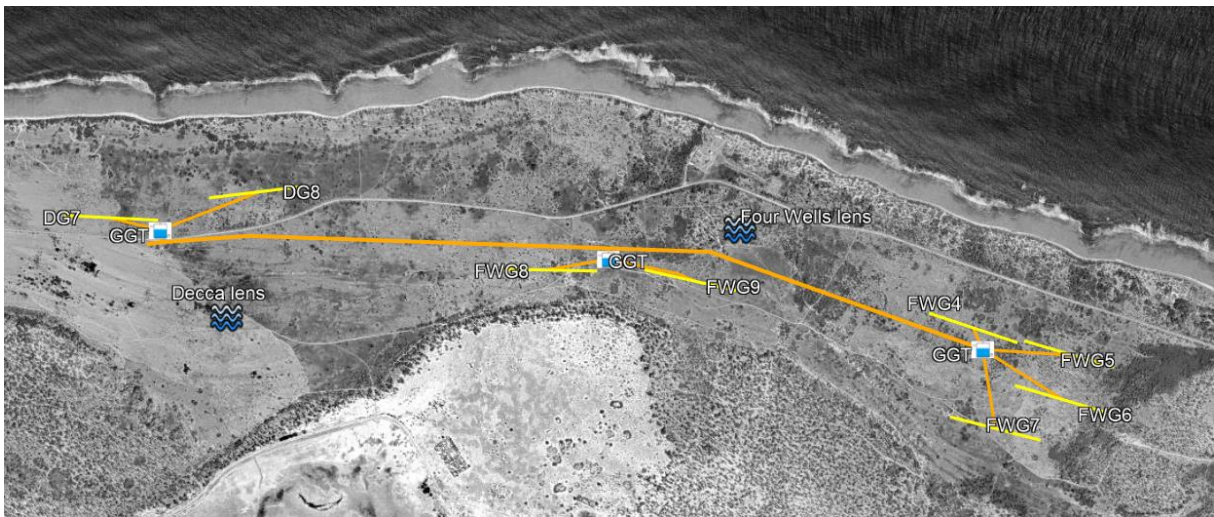


Figure 3. Approximate location of new galleries (yellow), piping (orange) and gallery ground tanks (GGT).

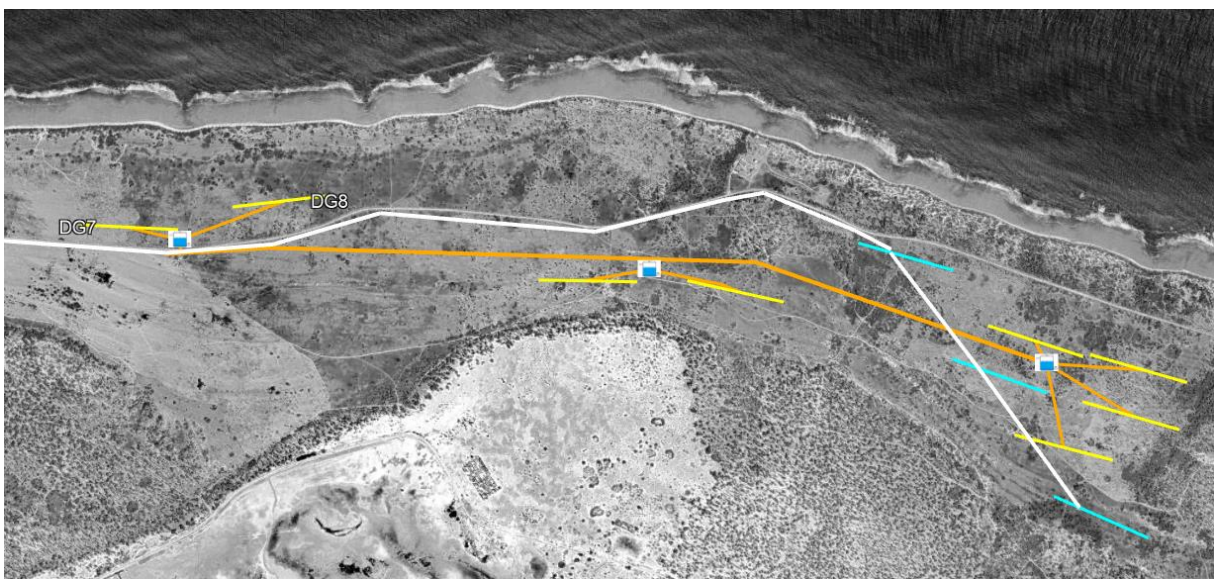




Figure 4. Approximate location of new and existing water supply infrastructure for the Four Wells - Tabwakea system (blue = existing galleries; white = existing piping)

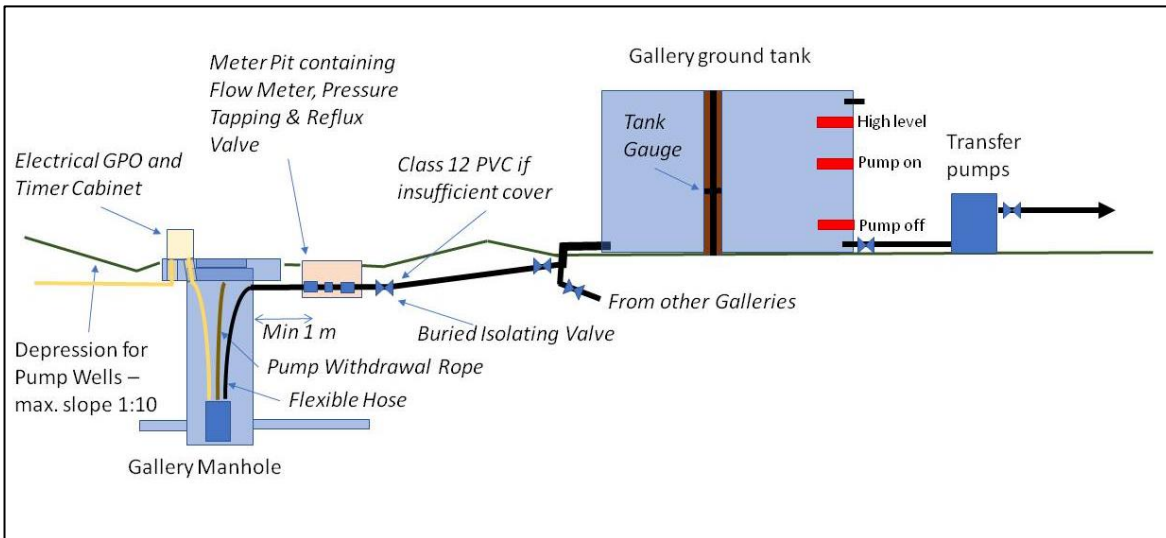


Figure 5. Gallery pump to GGT configuration (from Concept Report)

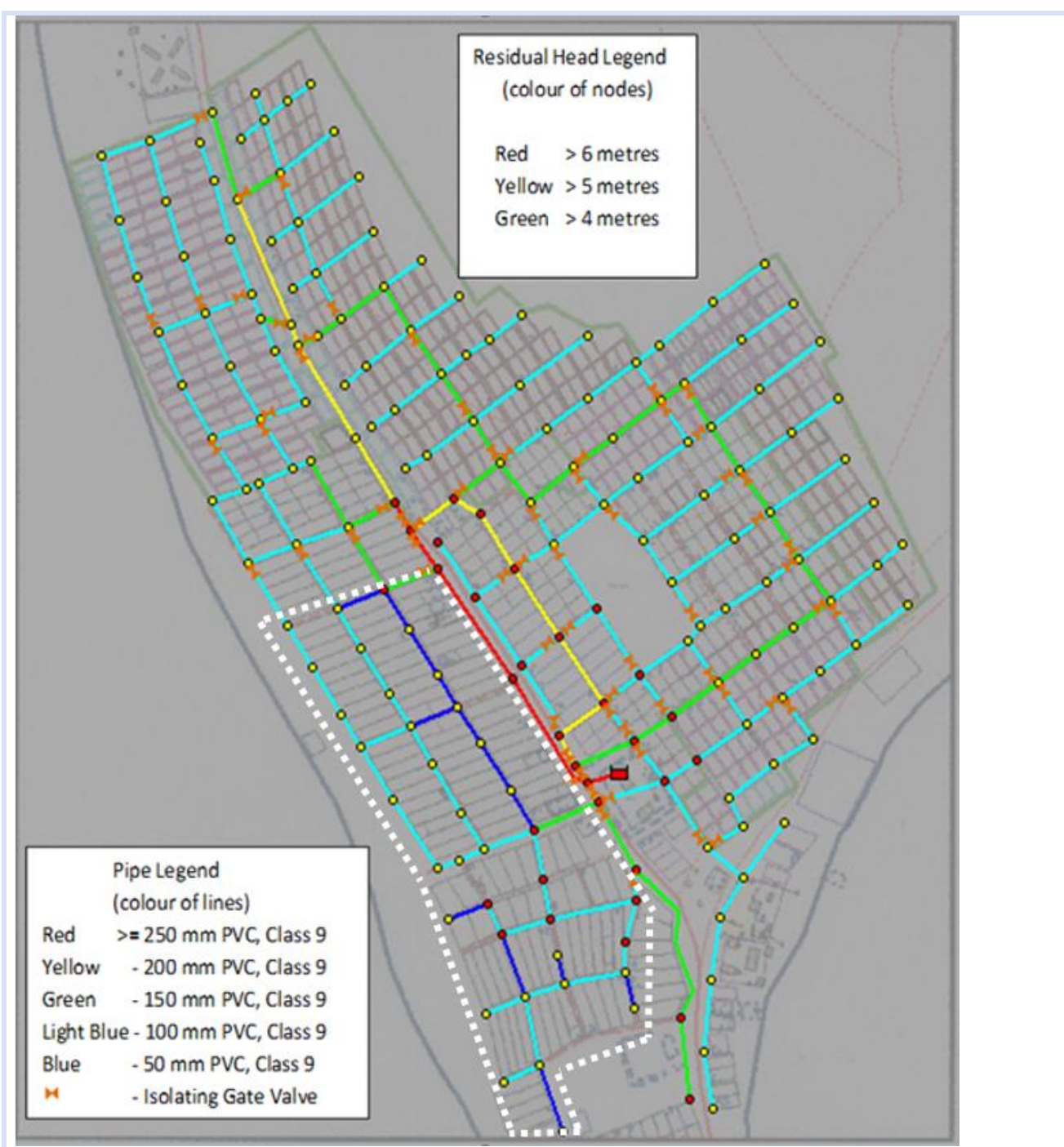


Figure 6. Tabwakea reticulation network schematic (Concept Report)

Note, reticulation is already in place in the area within the white dotted line, though some upgrades/improvements will likely be required. Some reticulation also exists to the west of the main road, though this will likely need replacing. Please see map below for scale.



Figure 7. Tabwakea map with scale (Google 2022)

### Timelines

The work is expected to be performed within a period of approximately **seven months**, commencing immediately upon contract signing (est. October 2022), or shortly thereafter.

- Site visits, detailed designs, scope of work packages and survey levels should be completed within four months.
- Technical assistance through the tendering process will likely be required for another three months.

Some flexibility in deliverable deadlines will be made should there be delays in contracting, COVID-related border restrictions, travel administration, information provision or other unexpected interruptions. **The Consultant will be encouraged to satisfactorily complete all required deliverables as soon as reasonably practicable.**

The Consultant will be required to provide a work schedule highlighting critical tasks to be undertaken from signing of contract to submission of design and survey documents, including dates of travel and submission of draft and final documents. SPC aim to expedite the tendering process for construction works once the scope of work packages are received.

### Reporting and contracting arrangements

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

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

### Skills and qualifications

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

- At least 15 years' practical experience in design of water supply systems
- Demonstrated competence developing quality detailed design drawings and
- On island experience with Kiritimati Island water supply<sup>2</sup>
- Extensive experience with atoll water supply evaluation and design specifications
- Tertiary qualification(s) in water engineering or similar
- Proven experience and capability to conduct accurate level surveys
- Experience evaluating tenders.

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<sup>2</sup> While Kiritimati weekly international flights are expected to resume in coming months, there remains the risk of further border closures and travel restrictions. Therefore, the Consultant will ideally be familiar with Kiritimati Island's water supply systems and have previous water-related work experience on-island.

## Scope of Bid Price and 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.

<b>Milestone/deliverables</b>	<b>Deadline</b>	<b>% payment</b>
Upon signing of Contract	Start of contract	20%
On receipt and acceptance of final design, specifications and Scope of Work packages	4 months after contract signing	50%
On receipt and acceptance of survey level data	4 months after contract signing	20%
After active participation in tender evaluations	7 months after contract signing	10%
	<b>TOTAL</b>	<b>100%</b>

## Annexes to the Terms of Reference

1. Baseline Report – Kiritimati Island Water Project – May 2022
2. Concept Design Report – Safe and sustainable drinking water for Kiritimati Island

## Part 4: PROPOSAL EVALUATION MATRIX

### 4.1 Competency Requirements & 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:

Competency Requirements	Score Weight (%)	Points obtainable
<b>Organisational requirements</b>		
<p>Evidence of the bidder's relevant experience must be submitted. Bidders shall provide details of two contracts that demonstrate their track record in completing works/services similar to the ToR in Part 3 of this RFP. The bidder should provide contact details of one referee for each of the contracts. The contracts should have been completed or substantially completed within the last 8 years. Please attach CV(s) and any supporting information as necessary.</p> <p>The bidder will also need to attach a brief (maximum 1 page) work schedule summarising the key activities and dates proposed to perform the work outlined in the Terms of Reference.</p>	<p><b>Mandatory requirements.</b> Bidders will be disqualified if these requirements are not met</p>	
<b>Technical requirements</b>		
<b>Practical experience</b>		
Evidence of at least 15 years' practical experience in design of water supply systems	25%	175
<b>Detailed design</b>		
Demonstrated competence developing quality detailed design drawings and specifications	20%	140
<b>On-island experience</b>		
On-island experience with Kiritimati Island water supply	15%	105
<b>Atoll water supply</b>		
Evidence of extensive experience with atoll water supply evaluation and design	15%	105
<b>Tertiary qualifications</b>		

Tertiary qualification(s) in water engineering, or similar (attach CV of Consultant(s) proposed for the work)	10%	70
<b>Level surveys</b>	10%	70
Proven experience and capability to conduct accurate level surveys		
<b>Tenders</b>	5%	35
Experience evaluating tenders		
<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 services 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 services 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 Bidder's representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

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

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

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

VENDOR INFORMATION			
Are you already registered as an SPC vendor?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', please complete the form. If 'Yes', do you have any information to update?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please complete the form. If 'No', sign directly the form without completing it			
<b>1. Please provide information related to your entity.</b>			
Company name	<i>[Enter company name]</i>	Address	<i>[Enter address]</i>
Director/CEO	<i>[Enter name of the executive person]</i>	Position	<i>[Enter position of the executive person]</i>
Business Registration/License number	<i>[Enter company registration/license number (or tax number)]</i>		
Date of business registration	<i>[Enter date of business registration]</i>		
Country of business registration	<i>[Enter country of business registration]</i>		
<b>Status of the entity:</b>			
<input type="checkbox"/> For-profit entity (company), <input type="checkbox"/> NGO, <input type="checkbox"/> International organisation, <input type="checkbox"/> Government body, <input type="checkbox"/> University, <input type="checkbox"/> Association, <input type="checkbox"/> Research Institute, <input type="checkbox"/> Other: <i>[insert details]</i>			
<b>2. Please provide the following documents (or any other relevant documents according to your national legislation) to verify the legal existence of the entity, the authority of its officer and proof of its address:</b>			
<input type="checkbox"/> Evidence of the power of attorney or board resolution granted to the officer to transact business on its behalf or any other document delegating authority <input type="checkbox"/> Certificate of business registration/license <input type="checkbox"/> Memorandum, Articles or Statutes of Association <input type="checkbox"/> Telephone or electricity bill in the name of the entity <input type="checkbox"/> Bank statement bearing the name of the entity			
<b>3. How many employees does your company and its subsidiaries have?</b>		<i>[provide answer]</i>	
<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
<b>5. If 'no', what type of business insurance do you have?</b>		<i>[provide answer]</i>	
<b>6. Are you up to date with your tax and social security payment obligations?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>7. Is your entity regulated by a national authority?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If you answered 'yes', please specify the name:</i>		<i>[Insert name of the national regulation authority]</i>	
<b>8. Is your entity a publicly held company?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>9. 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>10. 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>11. Does your entity provide financial services to customers determined to be high risk including but not</b>			

<b>limited to:</b>					
Foreign Financial Institutions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Casinos	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cash Intensive Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Foreign Government Entities	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Non-Resident Individuals	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Money Service Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Other, please provide details:			[Provide details]		
<b>12.If you answered 'yes' to any of the boxes in question 11, does your entity's policies and procedures specifically outline how to mitigate the potential risks associated with these higher risk customer types?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'yes', please explain how:			[Provide explanation]		
<b>13.Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect fraud, corruption, money laundering or terrorist financing activities?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'yes', please send SPC your policy in English.					
<b>14.Does your entity have an officer responsible for anti-corruption, or anti-money laundering and counter-terrorism financing policy?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please state that officer's contact details:			[Insert name and contact details of your officer in charge]		
If 'no', what process does your entity have in place to prevent and detect money laundering or terrorist financing activities?				[provide answer]	
<b>15.Has your entity or any affiliated entity ever filed for bankruptcy?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>16.Have any of the entity's current or former directors or CEO filed for bankruptcy?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>17.Has your entity ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of any laws or regulations, including those relating to money laundering or terrorism financing?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'yes', please provide details:			[Provide details]		
<b>18.Has the director or CEO of your entity ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of any laws or regulations, including those relating to money laundering or terrorism financing?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'yes', please provide details:			[Provide details]		

## SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)

<b>19.Does your entity have a written policy, controls and procedures to implement its Social and Environmental Responsibility (SER) commitments?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please send SPC your policy in English.					
<b>Does your Policy cover the followings?</b>					
<input type="checkbox"/> Child protection <input type="checkbox"/> Human rights <input type="checkbox"/> Gender equality <input type="checkbox"/> Social inclusion <input type="checkbox"/> Sexual harassment, abuse or exploitation <input type="checkbox"/> Environmental responsibility					
Please, outline the major actions you have undertaken in these areas:			[provide answer]		
<b>20.Does your entity have an officer responsible for Social and Environmental Responsibility (SER)?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please state that officer's contact details:			[Insert name and contact details of your officer in charge]		
If 'no', what process does your entity have in place to ensure your social and environmental responsibility?				[provide answer]	

I declare that the particulars given herein above are true, correct and complete to the best of my knowledge, and the documents submitted in support of this form are genuine and obtained legally from the respective issuing authority.

I declare that none of the funds received or to be received by my company will be used for criminal activities, including financing terrorism or money laundering.

By sending this declaration to SPC, I agree that my business and personal information may be used by SPC for due diligence purposes. I also understand and accept that SPC will treat any personal information it receives in connection with my proposal in accordance with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

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

Signature:

Name of the Bidder's 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

### INSTRUCTIONS TO BIDDERS

Please complete the table below and attach any supporting documentation as needed, including the CV of the Consultant(s) proposed for the work and, for organisations, institutional capacity to support the dedicated Consultant(s).

Technical Requirements	
Competency Requirements	Response by Bidder
<p><b>Experience:</b> Evidence of the bidder's relevant experience must be submitted. Bidders shall provide details of two contracts that demonstrate their track record in completing works/services similar to the ToR in Part 3 of this RFP. The bidder should provide contact details of one referee for each of the contracts. The contracts should have been completed or substantially completed within the last 8 years. Please attach CV(s) and any supporting information as necessary.</p>	<p><b>Details for three references</b></p>
	1. Client's name: <i>[insert name of client 1]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	2. Client's name: <i>[insert name of client 2]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	Please attach a brief (maximum 1 page) work schedule summarising the key activities and dates proposed to perform the work outlined in the Terms of Reference.
<b>Practical experience</b>	
Evidence of at least 15 years' practical experience in design of water supply systems	<i>[Bidder's answer]</i>
<b>Detailed design</b>	
Demonstrated competence developing quality detailed design drawings and specifications	<i>[Bidder's answer]</i>
<b>On-island experience</b>	

On-island experience with Kiritimati Island water supply	<i>[Bidder's answer]</i>
<b>Atoll water supply</b>	
Evidence of extensive experience with atoll water supply evaluation and design	<i>[Bidder's answer]</i>
<b>Tertiary qualifications</b>	
Tertiary qualification(s) in water engineering, or similar (attach CV of Consultant(s) proposed for the work, and clearly indicate the Consultant(s) who will be visiting Kiritimati Island for the site assessments and surveys)	<i>[Bidder's answer]</i>
<b>Level surveys</b>	
Proven experience and capability to conduct accurate level surveys	<i>[Bidder's answer]</i>
<b>Tenders</b>	
Experience evaluating tenders	<i>[Bidder's answer]</i>

**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 5: FINANCIAL PROPOSAL SUBMISSION FORM

1. All costs indicated on the Financial Proposal should be **exclusive** of all applicable taxes.
2. The format shown below should be used in preparing the price schedule.
3. **You must submit this Financial Proposal in a separate email to the technical proposal.** 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.
4. **Travel**

	Quantity	Unit cost [AUD]	Total cost [AUD]
Consultancy fees			
Logistics and transport*			
Publication costs			
Other related costs (if any, please specify)			
<b>TOTAL</b>			

\*The Consultant may need to hire a vehicle during the Kiritimati Island site visit. SUV rental is around \$80/day.

Please **do not include travel costs, accommodation, and meals** for the Kiritimati Island site visit, as these will be covered by SPC as per the SPC Travel Policy. As of August 2022, the SPC per diem (daily subsistence allowance) for short-term stays on Kiritimati is AU\$200 per day.

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

Title: *[insert Title of the representative]*

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