

REQUEST FOR PROPOSAL (RFP)

FOR WORKS

In response to the imminent and serious risk of flooding and infrastructural damage in the Soasoa drainage area, Labasa, Fiji, SPC has invoked the Crisis Response Procedures of SPC's Procurement Policy.

Project Title:	Global Climate Change Alliance Plus Scaling Up Pacific Adaptation (GCCA+ SUPA)
Nature of the works	Supply and installation of materials for strengthening of the Levee on Site 1 and Site 2 Soasoa Drainage, Labasa, Vanua Levu, Fiji.
Location:	Soasoa Drainage, Labasa, Vanua Levu, Fiji
Date of issue:	20/10/2022
Closing Date:	27/10/2022
SPC Reference:	22-4709

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Part 1: INTRODUCTION

1.1 About the Pacific Community (SPC)

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

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

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

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

1.2 SPC's procurement activities

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

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

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

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

1.3 SPC's Request for Proposal (RFP) Process

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

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

In response to the imminent and serious risk of flooding and infrastructural damage in the Soasoa drainage area, Labasa, Fiji, SPC has invoked the Crisis Response Procedures of SPC's Procurement Policy.

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

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

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

SPC has advertised this RFP on its website and may send it directly to potential vendors. 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 FJD. Your Financial proposal is to be password protected. SPC will request the password in the event that it is required.

Both emails are to be sent to procurement@spc.int with the subject line of your email as: **Submission RFP22-4709..**

Your proposal must be received no later than **27/10/2022** by **1:00p.m Fiji Time**. Only one bid per bidder is permitted.

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

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

2.3 Clarifications

You may submit questions or seek clarifications on any issue relating to this RFP. The questions are to be submitted in writing to procurement@spc.int with the subject line: **Clarification RFP22-4709**. The deadline for submission of clarifications is **24/10/2022** by **1:00p.m Fiji Time**.

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

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

2.4 Evaluation

Validity

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

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

Technical

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

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

Financial

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

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

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

2.5 Contract award

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

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

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

2.6 Key dates

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

STAGE	DATE
RFP advertised	20/10/2022
Deadline for seeking clarification	24/10/2022
RFP Closing Date	27/10/2022

Award of Contract	3/11/2022
Commencement of Contract	4/11/2022
Conclusion of Contract	16/12/2022

2.7 Legal and compliance

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

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

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

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

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

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

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

Good faith: The information in this RFP is provided by SPC in good faith. No representation, warranty, assurance or undertaking (express or implied) is or will be made, and no responsibility or liability will be accepted by SPC in relation to the adequacy, accuracy, completeness or reasonableness of this RFP or any information provided by SPC in relation to this RFP.

Modifications: Any clarifications, corrections or modifications will be published on the SPC website prior to deadline. In the event a bidder has submitted a bid before the clarification, correction or modification, the bidder will be informed and may modify the bid. The modified bid will still need to be received before the deadline.

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

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

Right to amend, seek clarity, withdraw, not award: SPC reserves the right to: (1) amend, add to or withdraw all or any part of this RFP at any time, or to re-invite bids on the same or any alternative basis; (2) seek clarification or documents in respect of any bidder's submission; (3) choose not to award a contract as a result of this RFP; (4) make whatever changes it sees fit to the timetable, structure or content of the procurement process, depending on approvals processes or for any other reason. Please note that while SPC will not change the evaluation criteria set out in the RFP without the RFP process being re-issued, SPC does reserve the right at the time of award of contract to vary the quantity of services and goods specified in the RFP and to accept or reject any proposal at any time prior to award of the contract without incurring any liability to the affected bidder or any obligation to inform the affected bidder/s of the grounds for SPC's action.

Right to disqualify: SPC reserves the right to disqualify: (1) any bidder that does not submit a proposal in accordance with the instructions in this RFP; (2) any bidder that misrepresents information to SPC; (3) any bidder that directly or indirectly canvasses any SPC employee concerning the award of a contract.

Use of material: Bidders shall not use the contents of the RFP or any related material for any purpose other than for the purpose of considering submitting, or submitting, a bid to SPC.

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

2.8 Complaints process

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

Part 3: Scope of Works

3.1 Background/Context

The Fiji GCCA+ SUPA project is titled: 'Scaling up the Soasoa drainage system, Fiji'. The goal of the Fiji SUPA project is to increase the resilience of vulnerable coastal communities of Soasoa, Macuata province, in Fiji through comprehensive planning, and an integrated scaled up infrastructure and ecosystem-based adaptation. The project will be managed by SPC, and the Ministry of Waterways and Environment (MoWE) will lead in the implementation of the SUPA project, in partnership with the Ministry of Economy-Climate Change & International Cooperation Division (CCICD).

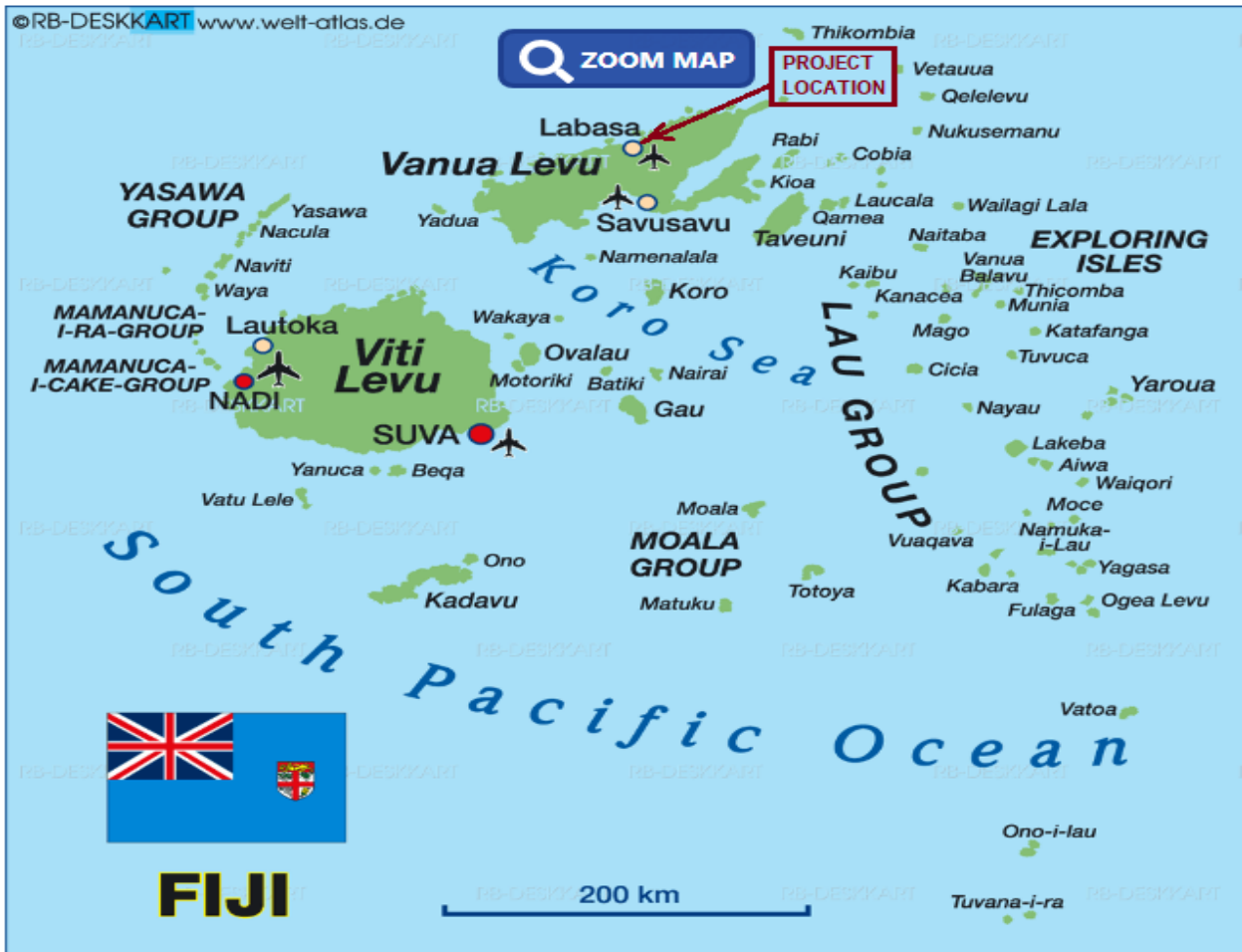
Fiji, like many island countries, is increasingly experiencing the negative impacts of climate change. These impacts exacerbate the vulnerability of coastal communities' and their assets to coastal inundation and flooding.

The Fiji National Climate Change Policy 2018 and National Adaptation Plan 2018 identified coastal protection as an area needing priority actions and interventions. Following an Inception and Planning Workshop in March 2019, the Fiji stakeholders selected to focus on coastal protection in the Soasoa drainage catchment in Labasa, on the island of Vanua Levu in the Macuata Province.

The Fiji government sees climate-resilient infrastructure as a critical measure for adaptation particularly along coastal areas and reclaimed lands. This is evident in the Fiji National Adaptation Plan (NAP) with short, medium, and long terms strategies outlined to develop climate-resilient infrastructure. The Soasoa drainage catchment is largely reclaimed land that is used for coastal agriculture and is dominated by sugarcane farming. In the recent past, these areas have been exposed to more frequent seawater inundation and flooding events that cause crop failures and affect livelihoods.

In the Soasoa drainage catchment, levees protect the reclaimed area and a series of floodgates discharge water during low tide. The infrastructure was designed in the 1970s and there is now a need to strengthen this infrastructure to address climate change impacts, such as rising sea levels, changing rainfall patterns, and the frequency of extreme rainfall events. The proposed activities for the Soasoa drainage catchment support the Fijian Government's efforts to enhance the resilience of vulnerable coastal communities to climate change and natural hazards through the scaling up of drainage and coastal protection infrastructure with the integration of community and ecosystem-based adaptation. A holistic approach to guide the management of the whole watershed area is required. To this end, a 30-year integrated watershed management plan for the Soasoa drainage catchment will be developed to guide the management of the basin over the medium term. The SUPA project will also contribute to the implementation of on-the-ground activities that involve the construction of enhanced flood control infrastructure in the form of raised levees and floodgates. These activities aim to build the resilience of the communities and their assets in the Soasoa drainage catchment.

The 2017 population estimate for the Soasoa watershed area is 4,140 direct beneficiaries. It is anticipated that the population of the wider Soasoa area and the Labasa area, around 5,947 people, will also indirectly benefit from the project.



3.2 Description of Works

- The work to be performed shall consist of furnishing all necessary labour, materials, tools, equipment and services in connection with the proposed works – The works is divided into two categories: 1st Category: Strengthening of the levee at site 2, near the existing flap gate. 2nd Category: Filling and compaction of the excavated area at site 1, near the existing 4-barrel flood gate.
- The work shall be performed in strict accordance with the construction drawings, specifications and Approximation of Required Quantities (AOQ) attached hereto.
- The contractor will be required to provide a detailed work plan and schedule prior to starting of the work and a weekly report while the work is ongoing.
- Key qualified and experienced personnel that the contractor must have for this contract are a contract manager / contractor's representative and a site-based construction supervisor / construction manager.
- Equipment needed for the work, which the contractor must provide/hire, include trucks, excavator, generator, grader, rollers, watercart, cement mixer and power tools.
- The full design for the remedial measures, including location and detailed site maps, layout drawings showing proposed works, cross sections, list of all materials (bill of quantities), schedules for works and costings is attached as shown in Item 3.7: Appendices to Scope of works
- The contractor will be required to organise mobilisation, demobilisation, waste disposal of all materials, manpower and tools needed to undertake and finalise the works, as well as Site rehabilitation in accordance with the Operation Environment Management Plan (OEMP).

3.3 Timelines/Duration

- The work is expected to complete in one month and one week

- Commencement date for both categories (Work on Site 1 and 2 is 4 November 2022)
- Expected completion date for Site 1 is 18 November 2022
- Expected completion date for Site 2 is 16 December 2022

3.4 Construction Drawing and Schematic Photos for Site 1, and Construction Drawings for Site 2

Refer to Appendix 1a and 1b attached

3.5 Brief Methodologies for Site 1 and 2

Refer to Appendix 3a and 3b attached

3.6 Bill of Quantities (BoQ) AND Schedule for Site 1 and 2

Refer to appendix 2a and 2b attached for the BoQ excel copies

SITE 1: Filling of the excavated area that have been excavated for the new flood gate foundation at site 1 (Near the existing 4-barrel flood gate)				
Item No.	Description	Unit	Qty	Work Duration
1	<u>Red clay</u> Supply and delivery of red clay to site 1, near the existing 4-barrel flood gate	m ³	600	Two Weeks (Including Saturdays)
	Fill and compact approved backfill red clay in the excavated area at site 1 (refer to Appendix 1a - Schematic photo part 1 for reference)	m ³	600	
2	Opening of the two outlets of the existing flood gate barrels toward river side, which have been closed by the current contractor. This removal includes the removal of red clay and bulker bags placed at the face of the two outlets (Refer to Appendix 1a - Schematic photo Part 2). Also remove the existing sticks holding/closing the two of the 4-barrel doors of the existing flood gate (refer to Appendix 1a - Schematic photo Part 3 for reference)	Lump Sum	1	
3	Mobilisation, demobilisation, waste disposal and site rehabilitation	Lump sum	1	

SITE 2: Strengthening and Heightening of Levee at site 2 only (Approx. 70m Total Length)				
Item No.	Description	Unit	Qty	Work Duration
1	<u>Red clay</u> Supply and delivery of approved red clay to site 2 near the existing flap gate	m ³	1320	Five weeks (Including Saturdays)
	Fill and compact approved backfill red clay along 70m length levee road at site 2.	m ³	1320	
2	<u>Gravel</u> Supply, transport, place , spread and compact approved river gravel (25mm-50mm dia. in size), 70m length levee road at site 2 compact and level to form even surface with existing levee, as directed by Engineer.	m ³	67	
3	<u>Geofabric</u>			

	Supply and delivery of geofabric to site 2 near existing flap gate. One roll is 300m ²	Roll	5
	Installation of geofabric. Overlapping of geofabric to be 300mm minimum. One roll is 300m ²	Roll	5
4	Supply and installation of Bulk Bag filled with sand at both toes of the Levee as per drawings	m ³	50
5	Supply and installation of sand bags on side slopes of the levee as per drawings	m ³	200
6	After the successful installation of the levee, the contractor needs to open the existing flap gate. Opening of the existing flap gate includes: 1) removal of red clay/boulders/bulker bags which have been placed on both sides of the flap gate (Refer to Appendix 1b: Schematic Photos Part A1 & A2. 2) Re-install the loose existing flap gate by welding it into position (Refer to Appendix 1b: Schematic Photo Part B). 3) In collaboration with MoW Labasa, the contractor needs to ensure that the flap gate is function well prior removing the existing cofferdam (made of red clay/boulders/sandbags) toward the river side of the existing flap gate (Refer to Appendix 1b: Schematic Photos Part C1 & C2)	Lump Sum	1
7	Mobilisation, demobilisation, waste disposal and site rehabilitation	Lump Sum	1

3.7 Payment schedule

Milestone/deliverables	Deadline	% payment
Submission of approved detailed work plan and site opening report	04/11/22	20
Completion of Item No. 1 on SITE 1 BoQ, and Completion of Item No. 1 on SITE 2 BoQ with written confirmation from Site Engineer and submission of all supporting documents including progress report validated by SPC	11/11/2022	20
Completion of Item No. 2 on SITE 1 BoQ, Completion of Item No. 2 and Completion of Item No. 3 on SITE 2 BoQ with written confirmation from Site Engineer and submission of all supporting documents including progress report validated by SPC	18/11/2022	20
Completion of Item No. 4 and Completion of Item No. 5 on SITE 2 BoQ with written confirmation from Site Engineer and submission of all supporting documents including progress report validated by SPC	02/12/2022	20
Completion of Item No. 6 on SITE 2 BoQ with written confirmation from Site Engineer and submission of all supporting documents including technical documentation, maintenance and warranty for equipment (if relevant), updated installation plans (if required) and final report validated by SPC	16/12/2022	10
Retention to be paid 6 months after commissioning and issuance of practical completion certificate validated by SPC and Ministry of Waterways (MoW)	9/06/2023	10
TOTAL		100

3.8 Appendices to the Scope of Works

Appendix 1a – PDF Drawing and all Schematic Photos for Site 1

Appendix 1b – All PDF Drawings and all Schematic Photos for Site 2

Appendix 2a – Excel copies of the Bill of Quantities (BoQ) and schedule for Site 1

Appendix 2b – Excel copies of the Bill of Quantities (BoQ) and schedule for Site 2

Appendix 3a – Methodologies for Site 1

Appendix 3b – Methodologies for Site 2

Appendix 4 - Operation Environment Management Plan (OEMP)

Part 4: PROPOSAL EVALUATION MATRIX RFP 22-4709

4.1 Evaluation criteria & Score Weight

A two-stage procedure will be utilised to evaluate the proposals, with evaluation of the **Technical proposal** being completed prior to any **Financial proposal** being opened and compared.

The competencies which will be evaluated are detailed in [Part 3](#).

The evaluation matrix below also reflects the obtainable score specified for each evaluation criterion (technical requirement) which indicates the relative significance or weight of the items in the overall evaluation process.

The technical component, which has a total possible value of 700 points, will be evaluated using the following criteria.

Evaluation criteria	Score Weight (%)	Points obtainable
Organisational requirements		
<ul style="list-style-type: none"> At least 5 years of experience for similar works of supply and installation of coastal protection measures Financial audited statements for the last 3 years Copy of business registration At least 3 referees Professional insurance guarantee 	Mandatory requirements Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Relevant experience of company from previous similar works of supply and installation of coastal protection measures <i>Bidders shall provide details of three projects that demonstrate their experience with coastal engineering projects of similar size and scope to this RFP. The projects cited must have been completed or substantially completed within the last five years and be of a similar nature to this contract. Details submitted must include project title, client's name and contact details, project location, project start and end date, contract value, bidder's role, project description, names of key delivery team members and their roles and names and roles of bidder's subcontractors.</i>	20%	140
Methodology , including how works will be completed and handed over by 16 th December 2022 <i>Bidders shall provide details demonstrating their responsiveness to the specifications. Submissions must include:</i> <i>(1) a description of the overall management approach towards planning and implementing the project including an organisation chart for the management of the project describing the relationship of key positions and designations;</i> <i>(2) potential risks for implementation of this project that may impact timely</i>	20%	140

<p>completion and quality and include mitigation measures; (3) Bidders shall include in their workplan mobilisation and demobilisation of all materials, manpower, and tools needed to undertake and finalise the works, as well as site rehabilitation in accordance with the Operation Environment Management Plan (OEMP). (4) details of the bidder's internal technical and quality assurance review mechanisms, all the appropriate quality certificates; and (5) a project schedule specifying the completion date of 16th December 2022 and indicating the detailed sequence of activities that will be undertaken and their corresponding timing.</p>		
<p>Materials & contractor's equipment – Adequacy of appropriate machinery and equipment</p>		
<p>Bidders shall submit details of materials and the availability, age/condition of the contractor's equipment that will be used in the execution of the works. Bidders must demonstrate that they own or can hire the specific equipment listed which include grader, rollers, watercart, trucks, excavator, cement mixer, power tools, generator. Additionally, the bidder shall detail the source of all the materials for the revetment and seawall and the process they will use to procure and have it supplied to the site.</p>	20%	140
<p>Key personnel – Relevant experience of key personnel such as Project Manager, Site Supervisors, Engineers, etc. State details of any sub-contractors</p>		
<p>Bidders shall describe their proposed team members including relevant experience and skills brought to the project, relevant qualifications and training for this project and previous client referee contact details. The CVs for key personnel must also be provided. It is acceptable for roles requiring partial commitment to be undertaken by the same person, provided they have the appropriate skills. Key roles for this contract are contract manager/contractor's representative and site-based construction supervisor/construction manager. Bidders shall include details of subcontractors proposed to be utilised for the contract.</p>	30%	210
<p>Local capacity – Utilisation of local labourers</p>		
<p>Bidders shall describe their proposal for engagement of local (Fijian) tradespersons and labourers, residing in Fiji. The submission must indicate the bidder's commitment to engaging Fiji-based personnel.</p>	10%	70
<p>Total Score</p>	100%	700
<p>Qualification score</p>	70%	490

4.2 Financial evaluation

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the works and financial incentives and benefits provided to SPC. The lowest financial proposal will be awarded maximum 300 points and other financial offers and incentives will be awarded points as per the formula below:

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

Part 5: PROPOSAL SUBMISSION FORMS

Annex 1: BIDDER'S LETTER OF APPLICATION

Dear Sir /Madam:

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

We acknowledge that:

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

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

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

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

Signature:

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

Title: *[insert Title of the representative]*

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

Annex 2: CONFLICT OF INTEREST DECLARATION

INSTRUCTIONS TO BIDDERS

What is a conflict of interest?

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

Always declare a conflict

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

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

Declaration at any time

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

Declaration for any person involved

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

Failure

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

DECLARATION

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

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

In addition, I undertake to:

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

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

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

Signature:

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

Title: *[insert Title of the representative]*

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

Annex 3: INFORMATION ABOUT THE BIDDER AND DUE DILIGENCE

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

VENDOR INFORMATION					
Are you already registered as an SPC vendor?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
1. Please provide information related to your entity.					
Company name	[Enter company name]		Address	[Enter address]	
Director/CEO	[Enter name of the executive person]		Position	[Enter position of the executive person]	
Business Registration/License number	[Enter company registration/license number (or tax number)]				
Date of business registration	[Enter date of business registration]				
Country of business registration	[Enter country of business registration]				
Status of the entity: <input type="checkbox"/> For-profit entity (company), <input type="checkbox"/> NGO, <input type="checkbox"/> International organisation, <input type="checkbox"/> Government body, <input type="checkbox"/> University, <input type="checkbox"/> Association, <input type="checkbox"/> Research Institute, <input type="checkbox"/> Other: [insert details]					
2. Please provide relevant documentation to support and verify the legal existence of the entity, the authority of its officer and proof of its address, such as:					
<input type="checkbox"/> Delegation of authority or power of attorney document <input type="checkbox"/> Certificate of business registration/license <input type="checkbox"/> Memorandum, Articles or Statutes of Association <input type="checkbox"/> Telephone, water, or electricity bill in the name of the entity <input type="checkbox"/> Bank account details bearing the name of the entity					
3. How many employees does your company and its subsidiaries have?				[provide answer]	
4. Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', what type of business insurance do you have?				[provide answer]	
5. Are you up to date with your tax and social security payment obligations?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', please explain the situation:				[Provide details]	
6. Is your entity regulated by a national authority?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please specify the name:				[Insert name of the national regulation authority]	
7. Is your entity a publicly held company?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Does your entity have a publicly available annual report?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please send SPC your audited financial statement from the last 3 financial years if available					

DUE DILIGENCE					
9. Does your entity have foreign branches and/or subsidiaries?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'yes' to the previous question, please confirm the branches:					
• Head Office & domestic branches				<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Domestic subsidiaries				<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Overseas branches				<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Overseas subsidiaries				<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Does your entity provide financial services to customers determined to be high risk including but not limited to:					
Foreign Financial Institutions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Casinos	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cash Intensive Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Foreign Government Entities	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Non-Resident Individuals	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Money Service Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Other, please provide details:			[Provide details]		
11.If you answered 'yes' to any of the boxes in question 10, does your entity's policies and procedures specifically outline how to mitigate the potential risks associated with these higher risk customer types?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please explain how:			[Provide explanation]		
12.Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect fraud, corruption, money laundering or terrorist financing activities?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please send SPC your policy in English.					
If 'No', what process does your entity have in place to prevent and detect money laundering or terrorist financing activities?				[provide answer]	
13.Does your entity have an officer responsible for anti-corruption, or anti-money laundering and counter-terrorism financing policy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please state that officer's contact details:			[Insert name and contact details]		
14.Has your entity or any of its current or former directors or CEOs ever filed for bankruptcy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:			[Provide details]		
15.Has your entity or any of its current or former directors or CEOs ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of any laws or regulations, including those relating to money laundering or terrorism financing?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:			[Provide details]		

SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)

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

SUPPORTING DOCUMENTS (where relevant)

• Business registration/license proof	<input type="checkbox"/>
• Bank account details document	<input type="checkbox"/>
• Address of the entity and Authority of officer proofs	<input type="checkbox"/>
• Audited financial statement from the last 3 financial years	<input type="checkbox"/>
• Fraud, corruption, anti-money laundering and counter terrorist financing Policy	<input type="checkbox"/>
• SER Policy	<input type="checkbox"/>

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

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

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

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

Signature:

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

Title: *[insert Title of the representative]*

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

Annex 4: TECHNICAL PROPOSAL SUBMISSION FORM

Checklist of documents to be submitted with the technical proposal submission form

PART A: RELEVANT EXPERIENCE

PART A1: Firm/institutional background (complete the table provided)

Part A2: Work experience

Complete the three tables provided

PART B: METHODOLOGY (*maximum 3 pages*) to include the following:

Project Management Strategy

Risks / Mitigation Measures

Technical Quality Assurance Mechanism

Sustainability Measures

Implementation Timelines

PART C: RESOURCES

Part C1: Materials and Contractor's Equipment

Complete table provided

Part C2a – Key personnel

Complete tables provided and provide CV for each key personnel

Part C2b – Sub-contractor

Complete table provided

PART C3: LOCAL CAPACITY (*2 pages maximum*)

Complete table provided

PART A: RELEVANT EXPERIENCE

A1: Firm/institution background

Registered Name:	
Business Registration n°:	
Year Established:	
Physical Address:	
Postal Address:	
Telephone Contact:	
Email:	
Contact Person:	
Position of Contact Person:	
Number of Employees:	
Submit three (3) years Financial Records	

A2: Work experience

Using the format below, bidders shall provide details of three projects that demonstrate, their experience with coastal engineering projects of similar size and scope to this RFP.

Detailed evidence of the proposed sub-contractors' relevant experience must also be submitted.

The projects cited must have been completed or substantially completed within the last 5 years and be of a similar nature to this contract.

Bidder's Experience			
<u>Relevant Experience - Project One</u>			
Project Title:		Previous Client Name:	
Project Location:		Project Dates:	<i>[Start Date and Contract Duration]</i>
Contract Value:		Tenderer's Role:	<i>[e.g., Main Contractor, Subcontractor, Joint Venture]</i>
Project Description:			
Previous Client contact name and phone number:			
Bidder's Experience			
<u>Relevant Experience - Project Two</u>			
Project Title:		Previous Client Name:	
Project Location:		Project Dates:	<i>[Start Date and Contract Duration]</i>
Contract Value:		Tenderer's Role:	<i>[e.g., Main Contractor, Subcontractor, Joint Venture]</i>
Project Description:			
Previous Client contact name and phone number:			

Bidder's Experience			
<u>Relevant Experience - Project Three</u>			
Project Title:		Previous Client Name:	
Project Location:		Project Dates:	<i>[Start Date and Contract Duration]</i>
Contract Value:		Tenderer's Role:	<i>[e.g., Main Contractor, Subcontractor, Joint Venture]</i>
Project Description:			
Previous Client contact name and phone number:			

PART B: METHODOLOGY

(3 pages maximum)

A bidder is expected to demonstrate their understanding of the project and the SPC's needs, and the means and methods by which the desired results can be achieved in a practicable and efficient manner.

This section should demonstrate the bidder's responsiveness to the specification and scope of work by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the specifications.

1. **Project Management Strategy:** Describe the overall management approach and strategies toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations.

2. **Risks / Mitigation Measures:** Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

Risk	Mitigation

3. **Technical Quality Assurance Mechanisms:** The bid shall also include details of the bidder's internal technical and quality assurance review mechanisms, all the appropriate quality certificates, export licenses and other documents attesting to the superiority of the quality of the goods and technologies to be supplied.
4. **Sustainability Measures:** Demonstrate how you plan to integrate environmental sustainability measures and the environmental management plan (OEMP), Appendix 4 in the execution of the contract, including mobilisation, demobilisation, waste disposal and site rehabilitation.
5. **Implementation Timelines:** The bidder shall submit a Gantt Chart or Project Schedule specifying the completion date of 16 December 2022 and indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

PART C: RESOURCES

Part C1: Materials and contractor’s equipment

Using the format below, bidders shall submit details of materials and the availability, age/condition of the contractor’s equipment that will be used in the execution of the Works. Bidders must demonstrate that they own or can hire the specific plant listed below.

Part C1: Materials and contractor’s equipment to be used on this contract	Tick One			
1. Contractor’s Equipment <i>[list]</i>	Already Owned	Will be Purchased	Will be Hired	Age/condition
Grader				
Rollers				
Watercart				
Trucks				
Excavator				
Cement Mixer				
Power Tools				
Generator				
<p>2. The bidder should detail the source of all the materials for the revetment and seawall and the process they will use to procure and have it supplied to the site.</p>				

Part C2a: Key personnel

Using the table below, for each key role listed, bidders shall describe their proposed team members (one page per role). The CVs for key personnel must also be provided.

It is acceptable for roles requiring partial commitment to be undertaken by the same person, provided they have the appropriate skills.

List of key roles and requirement for this contract:

- Contract Manager/Contractor’s Representative
- Site-based Construction Supervisor/Construction Manager

Part C2a: Key personnel <i>[expand space below, to a maximum 1 page per role]</i>			
Role 1: <i>[state role]</i>			
Position:		Current commitments:	
Fluency in English		Commitment to proposed contract	
Spoken:		% of time:	
Written:		Total hours/days:	
<p>Relevant experience and skills brought to this project:</p> <p>Relevant qualifications and training for this project:</p>			
Previous client referee contacts for the person’s most recent project:	<p>Previous client referee, name and position:</p> <p>.....</p> <p>Company:</p> <p>Contact details (phone):</p> <p>Email:</p>		

Part C2a: Key personnel <i>[expand space below, to a maximum 1 page per role]</i>			
Role 1: <i>[state role]</i>			
Position:		Current commitments:	
Fluency in English		Commitment to proposed contract	
Spoken:		% of time:	
Written:		Total hours/days:	
<p>Relevant experience and skills brought to this project:</p> <p>Relevant qualifications and training for this project:</p>			
Previous client referee contacts for the person's most recent project:	<p>Previous client referee, name and position:</p> <p>.....</p> <p>Company:</p> <p>Contact details (phone):</p> <p>Email:</p>		

Part C2b: Sub-contractor

Using the table below, bidders shall state details of the sub-contractors they propose to use for the contract.

Part C2b: Sub-contractor	
<u>Subcontractor 1</u>	
Name of the company:	
Location of sub-contractor:	
Proposed Role:	
Percentage of Works allocated:	_____ %
 <u>Subcontractor 2</u>	
Name of the company:	
Location of sub-contractor:	
Proposed Role:	
Percentage of Works allocated:	_____ %
 <i>[add lines if necessary]</i>	

Part C3: Local Capacity

(2 pages maximum)

Using the format below, bidders shall describe their proposal for engagement and development of local (Fijian) tradespersons and labourers, residing in Fiji.

This submission must identify the bidder’s commitment to engaging Fiji-based personnel and indicate how the bidder intends to further develop the relevant skills and qualification of local personnel working on the project.

Bidders must say how they will build better local capacity during the term of the Agreement.

Building Local Capacity
1. Local Businesses [Describe how you will support local business through this contract]
2. Trades Staff [Describe proposed actions to support and develop local Fijians pursuing trade qualification through this contract]
3. Labourers [Describe proposed actions to support and develop local Fijian labourers through this contract]

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

Site 1: Filling of the excavated area that have been excavated for the new flood gate foundation, near the existing 4-barrel flood gate						
				1	3	
Item No.	Description	Unit	Qty	Rate	Total Amount FJD (VIP)	Work Duration
1	Red clay Supply and delivery of red clay to site 1, near the existing 4-barrel flood gate	m ³	600		\$ -	Two Weeks (Including Saturdays)
	Bail water out of the excavated area first before Filling and compact approved backfill red clay in the excavated area at site 1 (refer to schematic photo part 1 for reference)	m ³	600		\$ -	
2	Opening of the two outlets of the existing flood gate barrels toward river side, which have been closed by the current contractor. This removal includes the removal of red clay and bulker bags placed at the face of the two outlets (Refer to schematic photo Part 2). Also remove the existing sticks holding/closing the two of the 4-barrel doors of the existing flood gate (refer to schematic photo Part 3 for reference), provision of the progress report	Lump Sum	1		\$ -	
3	Mobilisation, demobilisation, waste disposal and site rehabilitation	Lump Sum	1		\$ -	
Total Cost					\$ -	

SITE 2: Strengthening and Heightening of Levee at site 2 only (approx. 70m Total Length)						
Item No.	Description	Unit	Qty	Rate	Total Amount FJD (VIP)	Work Duration
1	Red clay Supply and delivery of approved red clay to site 2 near the existing flap gate	m ³	1320		\$ -	Five weeks (Including Saturdays)
	Fill and compact approved backfill red clay along 70m length levee road at site 2.	m ³	1320		\$ -	
2	Gravel Supply, transport, place, spread and compact approved river gravel (25mm-50mm dia. in size), 70m length levee road at site 2 compact and level to form	m ³	67		\$ -	

	even surface with existing levee, as directed by Engineer.				
3	Geofabric Supply and delivery of geofabric to site 2 near existing flap gate. One roll is 300m2	Roll	5		\$ -
	Installation of geofabric. Overlapping of geofabric to be 300mm minimum. One roll is 300m2	Roll	5		\$ -
4	Supply and installation of Bulk Bag filled with sand at both toes of the Levee as per drawings	m ³	50		\$ -
5	Supply and installation of sand bags on side slopes of the levee as per drawings	m ³	200		\$ -
6	After the successful installation of the levee, the contractor needs to open the existing flap gate. Opening of the existing flap gate includes: 1) removal of red clay/boulders/bulker bags which have been placed on both sides of the flap gate (Refer to Appendix 1b: Schematic Photos Part A1 & A2. 2) Re-install the loose existing flap gate by welding it into position (Refer to Appendix 1b: Schematic Photo Part B). 3) In collaboration with MoW Labasa, the contractor needs to ensure that the flap gate is function well prior removing the existing cofferdam (made of red clay/boulders/sandbags) toward the river side of the existing flap gate (Refer to Appendix 1b: Schematic Photos Part C1 & C2	Lump Sum	1		\$ -
7	Mobilisation, demobilisation, waste disposal and site rehabilitation	Lump Sum	1		\$ -
	Total of Cost				\$ -

Overall Financial Quotation

	Amount in FJD
Total Price (Site 1 Total Cost + Site 2 Total Cost)	
Reporting requirements	
Other charges (if any)	
TOTAL	

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]*