

REQUEST FOR PROPOSAL (RFP)

FOR GOODS

Project Title:	Transforming Local Communities through Domestic Biogas System (DBS) in Funafuti, Tuvalu,
Nature of the goods	Supply and Installation of 20 Domestic Biogas Systems
Location:	Funafuti, Tuvalu
Date of issue:	2/06/2023
Closing Date:	2/07/2023
SPC Reference:	RFP23-5177

Contents

PART 1: INTRODUCTION	4
1.1 ABOUT THE PACIFIC COMMUNITY (SPC)	4
1.2 SPC'S PROCUREMENT ACTIVITIES	4
1.3 SPC'S REQUEST FOR PROPOSAL (RFP) PROCESS	4
PART 2: INSTRUCTIONS TO BIDDERS	5
2.1 BACKGROUND	5
2.2 SUBMISSION INSTRUCTIONS	5
2.3 CLARIFICATIONS	5
2.4 EVALUATION	6
2.5 CONTRACT AWARD	6
2.6 KEY DATES	6
2.7 LEGAL AND COMPLIANCE	7
2.8 COMPLAINTS PROCESS	8
PART 3: SPECIFICATION OF GOODS	9
A. BACKGROUND/CONTEXT	9
B. LIST OF GOODS AND SERVICES	9
C. PRACTICAL EXPERIENCE	10
D. FUNCTIONAL SPECIFICATION	10
E. DESIGN SPECIFICATION	11
F. TECHNICAL SPECIFICATION	11
G. DELIVERY REQUIREMENTS	11
H. WARRANTY REQUIREMENTS (WHEN APPLICABLE)	12
I. REPORTING ARRANGEMENTS	12
J. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	12
K. ANNEXES TO THE SPECIFICATION OF GOODS	13
PART 4: PROPOSAL EVALUATION MATRIX	14
4.1 EVALUATION CRITERIA & SCORE WEIGHT	14
4.2 FINANCIAL EVALUATION	15
PART 5: PROPOSAL SUBMISSION FORMS	16
ANNEX 1: BIDDER'S LETTER OF APPLICATION	16
ANNEX 2: CONFLICT OF INTEREST DECLARATION	17
ANNEX 3: INFORMATION ABOUT THE BIDDER AND DUE DILIGENCE	19

VENDOR INFORMATION	19
DUE DILIGENCE	19
SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)	20
SUPPORTING DOCUMENTS (where relevant)	20
<u>ANNEX 4: TECHNICAL PROPOSAL SUBMISSION FORM</u>	<u>22</u>
<u>ANNEX 5: FINANCIAL PROPOSAL SUBMISSION FORM</u>	<u>24</u>

Part 1: INTRODUCTION

1.1 About the Pacific Community (SPC)

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

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

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

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

1.2 SPC's procurement activities

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

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

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

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

1.3 SPC's Request for Proposal (RFP) Process

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

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

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

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

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

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

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

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

2.2 Submission instructions

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

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

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

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

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

You must submit your **Financial proposal** (Annex 5) in a separate email. All prices in the proposal must be presented in 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 with the subject line of your email as: **Submission RFP23-5177**.

Your proposal must be received no later than **2/07/2023** by **11.59PM Fiji Time (FJT)**. 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 RFP23-5177**. The deadline for submission of clarifications is **16/06/2023** by **4.30PM 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.

Pre-Bid Meeting

A Pre-bid Meeting has been planned on 14th June 2023 from 9am to 11am Fiji 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) by 11th June 2023 no later than 4pm 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 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	2/06/2023
Pre-bid meeting	14/06/2023
Deadline for seeking clarification	16/06/2023
RFP Closing Date	2/07/2023
Award of Contract	1/08/2023
Commencement of Contract	7/08/2023
Conclusion of Contract	30/11/2023

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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2.8 Complaints process

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

Part 3: Specification of Goods

A. Background/context

The Pacific Community is coordinating the implementation of the Biogas project titled – *Transforming Local Communities through Domestic Biogas System (DBS) in Funafuti, Tuvalu*, through a grant from United States Department of State. The project started in October 2022 and will last one year.

The project builds upon the successful Phase 1 of Tuvalu Biogas Project (2016-2020) and will expand to install 20 Domestic Biogas Systems (DBS) in Funafuti, the main atoll of Tuvalu. This new phase will consist of the latest technology of biogas digester systems.

This project would transition households in Tuvalu to a sustainable energy future and strengthen the capacity of Tuvalu’s rural communities to adapt to the adverse effects of climate change and to enhance the use of appropriate biogas technologies.

Tuvalu has nine islands with the estimated population of 10,400 in 2022. Funafuti is the biggest which is also the capital. The biogas phase II project will mainly concentrate in Funafuti.

The recipients of the Domestic Biogas System in Phase 1 have reported significant benefits (i.e. construction of a permanent concrete piggery for each household, installation of water storage and a simple biogas plant, generation of methane gas for cooking, and the growing vegetables), as a result many households in Tuvalu have expressed their desire to have a biogas unit. Consequently, the Government of Tuvalu would like to proceed with a Phase 2 Biogas Project.

B. List of Goods and services

20 Domestic Biogas Systems (DBS) that will include the below minimum content:

Detailed Material List

Lot 1 – Domestic Biogas System (DBS) & Accessories	Quantity Required
Domestic Biogas System	20 portable biogas system and accessories
Spare part/Replacement – Gas Burners	
Lot 2 – Construction of Cement platform	
Construction of platform/foundation for the 20 domestic biogas system (2.5 x 4.2m) or (2.7 x 5.2m) 10 cm above ground	18 – (2.5 x 4.2m) platform 2 – (2.7 x 5.2m) platform
Lot 3 – Water tanks	
water tanks - 2000L	20 water tanks

Services

The supplier will be contracted to provide installation and operational training.

Lot 4 - Services	Quantity Required
Full installation of DBS and accessories	20

	Operational Training in Tuvalu	2 people from each household (40) 10 government employees who would train others during future scaling up of the project. The number of people expected to be trained in clean energy is 50
--	--------------------------------	---

C. Practical Experience

For this tender, SPC is looking for registered reputable company with minimum of 5 years of Biogas or Bio-Energy technologies supply and installation experience. The company should have experience in handling and managing methane gas for cooking at household level. Preference will be given to a company that have experienced of working in the Pacific region and familiar with its isolation, religious and cultural connections.

The company should also have at least 1 Biogas technician with over 5 years of experience on installation of portable Domestic Biogas System for households in rural and outer islands. In addition, the incumbent (technician) has completed a number of theoretical and hands-on training in managing a Biogas system at community level.

Lastly, the incumbent/team should have at least 5 years' experience in handling and rightly mixing types of wastes (animal and/or food) with water that are feed to the Domestic Biogas System.

D. Functional Specification

During the mini census for pigs population in 2023 it was recorded that 11,208 available stocks in Tuvalu and Funafuti alone has a pig population of 4,259. This is an increase of 3% from 2017 stocks which was 3,812 pigs. The increased in livestock and the inadequate management of pig manure will affect the Funafuti communities, degrade their natural ecosystems. The risks are also heightened from the impacts of poor waste and pollution management, since Tuvalu's economic bases (fishing) are heavily reliant on an environment relatively free of waste and pollution.

In addition, Tuvalu has a serious energy security issue in terms of energy for cooking. They have limited option with the use of firewood, since it's an atoll island with very less vegetation and forests. Most families depend of LPG for cooking and they are buying AUS\$68 for 12 kg cylinder in Funafuti and AUS\$80 in the outer islands.

With the introduction of portable biogas system, it will be a waste management tool and biogas (methane) will be available for cooking in households, thus supplement the use of LPG. Biogas is generated by the anaerobic (without oxygen) fermentation of organic matter. It composed of mainly methane and carbon dioxide. Its a huge saving for energy used in cooking and secondly reduce climate change impacts from burnt methane gas. The project will contribute to to the Pacific climate goals through:

- Reducing environmental pollution:
 - i. Reducing waste discharged into the marine environment.
 - ii. Reducing smoke and GHG emissions from firewood use, which can also cause human health problem;
 - iii. Reducing biomass use.
- Improving energy security:
 - i. Reducing need to purchase expensive imported gas/kerosene for households;

- ii. Reducing need to burn wet firewood especially after cyclonic weather events;
- iii. Providing a long-term sustainable energy source for cooking for energy-poor households
- Improving food security:
 - i. Reducing pollution runoff into lagoons which causes degradation of the marine environment on which Tuvaluans rely on for food;
 - ii. Use of digestate from biogas digesters as natural fertiliser in newly established vegetable gardens, reducing dependence on imported food.

E. Design Specification

The bidder to supply and install portable biogas system which turns wastes like food scraps and animal manure into biogas, which can be used for cooking and fertilizer for gardening. In addition, the supply and installation of accessories like anaerobic digester, gas storage, piping, water trap, gas burner, filters, connectors, etc. The bidders to also provide spare/replacement parts for the sustainability of the project.

The 20 portable biogas system (4 and 7 cubic meters) to be sitting on a durable cement platform, 10 cm height above ground:

- 4 cubic meters – 2.5 x 4.2m (platform)
- 7 cubic meters – 2.7 x 5.2m (platform)

It is very important that the portable biogas system and cement platform to sustain Tuvalu climatic conditions

F. Technical specification

Listed below the technical specifications of the Portable Biogas System.

The bidder to provide portable biogas system that meets international standards in terms of safety such as:

- ISO 23590:2020 – Home Scale Biogas
- ISO 9001 – Quality
- ISO 14001 Environment Compliance

The cement platform to withstand the weight of 2,900kg for the 4 cubic meters digester and 4,600kg for the 7 cubic meters digester.

G. Delivery Requirements

Bidders have the option of delivering to either SPC in Funafuti, Tuvalu as a preference or Suva, Fiji or as the alternative. Bidders can quote for delivery to one or both addresses listed below. If the winning bidder quoted both options, SPC will confirm the preferred delivery location prior to contract finalisation and signing.

SPC will facilitate customs clearance and pay associated destination charges.

Delivery should be as soon as possible, though no longer than three from contract signing.

Delivery costs are to include shipping, export charges, insurance, and other associated freight expenses in a separate line to the goods to deliver to destination.

Items are to be packed and clearly labelled.

H. Warranty Requirements (when applicable)

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

I. Reporting Arrangements

The contractor will work under the direct supervision of SPC's Deputy Director Georesources and Energy Programme and the Team Leader Energy Security.

For the monitoring purposes, the progress report should be submitted every month of the project duration. The progress report will also be used as verification documents before the release of agreed Stage payments.

In terms of collaboration, the contractor will work closely with SPC and Tuvalu Department of Energy. In addition, closely coordinate with, Shipping Company, Ports Authority and Customs Department in Fiji or Tuvalu. Furthermore, work with suppliers of potable biogas model and water tank companies in Fiji and the region. Lastly, interact with local communities in Funafuti and recipients of the 20 Domestic Biogas System (DBS).

The Contractor will be based at Funafuti during the implementation and during of the project. There is a possibility for the Contractor based in another country, preferable in the Pacific region. In this situation, the Contractor will only travel to Funafuti during delivery of materials, biogas training, installation and back up support during the biogas system priming period.

When the tender is awarded the Contractor is expected to supply to Tuvalu preferably and do installation on site at Funafuti, including training for the 20 BDS recipients. In addition, the Contractor has to make own transportation arrangement, tax clearance and site visits when implementing the project. The Contractor has to notify SPC for any proposed visit to Funafuti.

SPC will only release Stage payments based on progress monthly reports certified by Tuvalu Department of Energy.

J. Scope of Bid Price and Schedule of Payments

Payments will only be released upon receiving progress reports certified by Tuvalu Department of Energy Also, submission of Final Report and issuance of a Certificate of Acceptance of the output.

Milestone/deliverables	% payment
Signing and Award of Contract	10
Purchase, Supply and Install at Funafuti of 20 portable Domestic Biogas System with accessories.	50
Provide training to 40 (20 x 2) recipients and 10 government employees and Installation of 20 DBS with accessories (gas burner, piping, connections and gauges, etc) In addition, construction of cement platform/foundation for the 20 domestic biogas system (2.5 x 4.2m) or (2.7 x 5.2m) 10 cm above ground	25

18 - (2.5 x 4.2m) - platform 2 - (2.7 x 5.2m) – platform	
Receipt and approval by SPC of Final Report of Biogas Installation The key result will be the installation, testing and operation of the 20 DBS. The functioning of the 20 installations will need to be monitored.	15
TOTAL	100

All the terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions (see page 6 of this RFP, 2.5).

K. Annexes to the Specification of Goods

The list and characteristics of the 20 beneficiaries are provided below:

No.	Location	Digester distance to point of Use	Number of Stocks (Pigs)
Lofeagai, Funafuti			
1	Household 1	5m	10
2	Household 2	8m	15
Fakaifou, Funafuti			
3	Household 3	7m	12
4	Household 4	6m	11
5	Household 5	7m	10
Senala, Funafuti			
6	Household 6	10m	17
7	Household 7	8m	12
8	Household 8	5m	8
9	Household 9	8m	44
10	Household 10	8m	45
11	Household 11	10m	12
12	Household 12	8m	22
Vaiaku, Funafuti			
13	Household 13	8m	15
14	Household 14	10m	12
Mulitefala Island			
15	Household 15	8m	15
Papaelise Island			
16	Household 16	8m	9
17	Household 17	8m	15
Funafala Island			

18	Household 18	8m	12
19	Household 19	8m	7
20	Household 20	8m	9

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Evaluation criteria & Score Weight

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

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

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

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

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
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); including: <ul style="list-style-type: none"> • Work schedule (key activities and proposed dates) • At least 5 years of experience in supplying Domestic Biogas Systems • CV of at least 1 technician with over 5 years of experience on installation of portable Domestic Biogas System for households in rural as per section C of this RFP. e) Financial proposal submission form (Annex 5).		Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Practical Experience		
Evidence of at least 5 years practical experience in supply of similar items and handling and managing methane gas for cooking at household level.	20%	140
Functional Specification		
	20%	140

Compliance with functional requirements as stated in the Specification of Goods, including compatibility, availability, quality and origin of goods.		
Design Specification		
Compliance with design and technical requirements as stated in Specification of Goods	20%	140
Technical Specification		
Compliance with design and technical requirements as stated in Specification of Goods	20%	140
Delivery time		
Delivery to Funafuti Island within three months	10%	70
Delivery Experience		
Proven experience shipping goods in the Pacific	10%	70
Total Score	100%	700
Qualification score	70%	490

4.2 Financial evaluation

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

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

Part 5: PROPOSAL SUBMISSION FORMS

Annex 1: BIDDER'S LETTER OF APPLICATION

Dear Sir /Madam:

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

We acknowledge that:

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

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

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

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

Signature:

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

Title: *[insert Title of the representative]*

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

Annex 2: CONFLICT OF INTEREST DECLARATION

INSTRUCTIONS TO BIDDERS

What is a conflict of interest?

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

Always declare a conflict

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

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

Declaration at any time

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

Declaration for any person involved

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

Failure

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

DECLARATION

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

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

In addition, I undertake to:

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

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

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

Signature:

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

Title: *[insert Title of the representative]*

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

Annex 3: INFORMATION ABOUT THE BIDDER AND DUE DILIGENCE

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

VENDOR INFORMATION			
Are you already registered as an SPC vendor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
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	
<i>If 'No', what type of business insurance do you have?</i>	[provide answer]		
5. Are you up to date with your tax and social security payment obligations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<i>If 'No', please explain the situation:</i>	[Provide details]		
6. Is your entity regulated by a national authority?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<i>If 'Yes', please specify the name:</i>	[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	
<i>Please send SPC your audited financial statement from the last 3 financial years if available</i>			

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

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

SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)

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

SUPPORTING DOCUMENTS (where relevant)

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

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

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

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

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

Signature:

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

Title: *[insert Title of the representative]*

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

Annex 4: TECHNICAL PROPOSAL SUBMISSION FORM

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

Submissions to include manufactures data sheet where possible.

Mandatory Requirements	
E-mail 1 (technical submission)	
Schedule: Please provide a brief (maximum 1 page) work schedule summarising the key activities and dates proposed to deliver the goods outlined in the Specification of Goods, include a section for the training. <i>(Mandatory)</i>	Check if submitted with the technical proposal <input type="checkbox"/>
Letter of application: Annex 1	Check if submitted with the technical proposal <input type="checkbox"/>
Conflict of interest declaration: Annex 2	Check if submitted with the technical proposal <input type="checkbox"/>
Completed information about the bidder and due diligence form: Annex 3	Check if submitted with the technical proposal <input type="checkbox"/>
Technical proposal submission Form: Annex 4 – use Excel version attached or template below	Check if submitted with the technical proposal <input type="checkbox"/>
Valid Business Registration	Check if submitted with the technical proposal <input type="checkbox"/>
Proof of experience in provision of DBS	Check if submitted with the technical proposal <input type="checkbox"/>
CV of at least 1 technician with over 5 years of experience on installation portable DBS	Check if submitted with the technical proposal <input type="checkbox"/>
Technical Requirements	
Practical experience	
Compliance with functional requirements as stated in the Specification of Goods, including compatibility, availability, quality and origin of goods.	<i>[Bidder's answer]</i>
Functional	
Compliance with functional requirements as stated in the Specification of Goods, including compatibility, availability, quality and origin of goods.	<i>[Bidder's answer]</i>
Design and technical	
Compliance with design and technical requirements as stated in Specification of Goods	<i>[Bidder's answer]</i>
Delivery time	
Delivery to Funafuti Island within three months	<i>[Bidder's answer]</i>
Delivery experience	
Proven experience shipping goods in the Pacific	<i>[Bidder's answer]</i>

Please complete the right-hand column in the technical specifications for the goods table below.

Item	QTY	Total	Availability of Item in Stock	Alternative (if applicable)	Details about Quality (Including brand, durability against environment and origin)	Estimated lifetime
Lot 1 -Domestic Biogas System (DBS) & Accessories						
20 Portable DBS						
Accessories/ Spare part/Replacement – Gas Burners						
Lot 2 -Construction of Cement platform						
Construction of platform/foundation for the 20 domestic biogas system (2.5 x 4.2m) or (2.7 x 5.2) 10 cm above ground. 18 – (2.5 x 4.2m) platform 2 – (2.7 x 5.2m) platform						
Lot 3 – Water tanks						
20 water tanks 2000L						

Bidders are encouraged to provide any documents, brochures, photos they may have or alternatively to provide a catalogue of goods with **NO PRICE** as part of their technical proposal.

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

Signature:

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

Title: *[insert Title of the representative]*

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

Annex 5: FINANCIAL PROPOSAL SUBMISSION FORM

1. All costs indicated on the Financial Proposal should be **inclusive** of all applicable taxes.
2. You have an option for submitting bids for individual Lots (1, 2, 3 & 4) OR all Lots.
3. **You must submit this Financial Proposal in a separate email to the technical proposal.** All prices in the proposal must be presented in AUD. Your Financial Proposal document is to be password protected. SPC will request the password in the event that it is required.

FINANCIAL PROPOSAL TABLE	
GOODS	Cost [AUD]
Lot 1	
Domestic Portable Biogas Systems 20(DBS) (including installation)	
Accessories/Spare parts/Replacement – Gas Burners	
Lot 2 – Construction of Cement platform	
Construction of platform/foundation for the 20 domestic biogas system (2.5 x 4.2m) or (2.7 x 5.2) 10 cm above ground	
Lot 3 – Water tanks	
20 water tanks – 2000L	
TOTAL for GOODS	AUD

SERVICES	Cost [AUD]
Lot 4 – Services	
Installation (if included in the pricing of the other lots, please state n/a)	
Operational training to 40 (20 x 2) recipients and 10 government employees in Tuvalu	
TOTAL for SERVICES	AUD

DELIVERY	Cost [AUD]
Delivery to Suva, Fiji Islands	
Delivery to Funafuti, Tuvalu	

If bidder is not based in Tuvalu, please consider expenses of the travel and stay to the country in the financial bid as the expenses are to be included as detailed in page 12 of the RFP.

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer. Bidders will be deemed to have satisfied themselves, before submitting their proposal, considering all that is required for the full and proper performance of the contract and to have included all applicable costs in their rates and prices.

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

Signature:

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

Title: *[insert Title of the representative]*

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