

# REQUEST FOR PROPOSAL (RFP)

## FOR WORKS

<b>Project Title:</b>	<b>Supply, install and local training for the Solar PV Hybrid System of Pitcairn Islands</b>
<b>Nature of the works</b>	Provide a system that will enable the Pitcairn community to access a reliable, affordable and clean supply of energy and reduce the Pitcairn Islands dependency on the generator and the use of fossil fuel
<b>Location:</b>	Pitcairn Islands
<b>Date of issue:</b>	7/08/2023
<b>Closing Date:</b>	18/09/2023
<b>SPC Reference:</b>	23-5589

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## Part 1: INTRODUCTION

### 1.1 About the Pacific Community (SPC)

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

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

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

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

### 1.2 SPC's procurement activities

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

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

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

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

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

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

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

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

## Part 2: INSTRUCTIONS TO BIDDERS

### 2.1 Background

SPC invites you to submit a bid to deliver the 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) including a technical memo containing at least all the information detailed in **§7.2**;
- e) Financial proposal submission form (Annex 5) accompanied by the completed and signed price schedule in Excel version and .pdf signed / stamped.

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

Both emails are to be sent to [procurement@spc.int](mailto:procurement@spc.int) with the subject line of your email as: **Submission RFP23-5589 Supply, install and local training for the Solar PV Hybrid System of Pitcairn Islands**.

Your proposal must be received no later than **18/09/2023 by 8:00pm Nouméa 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](mailto:procurement@spc.int) with the subject line: **Clarification RFP23-5589**. The deadline

for submission of clarifications is **11/09/2023** by **12:00pm Nouméa 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.

### Shortlisted bidder's presentation

Bidders that are short-listed during the RFP evaluation process shall be required to conduct a presentation to, and respond to queries of, SPC's Procurement Technical Evaluation Committee. The bidders will be provided an opportunity to provide an overview of the operational aspect of the services they are proposing.

### 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	7/08/2023
Deadline for seeking clarification	11/09/2023
RFP Closing Date	18/09/2023
End of Contract	31/08/2024

## 2.7 Legal and compliance

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## 2.8 Complaints process

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



## Part 3: Scope of Works

### 1. Background

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#### 1.1. PROTEGE Project

PROTEGE (“Pacific Territories Regional Project for Sustainable Ecosystem Management”) is an initiative designed to promote sustainable and climate-change-resilient economic development in the European Pacific overseas countries and territories (OCT) by emphasising biodiversity and renewable resources. PROTEGE is a regional cooperation project that supports the public policies of the four Pacific OCTs, i.e. New Caledonia, French Polynesia, Wallis & Futuna and Pitcairn.

The first specific objective aims to strengthen sustainability, adapting to climate change and autonomy of the main streams of the primary sector. Two results are expected:

- Expected Result 1: The agro-ecological transition is operated for organic (as much as possible) agriculture adapted to climate change and respectful of biodiversity; forestry resources are managed in an integrated, sustainable way.
- Expected Result 2: The lagoon and reef resources as well as aquaculture are managed in an integrated, sustainable way and in a manner that’s adapted to the islands economy and to climate change.

The second specific objective is to strengthen the ecosystem based services security by preserving the water resource and the biodiversity. Two results are expected:

- Expected Result 3: Water is managed in an integrated way and in a manner adapted to climate change.
- Expected Result 4: Invasive Exotic Species are managed to strengthen the protection, resilience and the ecosystem based systems restoring as well as terrestrial biodiversity (managed by the Regional Oceanian Program for the Environment).

The management of the project has been entrusted to the Pacific Community (SPC) for themes 1, 2 and 3 and for the supply, install and local training for the Solar PV Hybrid System of Pitcairn Islands The Pacific Regional Environment Programme (SPREP) implements theme 4.

#### 1.2. Pitcairn Islands and Adamstown overview

The Solar Hybrid Systems project in Adamstown, PITCAIRN ISLANDS, is working to supply and install a solar PV hybrid energy system for the benefit of Adamstown community and the government of Pitcairn to achieve their renewable energy objective. The system will enable the community to access a reliable, affordable and clean supply of energy and reduce the Pitcairn Islands dependency on the generator and the use of fossil fuel.

The aim would be to replace 95% of the current diesel use in Pitcairn Island (75,000 litres per year) by a combination of energy conservation and solar electricity.

The European Union (EU) funds this project under the Pacific Territories Regional Project for Sustainable Ecosystem Management (PROTEGE) program (EDF11).

The PROTEGE program is implemented by the Pacific Community (SPC). SPC works closely with the Government of Pitcairn Islands to implement the project.

➤ **Location**

Pitcairn Islands is one of the most isolated and most remote inhabited (groups of) islands in the world. The four islands comprising the group (Pitcairn, Henderson, Oeno and Ducie) are situated approx. 500 km from the easternmost airport of French Polynesia on Mangareva in the Gambier group.

Only Pitcairn itself is inhabited, with a total population of about 40 people.

As a British Overseas Territory (OCT), Pitcairn is associated with the European Union through a regime based on the provisions of Part IV of the Treaty on the Function of the European Union.

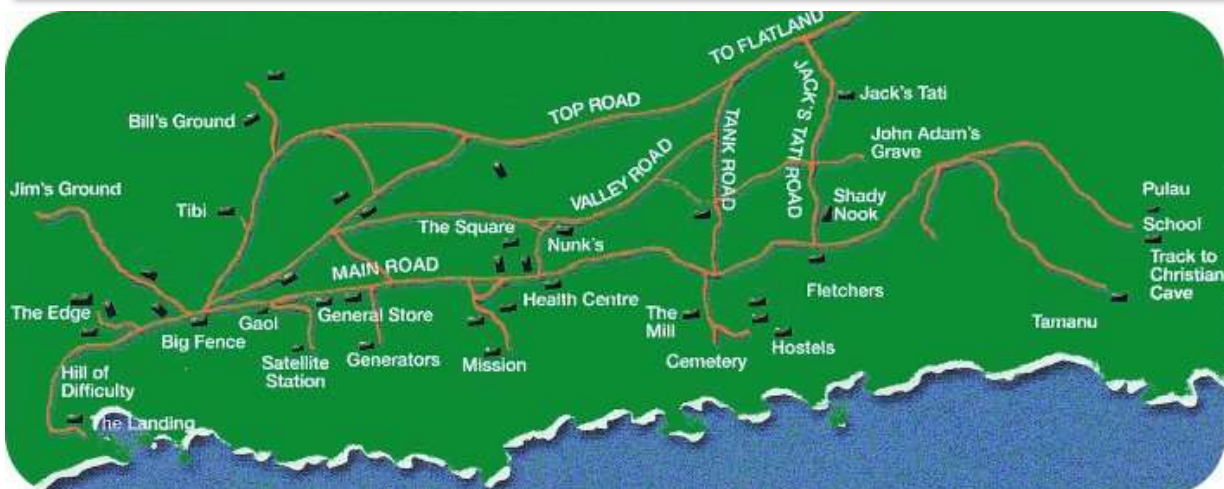


Figure 1 - Adamstown Map

### **1.3. Community Environment**

#### *Geology*

The Pitcairn island has a total surface area of 5 km<sup>2</sup>, rising to a level of 337 meters above the sea. It has steep cliffs that plunge deep into the ocean with no beaches and poorly developed coral reefs.

The Pitcairn Island Group formed as a volcanic hotspot, which now lies east of the Easter Island plate. The age of the individual island varies from 16 million years (Oeno) to 13 (Henderson) and 8 million (Ducie). The cessation of volcanic activity was followed by submersion and the formation of a carbonate cap. With one million years, Pitcairn itself is the youngest and highest island and was formed by another move of the ocean floor, which pushed up part of the submerged, carbonate cap of Henderson. Pitcairn mainly consists of two volcanic rock types: red or black basaltic lavas and yellow or grey pyroclastics.

At Tedside, the lavas are mostly feldspar rich basalts while the Adamstown area is dominated by lava flows. In the warm and moist climate of Pitcairn, the rocks erode rapidly and form rich volcanic soils, which are suitable for agriculture in the flatter and higher parts of the island.

#### *Climate*

Pitcairn is located just south of the Tropic of Capricorn and enjoys year-round warm weather, with wet summers and drier winters. The rainy season is from November through to March; winter is from April to October, when temperatures average from 17 to 25 °C. During summer from November to March temperatures range from 25 to 35 °C and humidity averages can exceed 95%.

The climate in Pitcairn Island is typically subtropical oceanic modified by southeast trade winds; rainy season (November to March) but the rain can be very variable, and heavy precipitation can be in any month. For Adamstown in January the daily average maximum temperatures is 28°C with the average minimum 23°C, while in June the average maximum is 24°C with a minimum of 20°C. The wettest month for Adamstown is November with an average of 187.8mm of precipitation falling while the driest month is September with 105.8mm falling.

#### *Infrastructure*

There is one 6.4 km paved road leading from the boat landing in Bounty Bay through Adamstown. The public facilities on Pitcairn Island include a school, community hall, community store, police station, prison, and a well-equipped rural clinic staffed by a doctor specializing in remote area and emergency medicine. There is also a radio station.

The island is connected via satellite link for telephone and Internet services.

A dedicated passenger and cargo supply ship chartered by the Government of Pitcairn (GoP), is the principal transport from Mangareva in the Gambier Islands of French Polynesia.

Mangareva is an important travel link to Pitcairn Island; the only route for arrival is to fly to Tahiti, then to Mangareva, and from there, a 32-hour boat ride will take travellers to the island. Some reach their destination by commercial shipping traffic, but that is less and less common as shipping lanes do not typically pass close to Pitcairn Island.

The travel schedule for 2023 is attached in **Annexe A** of this specification (the 2024 schedule will be communicated upon request).

- Freight

Despite significant improvement in infrastructure, landing of passengers and supplies still poses a major challenge in rough seas. At the core of the islands link to the world lies the “longboat” a sturdy aluminium vessel, whose launch and operation requires at least six able bodied persons with a good understanding of the procedure. A 25-ton mobile crane is available on the island, which facilitates offloading of heavier equipment. Heavy machinery such as bulldozers and diggers that cannot be loaded onto the regular supply ship need to be shipped in by barge and then off-loaded by this crane. It is also assumed that no construction equipment and machinery will be needed in addition to what is available on the island.

The supplies are to be made in one lot, packaged and transported to Pitcairn Island, Adamstown, in the standard containers used on Pitcairn. These containers have a volume of 5.4 m<sup>3</sup> and a maximum gross weight of 5,000 kg (6 foot containers are more commonly used, the island has capacity to handle 8 foot and ten foot containers as long as the maximum weight is kept at 5,000kg maximum per container).

It is expected that the bidder team will travel with the shipped equipment and will ensure that equipment’s remain in suitable delivery conditions.

Unloading from the ship would be done via longboat under Pitcairn Government supervision (no additional charges). The container can be transported directly to the project site once landed at the wharf.

Storage facilities will be provided (no additional costs). It will be up to the supplier to ensure the kit is inspected prior to departure. Inspection of the supplied kit upon arrival can be arranged via Pitcairn Island Auditor if the bidder team is not traveling with the shipped equipment.

There is no tax on Pitcairn and exports from NZ are GST exempt. The Government of Pictairn Island shall provide specific delivery instructions to Shuttle Express in Auckland.

Pitcairn has strict biosecurity requirements and all equipment should be appropriately fumigated prior to shipment.

Further information on shipping and related terms and conditions can be found below:

<https://www.langsamreisen.de/en/freightertravel/australia-new-zealand-to/supply-ship-new-zealand-pitcairn>

<https://www.visitpitcairn.pn/mv-silver-supporter>

<https://www.visitpitcairn.pn/shipping-schedule>



*Figure 2 - Standard Shipping container for Pitcairn*



## 1.4. Electricity Supply

### *Energy supply*

Pitcairn Island is supplied with both diesel and petrol. About 75,000 litre of diesel is supplied per year, and gasoline is supplied in standard 200 litre drums. The main use of diesel is for power generation and operation of heavy equipment, and gasoline is used as fuel for quad bikes, a means of transportation on the island. LPG gas has been available on the island since 1999 and is supplied in 45 kg and 90 kg containers.

Some homes now have solar panels, but many Government service buildings do not.

### *Electricity supply*

All Pitcairn Island customers are connected to a low-voltage system powered by four diesel generators (Two of which are due to be replaced this year, and have been ordered). Three of the four diesel generators in the table below supply power from 6:00 a.m. until 10:00 p.m, and another is an emergency generator that supplies power to a hospital and the satellite station for 24 hours. One generator at a time is used to supply the power, and these are rotated regularly to ensure that all are kept in best condition.

In addition to the above generators, there are other small-capacity generators on the island, but they are used by individual households depending on the situation. And there are also two generators belonging to the GoP.

### *Estimate of Electricity Demand*

The total electricity demand of Pitcairn Island was reported to be 150,000[kWh/year], of which 61% was consumed for residential purposes, and the remaining 39% was consumed by the Government of Pitcairn, government offices, public health centre, and other institutions. In the past years, the demand for electricity has been somewhat stable without a significant increase or decrease, and the demand for electricity is not expected to increase in the future.

We can note that there has been an increased installation of solar power on individual houses.

The Pitcairn Island load curve and approximate annual electricity demand were used to predict yearly electricity demand. The electricity demand and consumption pattern were examined and extrapolated to calculate 24 hours per day power supply requirements.

The simulations were initially carried out using the commercial Homer Pro tool, with the aim of optimising solar energy production and sizing the energy storage capacity of the batteries in order to reduce fossil fuel consumption by 95%. The simulation parameters included:

- Pitcairn's geographical location and weather profile;
- Seasonal load fluctuations;
- Solar insolation and ambient temperature.

The ideal installation to achieve this objective would therefore have a solar energy capacity of 134 kWp. Due to the budgetary constraints inherent in the project and detailed below, a 20kW installation with batteries was selected.

## 2. Scope of work

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The selected bidder company will be responsible for the full supply, installation and training component of the Solar PV Hybrid system of Adamstown, Pitcairn Islands.

	✓ <b>Project management plan</b>
	✓ <b>Supply and delivery of all the material</b>
	✓ <b>Installation</b>
	✓ <b>Testing and Commissioning</b>
	✓ <b>Training</b>
	✓ <b>Spares parts</b>
	✓ <b>Warranty and After-Sales Services</b>
	✓ <b>Documentation (wiring, schematic, operational procedures)</b>

## 3. Technical specifications of equipment

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Prior to the technical description below, it is important to note that it is given for information only.

The tenderer is free to propose any alternative solution that it deems relevant in the light of the technical constraints and objectives set out, as long as it complies with the stated budgetary constraints.

Prior to carrying out the work and on the basis of the information it has requested confirmation (dimensions, powers, etc.), the Service Provider will submit to the SPC (and its final client) for approval a detailed technical specification for approval, presenting at least the final installation envisaged, the materials and equipment selected and to be supplied, the adjusted provisional schedule (file good for execution)

### 3.1 Site location

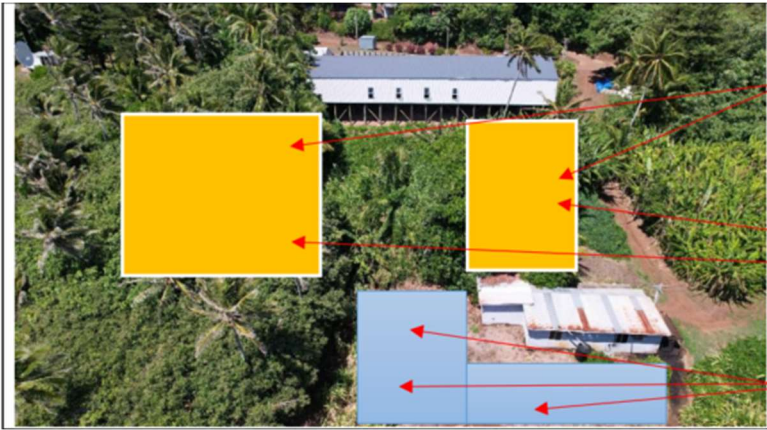
This land is owned by the government of Pitcairn and is secured for the Solar PV Project.

The images of the site for solar PV system are in the pictures below.

Although the hilly condition with forest of the land will require some civil work, the location, direction and slope of the proposed land is considered to be an ideal place to have a solar PV system in the island.

Under the successful bidder recommendation and guidance, Pitcairn community will do the land leveling preparation and civil engineering preparation such as PV solar structure cement block if require.

For that matter, the bidder will be responsible to provide Pitcairn community with a state of work document with the sufficient technical specification require to proceed with the land preparation.



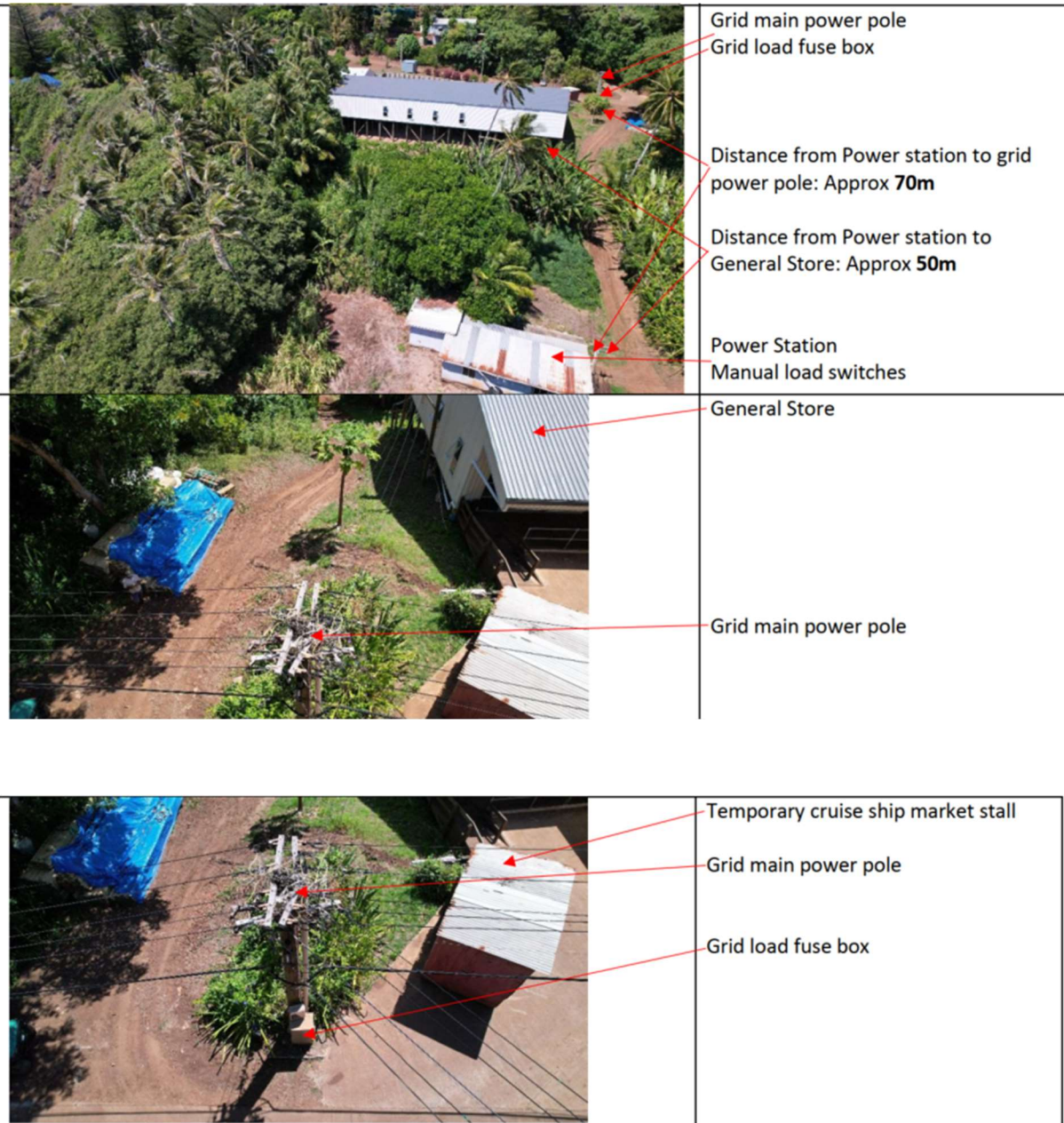
Solar Panel Installation Possibility.  
The soil is stable in these locations  
suitable for concreting solar panel  
foundation.

Approx 20mW x 50mL  
Approx 50mW x 50mL

Private garden



Ariel view above General Store  
looking north towards the Power  
station.



The solar installation would therefore be close to the power station.

In consideration of the site conditions and the size of the unit array, the azimuth angle was set toward the north side to obtain the maximum annual energy production (AEP).

Based on the above information, bidders are required to provide detailed structural design of the solar PV arrays the maximum AEP (Annual Energy Production) considering the average slope. The maximum wind-load to be applied to mounting structure is 40 meters per second in accordance with Pitcairn weather condition exposure.

Mounting structure needs to have anti-erosion protection from the salty sea airs of the island.

Ideally, the solution sought is a containerised technology, particularly for the batteries, inverter and control system.



However, an alternative site for housing the batteries has been identified below the General store (with concrete slab and levelling work to be planned).

	<p><b>Pitcairn Island</b>  <b>General Store Building</b>          Building length: 40m          Building width: 15m</p> <p><u>Underfloor space</u>          16 sections @ 2.5mW x 2.5mL x 3mH          16 sections @ 2.5mW x 2.5mL x 2mH</p>
	<p><u>Underfloor space</u>          16 sections @ 2.5mW x 2.5mL x 3mH          16 sections @ 2.5mW x 2.5mL x 2mH</p> <p>This space can be easily leveled with a concrete base.</p>

### 3.2 Solar PV module

The solar PV module should meet the following specification and requirement.

- The total capacity of solar PV array: minimum 20kW
- Minimum Performance at Standard Test Condition(STC) of PV module : 1000W/m<sup>2</sup>, 25±2°C, AM 1.5G according to IEC 60904-3
- Nominal power of solar PV module at MPP(Maximum Power Point) : minimum 450W
- Efficiency of solar PV module: minimum 20%
- Annual performance degradation: 0.6% each year.
- Module performance warranty: minimum 92.6% of the nominal power upto 10 years and minimum 83.6% upto 25 years

### 3.3 Batteries storage

The battery storage should meet the following specification and requirement.

- Nominal capacity of battery storage: minimum 60 kWh
- Nominal battery voltage: 300V
- Type of battery storage: VRLA(Valve Regulated Lead Acid), maintenance-free type

- Cycling performance: 2,400 cycles or higher at 60% depth of discharge at 20 degree Celsius
- Battery shall be packed in metal rack

### 3.4 Mounting structure

The mounting structure should meet the following specification and requirement.

- Material of mounting structure: Hot deep galvanized steel
- Wind load requirement: 40 meter per second

### 3.5 DC/DC Converter for PV

The usage of the DC/DC converter is to charge battery storage from electricity output from solar PV arrays. The DC/DC Converter should meet the following requirement and specification.

Any relevant solution offering a DC/AC converter may be studied by SPC.

- Functional requirements
  - a) MPPT control of PV array
  - b) Floating charging
  - c) Output power limiting at the full state of charge (SOC)
- Technical specification

Item	Specification
Electrical Characteristics	<ul style="list-style-type: none"> <li>- Cooling : Forced air cooling</li> <li>- Max. Continuous Rating : 100%</li> <li>- Control device/Topology : IGBT/Buck converter</li> <li>- Max. Efficiency : &gt;93 % @ rated input/output condition</li> <li>- Acoustic Noise : &lt; 65 dBA</li> </ul>
Electrical Input	<ul style="list-style-type: none"> <li>- Rated Input Voltage : 360Vdc</li> <li>- Input Range : 300~450Vdc</li> </ul>
Electrical Output	<ul style="list-style-type: none"> <li>- Rated Output Power : 40 kW</li> <li>- Rated Output Voltage : 300Vdc</li> <li>- Output Voltage Accuracy : <math>\pm 2\%</math></li> <li>- Voltage Adjustable Range : 270 ~350VDC</li> <li>- Transient Response : &lt;100mS</li> <li>- Output Voltage Ripple : &lt;3V</li> </ul>

Item	Specification
Measurement	<ul style="list-style-type: none"> <li>- DC Input : Voltage, Current</li> <li>- DC Output : Voltage, Current</li> <li>- Battery : Voltage, Current</li> </ul>
Charging Mode	<ul style="list-style-type: none"> <li>- Constant Voltage(CV) mode</li> <li>- Constant Current(CC) mode</li> </ul>
Alarm	<ul style="list-style-type: none"> <li>- Input : Under/Over Voltage</li> <li>- Output : Low Voltage</li> <li>- Earth Detection : (+), (-)</li> </ul>
Trip	<ul style="list-style-type: none"> <li>- Converter Fault</li> <li>- Static SW(STS) Fault</li> <li>- Output : OV, OL(Over Load)</li> <li>- Fuse Melt-down</li> <li>- Over Temperature(OT)</li> </ul>

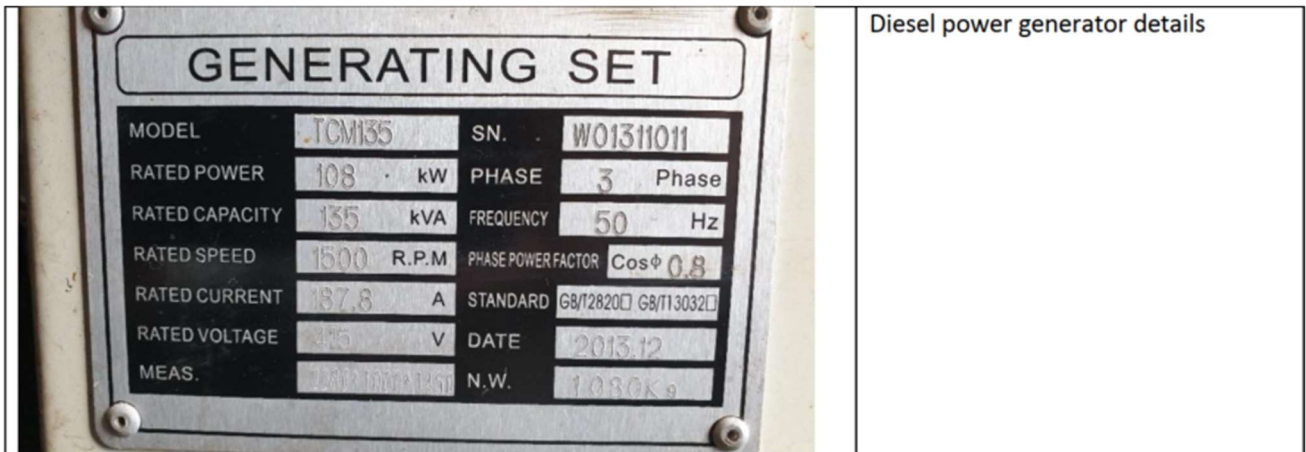
### 3.6 CVCF Inverter (UPS)

The usage of CVCF Inverter is to supply electric power to community with constant voltage and constant frequency. The CVCF inverter should meet the following requirement and specification.

- a) A two (2) sets of CVCF inverters with the same rating & functionalities shall be installed for redundant operation
- b) Inside inverters, STS (Static Transfer Switch) shall be equipped for fast transfer of electric power during inverter failure.

### 3.7 Battery Charger

The usage of battery charger is to charge battery storage by operating diesel generator when the state of charge of battery storage is insufficient due to insufficient solar radiation. Also, battery charger should reduce emissions and increase the fuel consumption efficiency of diesel generator by minimizing the operating hours of diesel generator. The battery charger should meet the following technical specification.



Diesel power generator details

Item	Specification	Remarks
Electrical Characteristics	<ul style="list-style-type: none"> <li>- Cooling : Forced air cooling</li> <li>- Control : Thyristor 12-Pulse Full bridge</li> <li>- Max. Efficiency : &gt; 90 %</li> <li>- Stand-by loss : &lt; 3%</li> <li>- Acoustic Noise : &lt; 65 dBA</li> </ul>	
Electrical Input	<ul style="list-style-type: none"> <li>- Phase : 3-phase, 3-wire</li> <li>- Input Voltage : 400V±10%</li> <li>- Input Frequency : 50/60Hz</li> </ul>	
Electrical Output	<ul style="list-style-type: none"> <li>- Rated Output : 100 kW</li> <li>- Rated Output Voltage : 300Vdc</li> <li>- Voltage Adjustable Range : 250-350Vdc</li> <li>- Output Voltage Accuracy : &lt; ±2%</li> <li>- Output Voltage Ripple : &lt; RMS 2%</li> <li>- Overload : 125%/10min</li> </ul>	- 50-100% step load change
Measurement/ Display	<ul style="list-style-type: none"> <li>- AC Input : Voltage, Current, Power</li> <li>- DC Output : Voltage, Current</li> <li>- Battery : Voltage, Current</li> <li>- Operation/Alarm Logging</li> </ul>	- LED or LCD Display
Charging Function	<ul style="list-style-type: none"> <li>- Charging : CC, CV mode</li> <li>- Operation mode : Floating, Equalizing Charging</li> </ul>	

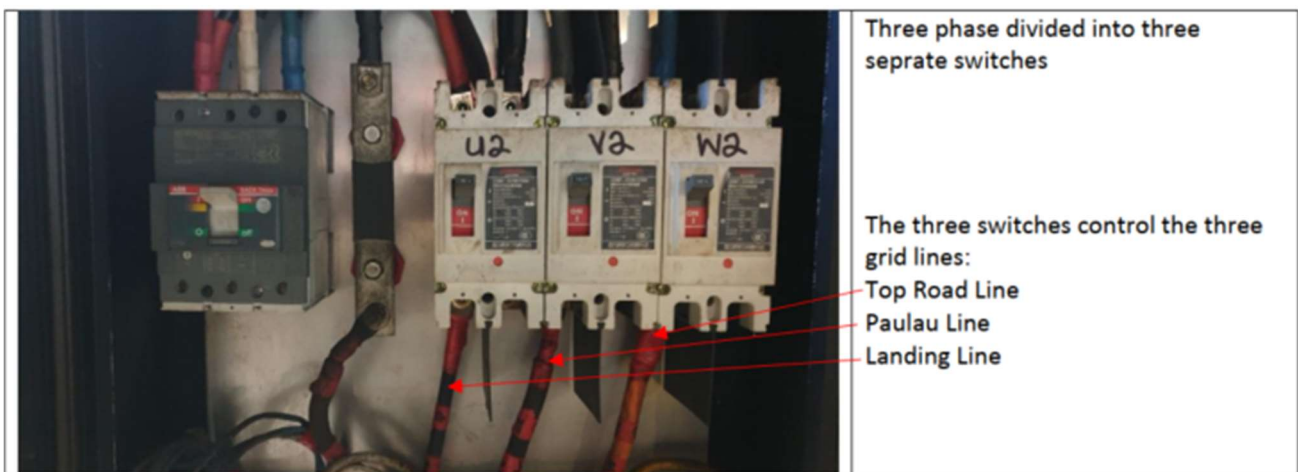
Item	Specification	Remarks
Alarm	<ul style="list-style-type: none"> <li>- AC Input : OV, UV</li> <li>- Battery : OV, UV, OT</li> <li>- DC Output : OV, UV</li> <li>- Fan Fault</li> </ul>	
Trip	<ul style="list-style-type: none"> <li>- AC Input : Reverse Phase</li> <li>- DC Output : OC, OV</li> <li>- Battery : OV</li> <li>- Over Temperature (OT)</li> </ul>	

### 3.8 Distribution Panel

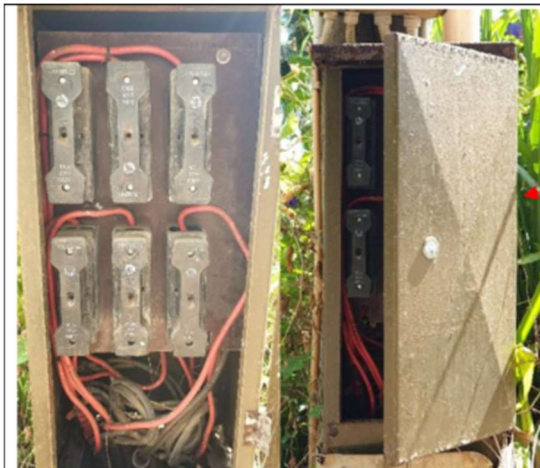
The usage of distribution panel is safely distribute electric power from a new power plant to community. The distribution panel should meet the following requirement.

- 1) In case that all the CVCF inverters fail, Automatic Transfer Switch(ATS) should automatically directs a changeover to backup diesel generator so that blackout can be avoided.
- 2) Inside the panel, protective devices such as circuit breaker and protective relays should protect the power system from accidents for example, ground fault and short-circuit.
- 3) For distributing power to main feeders, connection terminals should be provided.
- 4) A digital measuring device shall be installed in order to monitor the power plant's operating status, including voltage, current, active/reactive power, kWh meter, and power facto. The accuracy of the measuring device should be 1% class.

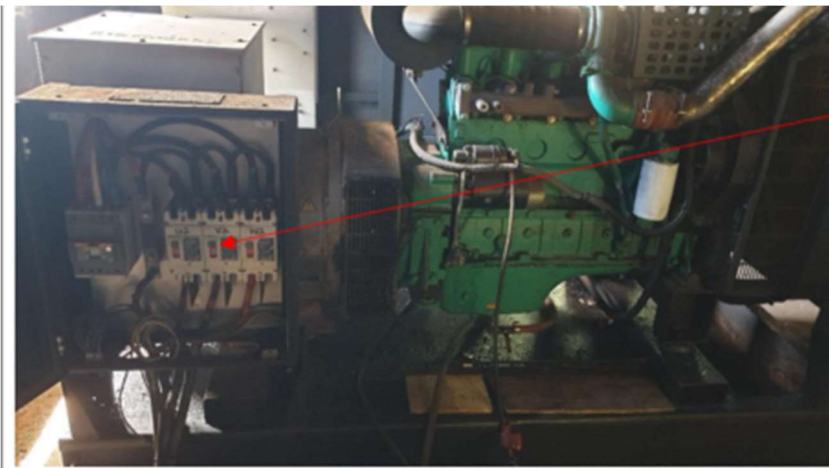
The photos below show the current installation.







Grid load fuse box



Diesel power generator

Three phase divided into three separate switches

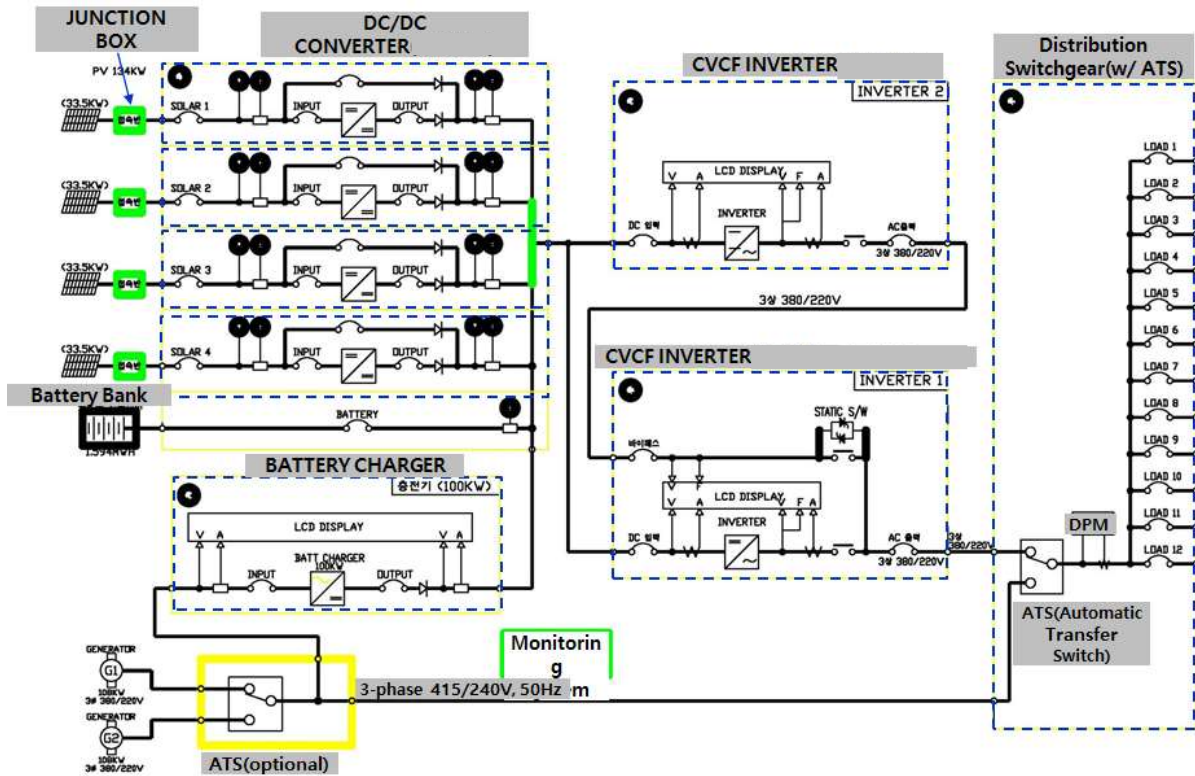


Landing Line

There are no control room at the Power station.  
 The generator connects to the manual load switches.  
 The manual load switches connect to the grid load fuse box.

### 3.9 Interface for control and monitoring of the system

The following single-line diagram is a proposal for the configuration of the entire plant and interface and the HMI (human-machine interface) for monitoring the power system. The tenderer, through his technical proposal, must propose the configuration adapted to the system he intends to set up according to the constraints expressed through this specification.



#### 3.9.1 Communication interface

- Communication cables should be installed for remote operation and monitoring of the system.
- Necessary equipment, for example, gateway and RS232/485-to-Ethernet converter should be built in order to secure stable communication.

#### 3.9.2 Interface device to the existing diesel generators

The usage of the interface device is to operate diesel generator automatically when needed. The interface device should meet the following requirement.

- Interface device: digital generator control module desirable (manual or automated control can also be offered to meet specified constraints)
- Functions: automatic start/stop (Remote/local), power measurement, parallel operation between generators, and protection of engine and generator.

### 3.9.3 Junction Box(Combiner Box)

The main functional feature of junction box should meet the following requirement.

- Blocking diode for preventing reverse power flow.
- Surge protector.
- PV String Monitoring : voltage and current
- Disconnect DC at the sources
- Fuses for overload protection on each string
- Easy termination and wiring of DC source and converters
- On-line monitoring.

### 3.9.4 Computer Interface

In order to establish reliable communication environment among devices, sophisticated communication means, such as Ethernet instead of RS 485 serial communication, is required. Functions and examples of the communication interface devices should meet the following requirement.

- Multiple points of control and monitoring power plant
  - Local/Remote computer
  - Application service via Mobile phone or Satellite
- Remote connection application S/W for example, TEAMViewer

### 3.9.5 HMI (Human -Machine Interface)

The HMI should meet the following requirement.

- Operation : automatic / manual operation (selectable by operator).
- Monitoring :
  - Display of 1-line diagram (state of switch, run/stop state etc)
  - Text/Graphic display : Power, Voltage, Current, Frequency, SOC etc
  - Real-time trend
  - Historical trend
- Reporting:
  - Daily/Weekly/Monthly report
  - PV, ESS, DEG, Load demand

The hybrid system should be able to operative without interruption in various operational conditions. The requirements of operation modes of the hybrid system in different operational conditions are provided in the following table. The choice of the operating modes should be determined by various operating conditions, which includes the status of the solar power system, the state of the storage battery charge, and the operation of the diesel generator.



Mode	Description
1	During sunny days, the power generated by the PV array is transferred to the DC link through a DC/DC converter. As much power as required by the load goes out through the DC/AC inverter, and the surplus power is charged to the battery.  In this mode, the battery charger and diesel generator are not operated
1A	At night or when there is no sunlight, the power stored in the battery is supplied to the load through a DC/AC inverter. In this mode, the DC/DC converter automatically switches to standby mode if the input voltage from the solar cell becomes low. In addition, the diesel generator and charger are also stopped once the storage battery is sufficiently charged.
2	In the event that the DC/DC converter fails or the PV system does not generate power due to no sunlight, the battery's state of charge decreases. The battery must be charged by starting the diesel generator automatically or manually.  During this mode of operation, the DC/AC inverter still supplies power to the load
2A	The same operation as Mode 1A, but the difference is that the power of the storage battery is charged by the diesel generator, not by PV.
3	If the PV system fails and the battery's SOC is low, the diesel generator directly powers the load and charges the battery at the same time.
4	In the event that the hybrid system fails, the system can not supply power to the load.  In this case, the diesel generator directly supplies power to the load.

## 4 Construction works

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### 4.1 Realization

The civil engineering work required to install the equipment (solar panels, etc.) and lay the cables may be carried out beforehand under Pitcairn's responsibility but on the basis of the service provider's recommendations.

In terms of resources, all raw materials and site machinery (mixers, tractors, bulldozer, cranes) are available on site, a list is provided in **Annex B**. However, this will have to be confirmed once the specification of the work to be carried out has been communicated.

Pitcairn has full mechanical facilities on island to manage repairs and maintenance.

It should be noted that the costs of the works will be charged additionally to SPC, so it is important that SPC is able to identify the additional costs associated with these development works as early as the technical evaluation phase of the tenders received.

The use of machinery is part of Pitcairn participation to the project.

For information purposes, aggregate and cement is imported from New Zealand at the approximate cost of 100NZD for aggregate and from 7NZD to 12NZD per 40kg bag for cement. Pitcairn will provide the back filling material which is usually dirt on Pitcairn.

## 4.2 Disposal of waste originated from the activity

It is expected that the successful bidder adopts a waste management plan along the project installation as well as sustainable procedures and measures to:

- Collect and dispose (shipped out of Pitcairn Islands) all waste generated by the project installation in alignment with applicable waste management framework.
- Properly manage battery leakage risks by setting up a leakproof retention system within the battery storage site design
- Provide guidelines for the appropriate disposal of all batteries beyond their lifespan.

## 5 Method services

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### 5.1 Training

User/Operator training for operation and maintenance should be conducted within one week after installation and commissioning is completed. Training duration will need to be specified and detailed program should be provided on the tender document. The training should meet the following requirement at minimum

- The training program should cover both operation and maintenance of the power system. Bidders are required to propose their own training program designs that include training period, and program content and materials.
- Operation training should train local operators to start the power system by themselves in a normal condition, and to recover and operate the power system manually in the event of failure of system automation.
- Maintenance training should train local operators to be equipped with capability to take emergency actions in case of the power system failure. The training should provide routine and regular inspection lists and practices, and emergency measures in case of abnormalities of the power system.
- Educational materials should be provided in English

For information purposes, 4 to 6 personal would be available to assist with the installation (strong knowledge base in Engineering, Electrical, construction, IT, Heavy machine operation and installation of current individual solar power stations).

### 5.2 Documentation

The following documents must be submitted. All drawings and documents must be written in English.

- Drawings: Electrical drawing (Schematic Diagram, Wiring Diagram), Layout Drawing, Structural Drawing
- Test Report (by Certificated Test Body), FAT (Factory Acceptance Test) test report
- Operation Manual
- Maintenance Manual
- Spare Parts list with specifications
- Specification sheets of major component

### 5.3 Warranty and after sales services

Given the difficult access and restricted travel/delivery to Pitcairn Island, an equipment warranty as well as an after sales services would be essential.

Detailed of after-sales services should be presented by bidders on their proposal.

Remote assistance 12 to 18 months after the project is commissioned is essential

## 6 Logistics

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In terms of logistics during the construction phase, the team will be hosted by members of the Pitcairn Community.

A lump sum around USD100 per person per night will be charged.

Due to the limited capacity of the island, the size of the team must be communicated as soon as the tender is submitted.

## 7 Format of the expected response

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### 7.1 Specific constraints

The project is subsidised by the European Union:

- CPS has a maximum budget of €400k.
- The works and the installation of the equipment must be completed by 31/08/2024 at the latest.

These constraints must be taken into account in the technical and financial response submitted.

### 7.2 Technical offer

The tenderer must submit a technical memo containing at least the elements described below.

#### 1. Technical equipment / materials

For all the equipment to be supplied, the tenderer must provide the make, model and technical characteristics of the equipment envisaged, as well as the estimated supply times.

The tenderer is free to propose technical alternatives in terms of installation/fitting out and equipment in order to comply with the constraints mentioned above and if these alternatives seem more relevant to the need expressed.

#### 2. Spare parts

A detailed list of recommended spare parts and consumables must be attached to the tender.

This list must include a reasoned list of quantities (based on the criticality of the part, its supply lead time, how often it needs to be replaced, etc.).

#### 3. Work

The tenderer must provide an initial description of the work required, including:

- The phasing of the works, identifying those that can be carried out before arrival on site.
- The material resources required to carry out the work.
- Raw materials and estimated quantities.
- Estimated human resources.

#### **4. Waste management and environmental considerations**

The tender must detail in its tender the arrangements made for waste management within the framework of the works and the installation.

In addition, the tenderer is asked to detail as far as possible the environmental considerations taken into account in the selection of the equipment envisaged (particularly in terms of reducing environmental pollution, recycling, etc.).

#### **5. Training**

Tenderers must specify in their tender the training component:

- The planned schedule.
- Key people to be trained
- Any equipment required
- The macro content of the training

#### **6. Warranty and after-sales service**

In its offer, the subcontractor must specify the duration of the guarantee, its starting point and the scope covered.

In addition, if technical assistance is provided during the warranty period, the offer must specify the terms and conditions of this assistance (who, response time, level of intervention, remote or not, local representation, etc.).

#### **7. Logistics**

Logistics cover 2 aspects: transport of equipment and participants, and on-site accommodation.

Consequently, the tender must specify the transport arrangements envisaged for the equipment and teams (type of transport, packaging of equipment, dispatch times....),

The bidder is responsible for the complete management of this phase in terms of:

- Monitoring shipments/deliveries
- Administrative and customs procedures (including identifying and contracting forwarding agents).
- Purchasing transport services for equipment and passengers.

The SPC and the Pitcairn Government will of course be able to provide support for these organisational aspects.

The bid must also include the size of the on-site team and the duration of the planned stay.

#### **8. Schedule**

The tenderer must submit a tentative schedule for the service, showing as a minimum

- Study phases
- Supply phases
- The planned date of dispatch of the equipment
- Duration of work and installation phases
- Training phase
- The warranty / after-sales service phase

The tenderer must clearly indicate on this schedule the deadlines/critical dates relating to these phases which, if not met, would prevent the project from being completed within the allotted time.

### **7.3 Financial offer**

The financial offer must include at least the duly completed price schedule and, in the case of alternative solutions, an explanatory note on the costing of these alternative solutions.

The remuneration rate should cover all associated expenses, as no additional payments will be made beyond the agreed contract.

The tender must also specify in its offer the desired terms of payment for the performance of the service according to the different phases.

## **8 Institutional arrangements**

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The contract is signed between SPC and the service provider. The PROTEGE project manager in New Caledonia supervise the mission on behalf of the SPC, in collaboration with the representants of the Pitcairn Island Government.

The steering committee of this mission is in charge of its good organisation and its administrative and technical follow-up. This steering committee may be consulted at key stages of this service. It is composed of :

- The service provider
- A representative the Government of Pitcairn Island (GPI)
- for SPC: PROTEGE project manager and a technical adviser from energy division of SPC

Before the start of the service, a meeting will be scheduled between the service provider and the steering committee to review the objectives and challenges of the service. Each component of the service is validated by the steering committee before the project continues.

The contractor shall carry out the following tasks:

- Work in consultation with the relevant stakeholders in the monitoring committee
- Mobilise human resources with the appropriate skills and experience to ensure the delivery of the service
- Provide the deliverables specified below of good quality and in a timely manner, for final validation by SPC

SPC in consultation with the authorities of Pitcairn, will ensure to :

- Review the deliverables provided within 20 working days
- Provide the service provider with any useful information concerning the regional dimension of the action.

During the installation process, the Contractor will directly report to the SPC and Pitcairn representatives. Prior to the installation phase, fortnightly updates are expected by the Contractor while during the installation phase, weekly update will be require.

## **9 Qualifications of the successful vendor**

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It is essential that the consultant has the following:

- Relevant Electricians or Electrical Engineer qualification
- Proven experience in design and install of grid-connected photovoltaic systems

- Experience of Solar PV installation designed for Pacific islands.
- Ability to conduct training at the preferred time.

## 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 - The minimum qualification score is **490** points.

Evaluation criteria	Score Weight (%)	Points obtainable
<b>Mandatory requirements</b>		
Compliance with the completion date: <b>31/08/2024 - Provision of a detailed tentative schedule</b>		Bidders will be disqualified if any of the requirements are not met
Compliance with the budget constraint: <b>400K€ (This criterion will be assessed during the opening of the financial offer after the technical evaluation of the bids submitted)</b>		
<b>Technical requirements</b>		
<b>Proposed technical solution</b>		
<ul style="list-style-type: none"> <li>Compliance with the objectives defined in terms of consumption and sizing</li> <li>Quality and relevance of the technical proposal, level of detail (brands, models, technical characteristics of equipment, supply lead times, etc)</li> <li>Interface for control and monitoring proposed</li> <li>Qualifications of the proposed teams</li> <li>Logistics implemented</li> </ul>	40%	280
<b>Spare parts</b>		
<ul style="list-style-type: none"> <li>Stock sizing</li> <li>Explanation of the criticality of the planned parts</li> </ul>	5%	35
<b>Preparatory work</b>		
<ul style="list-style-type: none"> <li>Description</li> <li>Phasing</li> <li>Details and relevance of human and material resources</li> </ul>	10%	70
<b>Environmental aspects</b>		
<ul style="list-style-type: none"> <li>Waste management</li> <li>Environmental considerations taken into account in the technical solution proposed and the equipment chosen</li> </ul>	5%	35
<b>Training</b>		
<ul style="list-style-type: none"> <li>Planning</li> <li>Details of training content and target audience</li> </ul>	20%	140
<b>Warranty and after sales services</b>		
<ul style="list-style-type: none"> <li>Duration of the guarantee, its starting point and the scope covered Details of training content and target audience</li> <li>Terms and conditions of technical assistance</li> </ul>	10%	70
<b>Total Score</b>	<b>100%</b>	<b>700</b>

## **4.2 Financial evaluation**

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the 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:

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



**ANNEX A: TRAVEL SCHEDULE 2023**

Location	Transport	Day	APRIL		JUNE				JULY				SEPTEMBER				OCTOBER				DECEMBER		
Depart New Zealand	Flight	Monday	17/04/23	24/04/23	5/06/23	12/06/23	19/06/23	26/06/23	3/07/23	10/07/23	17/07/23	24/07/23	4/09/23	11/09/23	18/09/23	25/09/23	2/10/23	9/10/23	16/10/23	23/10/23	4/12/23	11/12/23	18/12/23
Arrive Papeete	Flight	Sunday	16/04/23	23/04/23	4/06/23	11/06/23	18/06/23	25/06/23	2/07/23	9/07/23	16/07/23	23/07/23	3/09/23	10/09/23	17/09/23	24/09/23	1/10/23	8/10/23	15/10/23	22/10/23	3/12/23	10/12/23	17/12/23
Depart Papeete	Flight	Tuesday	18/04/23	25/04/23	6/06/23	13/06/23	20/06/23	27/06/23	4/07/23	11/07/23	18/07/23	25/07/23	5/09/23	12/09/23	19/09/23	26/09/23	3/10/23	10/10/23	17/10/23	24/10/23	5/12/23	12/12/23	19/12/23
Depart Mangareva	Ship	Tuesday	18/04/23	25/04/23	6/06/23	13/06/23	20/06/23	27/06/23	4/07/23	11/07/23	18/07/23	25/07/23	5/09/23	12/09/23	19/09/23	26/09/23	3/10/23	10/10/23	17/10/23	24/10/23	5/12/23	12/12/23	19/12/23
Arrive Pitcairn	Ship	Thursday	20/04/23	27/04/23	8/06/23	15/06/23	22/06/23	29/06/23	6/07/23	13/07/23	20/07/23	27/07/23	7/09/23	14/09/23	21/09/23	28/09/23	5/10/23	12/10/23	19/10/23	26/10/23	7/12/23	14/12/23	21/12/23
Depart Pitcairn	Ship	Sunday	23/04/23	30/04/23	11/06/23	18/06/23	25/06/23	2/07/23	9/07/23	16/07/23	23/07/23	30/07/23	10/09/23	17/09/23	24/09/23	1/10/23	8/10/23	15/10/23	22/10/23	29/10/23	10/12/23	17/12/23	24/12/23
Arrive Mangareva	Ship	Monday	24/04/23	1/05/23	12/06/23	19/06/23	26/06/23	3/07/23	10/07/23	17/07/23	24/07/23	31/07/23	11/09/23	18/09/23	25/09/23	2/10/23	9/10/23	16/10/23	23/10/23	30/10/23	11/12/23	18/12/23	25/12/23
Depart Mangareva	Flight	Tuesday	25/04/23	2/05/23	13/06/23	20/06/23	27/06/23	4/07/23	11/07/23	18/07/23	25/07/23	1/08/23	12/09/23	19/09/23	26/09/23	3/10/23	10/10/23	17/10/23	24/10/23	31/10/23	12/12/23	19/12/23	26/12/23
Arrive Papeete	Flight	Tuesday	25/04/23	2/05/23	13/06/23	20/06/23	27/06/23	4/07/23	11/07/23	18/07/23	25/07/23	1/08/23	12/09/23	19/09/23	26/09/23	3/10/23	10/10/23	17/10/23	24/10/23	31/10/23	12/12/23	19/12/23	26/12/23
Depart Papeete	Flight	Wednesday	26/04/23	3/05/23	14/06/23	21/06/23	28/06/23	5/07/23	12/07/23	19/07/23	26/07/23	2/08/23	13/09/23	20/09/23	27/09/23	4/10/23	11/10/23	18/10/23	25/10/23	1/11/23	13/12/23	20/12/23	27/12/23
Arrive New Zealand	Flight	Thursday	27/04/23	4/05/23	15/06/23	22/06/23	29/06/23	6/07/23	13/07/23	20/07/23	27/07/23	3/08/23	14/09/23	21/09/23	28/09/23	5/10/23	12/10/23	19/10/23	26/10/23	2/11/23	14/12/23	21/12/23	28/12/23

## **ANNEX B: EQUIPMENTS AVAILABLES ON SITE**

- 1 mobile crane 17t SWL (Should only use maximum loading of about 8t)
- 1 Merlo 26-10 telehandler 6t SWL
- 1 Hyundai 20t excavator
- 1 Hyundai 16t excavator
- 1 Caterpillar 13t excavator
- 2 Deutz M150 tractors (2,5t SWL on FEL)
- 2 8t trailers (pulled by tractors)
- 1 2,8m<sup>3</sup> concrete truck
- A full range of small equipment is also available such as welders, hand tools...

## Part 5: PROPOSAL SUBMISSION FORMS

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

Dear Sir /Madam:

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

We acknowledge that:

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

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

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

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

Signature:

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

Title: *[insert Title of the representative]*

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

## Annex 2: CONFLICT OF INTEREST DECLARATION

### INSTRUCTIONS TO BIDDERS

#### What is a conflict of interest?

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

#### Always declare a conflict

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

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

#### Declaration at any time

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

#### Declaration for any person involved

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

#### Failure

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

## DECLARATION

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

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

In addition, I undertake to:

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

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

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

Signature:

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

Title: *[insert Title of the representative]*

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

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

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

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

DUE DILIGENCE					
<b>9. Does your entity have foreign branches and/or subsidiaries?</b>			<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	
<b>10. Does your entity provide financial services to customers determined to be high risk including but not limited to:</b>					
Foreign Financial Institutions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Casinos	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cash Intensive Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Foreign Government Entities	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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

## SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)

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

## SUPPORTING DOCUMENTS (where relevant)

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

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

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

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

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

Signature:

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

Title: *[insert Title of the representative]*

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



## Annex 4: TECHNICAL PROPOSAL SUBMISSION FORM

Your proposal must be accompanied by a technical memo containing:

- a) At least all the information detailed in §7.2.
- b) A detailed presentation of your company, the (technical human) resources envisaged for the project and the skills implemented in order to achieve the objectives of this mission within the given time.
- c) Your relevant experiences with regard to the requirements specified in §9

**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

The financial proposal must be accompanied by the price schedule attached as an annex duly completed delivered in excel version and .pdf dated, signed.

The financial offer must clearly show its period of validity

Total bid in figures (€):

Total amount of the tender in letters (€) :

**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]*