**ANNEX III**

**PROPOSAL SUBMISSION FORM**

**RFP 21-077:** **Supply and delivery of a Reverse Osmosis (RO) plant, accessories and training to Funafuti, Tuvalu**

Procurement Unit

Email: procurement@spc.int

Dear Procurement,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required equipment, delivery, handling of all materials, guarantee for all products listed as per requirements and all other items described or mentioned or reasonably to be inferred from the specifications and drawings provided for the sum as ascertained in accordance with the Price Component 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 RFP 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.
* Except 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.
* **The SPC General Conditions of Contract for Supply are not negotiable.**

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 Price Components proposed.

Dated this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2021

**Firm/Institution:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature of Representative:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Representative:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Position of Representative:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEX IV**

**TECHNICAL PROPOSAL SUBMISSION FORM**

**RFP 21-077: Supply and delivery of a Reverse Osmosis (RO) plant, accessories, and training to Funafuti, Tuvalu**

**PART A – Organisational Background**

|  |  |  |
| --- | --- | --- |
| **Registered Name:** |  | |
| **Year Established:** |  | |
| **Physical Address:** |  | |
| **Postal Address:** |  | |
| **Telephone Contact:** |  | |
| **Fax Number:** |  | |
| **Email:** |  | |
| **Contact Person:** |  | |
| **Position of Contact Person:** |  | |
| **Number of Employees:** |  | |
| **Firm/Institutional experience on Supply and delivery of reverse osmosis (RO) plants and the provision of training, including past experiences. Please provide contacts of two referees/references of similar past projects conducted. Attach additional details as applicable.** | 1. | |
| 2. | |
| **Bidders shall provide details of two contracts that demonstrate their track record in RO training similar to this Proposal. The supplied contracts must have been completed or substantially completed within the last 10 years.** | | 1. |
| 2. |
| **Legal registration of firm (Attach documentation** | |  |

**Part B: Technical Requirements**

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Response by bidder confirming expertise, experience, ability, technical skills and resources to provide supply and delivery of services to SPC (Please provide documentation to support your response)** |
| **Handling, commissioning, operation and maintenance** |  |
| **Quality and origin of the RO plant and its accessories** |  |
| **Warranties for RO plant & accessories** |  |
| **Delivery schedule and critical path activities** |  |
| **Risk/mitigation measures** |  |
| **Bidders to outline a program for the 10-day on-site training to cover the different aspects: 1. RO plant – theory installation, operation and maintenance; 2. Solar power – theory installation, operation and maintenance.** |  |
| **Characteristics/specification of the RO plant and its accessories.** | *For this evaluation criteria please complete the table in Part C below* |

**Part C: Detailed technical specifications**

| **Item** | **Technical specifications** | **Describe with detailed substantiation how the offered product meets each requirement** |
| --- | --- | --- |
| 1 | The RO Plant should be sufficient to produce pure drinking water capacity of 20,000 litres per day. |  |
| 2 | Should have a minimum of 10 years warranty |  |
| 3 | Material of construction is stainless steel |  |
| **SAND FILTER MODULE** | | |
| 4 | The system should have an intake valve. The valve enables isolation of the RO unit from the raw water feeding circuit. |  |
| 5 | The system should have a coarse strainer to screen raw water and protect the LP pump. |  |
| 6 | The system should have one booster pump. |  |
| 7 | The system should have a check valve. The valve prevents any water coming back to the feeding circuit during rinsing and cleaning of the membrane. |  |
| 8 | The system should have a gauge. The gauge indicates raw water pressure on the booster pump discharge pipe. |  |
| 9 | The system should have a sand-filter-3-way valve. The valve enables the multimedia filter feeding in normal operating or at counter flow during the filter backwash. |  |
| 10 | The system should have a multimedia filter. The filter helps with the first filtering of sea water between approx. 25 and 50µ. This filter can be backwashed. |  |
| 11 | Material of construction is stainless steel |  |
| **MAIN SKID** | | |
| 12 | Should have a 20µ filter. The cartridges filter enables the raw water filtration at 20µ |  |
| 13 | Should have a 5µ filter. This cartridges filter enables the raw water filtration at 5µ |  |
| 14 | Should have a gauge. This gauge indicates raw water pressure on the HP suction pipe |  |
| 15 | Should have a LP switch. The switch ensures automatic stopping of the unit if raw water is insufficient for the HP pump suction pipe |  |
| 16 | should have 1 to 4 gauges to indicate seawater pressure at the HP pump discharge |  |
| 17 | Should have 1 to 4 RO membranes |  |
| 18 | Should have 1 to 4 sample valves |  |
| 19 | Should have By-Pass-Valves, which enable HP circuit discharging during flushing, cleaning and rinsing of the membranes |  |
| 20 | Should have a pressure regulating valve 1st stage - Manual needle valve ensuring frontal adjustment of the pressure operating unit in the freshwater production RO unit |  |
| 21 | Should have a cleaning valve. This manual valve enables connection of the RO unit main circuit to the membranes cleaning circuit |  |
| 22 | Should have a cleaning tank. The tank to contain water used during flushing and rinsing of the membranes and to prepare chemical solutions during cleaning of the membranes. |  |
| 23 | Should have a tank low level switch. The switch sends back tank draining information for the rinsing pump stopping. |  |
| 24 | Should have a cleaning pump to ensure water or chemical solutions flow during the membranes flushing, cleaning and rinsing. |  |
| 25 | Should have a cleaning system check valve. The check valve prevents accidental sea water return towards the rinsing system during the "normal operating" of the unit. |  |
| 26 | Should have a HP switch. The switch ensures automatic stopping of the RO unit if over high pressure in the "Product Water" circuit. |  |
| 27 | Should have a flowmeter to indicate flow of water produced by the unit. |  |
| 28 | Should have a freshwater overflow switch. The switch sets off an alarm if the permeate exceeds the authorized maximum. |  |
| 29 | Should have a freshwater salinity meter. The meter displays the water conductivity measures which is directly linked to its salinity. |  |
| 30 | Should have a filling valve. The valve allows filling of the cleaning tank with water produced by the RO plant in order to make notably the membranes flushing |  |
| 31 | Should have a freshwater distribution valve. The valve ensures the automatic discharge of produced fresh water when its salinity exceeds set-point value |  |
| 32 | Should have a check valve to prevent any accidental brine water coming back to the product water circuit |  |
| 33 | Should have a valve that enables filling of the tank from the main network, when preparing the membranes cleaning solutions |  |
| 34 | Material of construction is stainless steel |  |
| **ELECTRICAL BOX** | | |
| 35 | Should have an automatic starting up and stopping depending on the draining of the storage tank |  |
| 36 | Should have a continuous control of the quality of the water produced and driving of the diversion valve. |  |
| 37 | Should have a command of all safety and alarms including pressure, quality and electric overload |  |
| 38 | Should have an automatic maintenance performed periodically, like membrane flushing |  |
| 39 | The electric box should include the following for the manual operation of the RO unit: Description, main breaker, command contactors, safety contactors, breakers, PLC, 24 VDC transformer, conductivity meter with LED display, automatic relays. |  |
| **FULL SOLAR POWERED SYSTEM** | | |
| 40 | Should include all equipment such as: solar panel, battery, converter, support and all necessary equipment. |  |
| 41 | The system should be able to supply energy even if there is no sun for 2 days |  |
| 42 | Should have a minimum of 10 years warranty |  |
| **GENERATOR - for alternative power source** | | |
| 43 | 88KVA minimum requires |  |
| 44 | Should have a minimum of 5 years warranty |  |
| 45 | Spare parts for at least one year |  |
| **FACTORY ACCEPTANCE TEST (FAT)** | | |
| 46 | A full factory acceptance test at the factory prior to shipping. Supplier to supply a full factory test report in English with signatures of relevant authorities |  |
| 47 | Provide clear photos |  |
| **CONSUMABLES AND PARTS FOR THE RO PLANT** | | |
| 48 | Should include all the following: |  |
| Sea water 4-inch membrane - 4 units |  |
| Level switch - 3 units |  |
| Plunge pump with motor - 3 units |  |
| Cartridge filter - 3 units |  |
| Anodes - 3 units |  |
| RO controller - 3 units |  |
| Source of supply for spare parts |  |

**ANNEX V**

**PROPOSAL SECURITY FORM**

*Request for Proposal (RFP) no.: 21-077*

*Supply and delivery of a Reverse Osmosis (RO) plant, accessories and training to Funafuti, Tuvalu*

Bidders must provide a letter from their bank confirming willingness to issue the required Performance Security should their proposal be accepted. The bank’s letter must use wording not materially different from that stated in italics below. (**1 page maximum)**

**The performance security must be 10% or more of the total financial offer.**

By submitting the bank’s letter, bidders shall be deemed to grant SPC permission to seek a reference check as to the bidder’s financial soundness from the bank.

\*\*\* ***BANK LETTER HEAD*** \*\*\*

Date \_\_\_\_\_\_\_ 2021

To: SPC Suva Regional Office

Private Mail Bag

Suva

Fiji

Email: procurement@spc.int

WHEREAS [name and address of Contractor] (hereinafter called “the Bidder”) has submitted a Proposal to SPC dated …………….to execute Services …………….. (hereinafter called “the Proposal”):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Proposer:

a) Fails to sign the Contract after SPC has awarded it;

b) Fails to comply with SPC’s variation of requirement, as per RFP instructions; or

c) Fails to deliver the goods and services as outlined in their proposal

AND WHEREAS we have agreed to give the Proposer such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Proposer, up to a total of [………………..] such sum being payable in the currency in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand, any sum or sums within the limits of [amount of guarantee].

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Date.........................................................................................................

Name of Bank.........................................................................................................

Address..........................................................................................................

**ANNEX VI**

**FINANCIAL PROPOSAL SUBMISSION FORM**

**RFP 21-077: Supply and delivery of a Reverse Osmosis (RO) plant, accessories and training to Funafuti, Tuvalu**

1. All costs indicated on the financial proposal should be in CIF inclusive of all applicable taxes.
2. The format shown below should be used in preparing the price schedule.

| **NO** | **ITEM DESCRIPTIONS** | **QTY** | | | **TOTAL** | **Unit Cost (Euro)** | **Total Cost (Euro)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Reverse Osmosis (RO) equipment fully loaded with a nominal capacity of 20,000 L/day | 1 | | | 1 |  |  |
| 2 | **Consumables for 1000 hours operation** | | | | | | |
|  | Sea Water 4-inch membrane | 4 | | | 4 |  |  |
| Level switch | 3 | | | 3 |  |  |
| Plunger pump with motor | 3 | | | 3 |  |  |
| Cartridge filter | 3 | | | 3 |  |  |
| Anodes | 3 | | | 3 |  |  |
| RO controller | 3 | | | 3 |  |  |
| 3 | Preventive maintenance: Spare Parts for 2 years | 1 | | | 1 |  |  |
| 4 | Generator (alternative power source for outer islands) 88 KVA to power the 20m3/day RO plant with spare parts for one year | 1 | | | 1 |  |  |
| 5 | Full solar powered system for the20m3/day RO plant, including all equipment such as solar panel, battery, converter, support and all necessary equipment. The system should be able to supply energy even if there is no sun for 2 days. | 1 | | | 1 |  |  |
| 6 | Factory Acceptance Test (FAT) | 1 | | | 1 |  |  |
| **Commissioning and Training** | | | | | | | |
| 7 | Option 1: Installation and commissioning of the RO plant and provision of training in Funafuti, Tuvalu**,** in installation /operation / maintenance of the RO plant and the solar powered system **with COVID-19 quarantine requirements in place** | 1 | | | 1 | Fees (include daily rate and number of days) |  |
| Airfare |  |
| Per diem costs (meals, accommodation, quarantine costs) |  |
| 8 | Option 2: Installation and commissioning of the RO plant and provision of training in Funafuti, Tuvalu**,** in installation /operation / maintenance of the RO plant and the solar powered system **without COVID-19 quarantine requirements.** | 1 | | | 1 | Fees (Include daily rate and number of days) |  |
| Airfare |  |
| Per diem costs (meals, accommodation) |  |
|  |  |  |  | **Total Cost using option 1** | | |  |
|  |  |  | **Freight & Marine Insurance to Funafuti Main Port** | | | |  |
|  |  |  | **Documentation & Packaging** | | | |  |
|  |  | **Other Charges (please specify if any) …........................................** | | | | |  |
|  |  |  |  | **Total CIF (Euro)** | | |  |
|  |  |  |  |  | | |  |
|  |  |  |  | **Total Cost using option 2** | | |  |
|  |  |  |  | **Freight & Marine Insurance to Funafuti Main Port** | | |  |
|  |  |  |  | **Documentation & Packaging** | | |  |
|  |  |  |  | **Other Charges (please specify if any) …........................................** | | |  |
|  |  |  |  | **Total CIF (Euro)** | | |  |

# ANNEX VII

# DUE DILIGENCE QUESTIONNAIRE

# *RFP21-077: Supply and delivery of a Reverse Osmosis (RO) plant, accessories and training to Funafuti, Tuvalu*

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

**For companies and other legal entities**

1. Please provide the following documents to verify identity and proof of address:
   1. Evidence of Power of Attorney/Board Resolution granted to the officers to transact business on its behalf; and
   2. Any of the following documents:
   * Certificate of Incorporation
   * Memorandum and Articles of Association
   * Telephone bill in the name of the company
   * Bank statement with the entity’s name displayed
2. Does your entity have foreign branches and/or subsidiaries? Yes No
3. If you answered ‘Yes’ to the previous question, please confirm the areas of your entity covered by responses to this questionnaire

Head Office & domestic branches Yes No  N/A

Domestic subsidiaries Yes No  N/A

Overseas branches Yes No  N/A

Overseas subsidiaries Yes No  N/A

1. Is your entity regulated by a national authority? Yes No

If you answered ‘Yes’ please state the name of the national authority.

1. Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect money laundering or terrorist financing activities? Yes No

If you answered ‘Yes’, please attach the English version of your policy.

1. Does your entity have an officer responsible for an anti-money laundering and counter-terrorism financing policy? Yes No

If yes, please state that officer’s contact details: ………………………………………………………………………….

1. Does your entity provide financial services to customers determined to be high risk including but not limited to:

- Foreign financial institutions? Yes No

- Casinos? Yes No

- Cash-intensive businesses? Yes No

- Foreign government entities? Yes No

- Non-resident individuals? Yes No

- Money service businesses? Yes No

1. If you answered ‘Yes’ to any of the boxes in question 7, does your entity’s policies and procedures specifically outline how to mitigate the potential risks associated with these high-risk customer types? If yes, how?
2. Has your entity ever been the subject of any investigation or any regulatory or criminal enforcement actions resulting from violations of laws and regulations relating to either money laundering or terrorism financing? Yes No

If you answered ‘Yes’ please provide details.

1. Has the Director or CEO of your entity ever been the subject of any investigation or any regulatory or criminal enforcement actions resulting from violations of laws and regulations relating to either money laundering or terrorism financing? Yes No

If you answered ‘Yes’ please provide details.

I declare that none of the funds received or to be received by me or my organisation are used or will be used for money laundering or terrorism financing.

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.

Dated this ....... day of …………………………………………......... [month and year] at ……………………….......

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature Name**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position**

**ANNEX VIII**

**DECLARATION OF INTEREST**

**RFP 21-077: Supply and delivery of a Reverse Osmosis (RO) plant, accessories and training to Funafuti, Tuvalu**

1. I confirm that I, my family members, and the organisation or company that I am involved with are independent from SPC. To the best of my knowledge, there are no facts or circumstances, past or present, or that could arise in the foreseeable future, which might call into question my independence.
2. If it becomes apparent during the procurement process that I may be perceived to have a conflict of interest, I will immediately declare that conflict and will cease to participate in the procurement process, unless or until it is determined that I may continue.

OR

1. I declare that there is a potential conflict of interest in the submission of my bid [please provide an explanation with your bid]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature** **Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name Title**