

REQUEST FOR QUOTATION (RFQ)

FOR WORKS

Project Title:	Safe and sustainable drinking water for Kiritimati Island
Nature of the works	Installation of security fences and concrete works for the Kiritimati Island Water Project
Location:	Kiritimati Island
Date of issue:	15/11/2022
Closing Date:	30/11/2022
SPC Reference:	RFQ22-4470-PRO

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Part 1: INTRODUCTION

1.1 About the Pacific Community (SPC)

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

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.

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

1.3 SPC's Request for Quotation (RFQ) Process

At SPC, procurement valued at more than EUR 2,000 and less than or equal to EUR 45,000 requires an evaluation of at least three quotations to determine the offer that provides the best value for money through a Request for Quotation (RFQ) process.

This RFQ sets out SPC's requirements for a project and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information.

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

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

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

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 quotation to be considered, it is important that you provide all the prescribed information by the closing date and in the format specified.

2.2 Submission Instructions

You must **submit your quotation and all supporting documents** in English and as an attachment to an email sent to kaieab@spc.int and with the subject line of your email as follows: **Submission RFQ22-4470-PRO**. The email should also be copied to rfq@spc.int.

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- Technical and Financial proposal (quote) forms, including bill of quantities for proposed materials

- References and experience in similar works (i.e., fencing and concreting)
- Business registration

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

Bids will be evaluated on the basis of information received by **4PM Fiji time on 30/11/2022**.

2.3 Evaluation & Contract Award

Each quotation validly received will be assessed against the evaluation criteria matrix set out in [Part 4](#). Any changes in the evaluation criteria will result in the RFQ process being re-issued.

SPC may award the contract once it has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be substantially responsive to the RFQ documents, provide the best value for money (highest cumulative score) and best serve the interests of SPC.

In the event of a bid being accepted, procurement will take place under SPC's [General Terms and Conditions of Contract](#) and depending on the value or nature of the procurement, the award will be made by issuing a purchase order or a signed and dated contract, or both.

2.4 Key Contacts

Please contact SPC should you have any doubt as to what is required or if we can help answer any questions that you may have.

Kaiea Burentarawa will be your primary point of contact for this RFQ and can be contacted at kaieab@spc.int. You should copy any communications into rfq@spc.int.

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 RFQ process, at any point where there is phone call or other conversation, SPC expects to keep a file note of the exchange, with all forms of communication with prospective bidders to be retained as source documents for the procurement of the goods.

2.5 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
RFQ sent to potential vendors	15/11/2022
RFQ closing date	30/11/2022
Award of Contract	2/12/2022
Commencement of Contract	16/12/2022
Completion of works & start of defect liability period	31/08/2023
Conclusion of Contract	31/08/2024

2.6 Legal and compliance

Confidentiality: Unless otherwise agreed by SPC in advance or where the contents of the RFQ are already in the public domain when shared with the bidder, bidders shall at all times treat the contents of the RFQ 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 RFQ 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 RFQ process. **In support of your response to this RFQ, you must submit to SPC [the Conflict-of-Interest Declaration form](https://spc.int/procurement) available on our procurement page website: <https://spc.int/procurement>.**

Breach of this requirement can result in SPC terminating any contract with a successful bidder.

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

No offer of contract or invitation to contract: This RFQ 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 RFQ. SPC will handle any personal information it receives under the RFQ in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

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 RFQ process.

2.7 Complaints process

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

Part 3: SCOPE OF WORKS

Background/context

The *Safe and sustainable drinking water for Kiritimati Island* project, implemented by SPC in partnership with the Government of Kiribati (GoK) and funded by the European Union (EU) and New Zealand Ministry of Foreign Affairs and Trade (NZ-MFAT), commenced in July 2020.

Part of the project is to rehabilitate and install new security fences around existing water infrastructure and lay concrete slabs and covers for flowmeters, gallery end pipes and boreholes. The security fences constructed over 20 years ago during the Kiritimati Water and Sanitation Project (KWASP) have become rusted, collapsed and exposed the water infrastructure to vandalism and theft.

By the end of the contract the following works will be installed by the Contractor:

- 6 rehabilitated security fences
- 2 new security fences
- 9 concrete slabs for 40mm flowmeters
- 7 concrete slabs for 80mm flowmeters
- 13 concrete aprons for boreholes
- 22 concrete aprons for gallery end plugs.

Works will be required at all major freshwater lenses on Kiritimati.

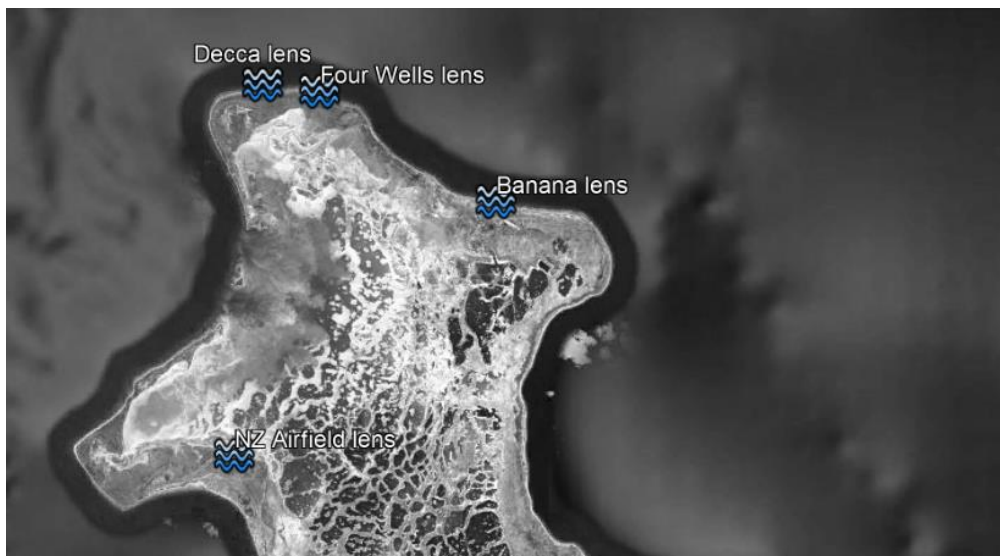








Figure 1. Major freshwater lens locations on Kiritimati





The project is inviting prospective contractors from any organisation/community/church/youth group to undertake the required fencing and concrete works. Interested contractors should submit their technical and financial proposals (templates included, including list of proposed materials), references showing training and experience with similar work scope, and business registration. Further instructions below.

Description of the works

The following fencing and concrete works are required.

Activity	Qty	Description	Location	Photos
Pump well security - rehabilitated fencing	6	Replace old security fences around Four Wells pump wells with robust and corrosion resistant fences.	Four Wells Gallery 1 East & West (2). Four Wells Gallery 2 East & West (2). Four Wells Gallery 3 East and West (2).	 <p data-bbox="815 651 1171 680"><i>Figure 2: Four Well 3 West old fence</i></p>  <p data-bbox="815 1122 1171 1151"><i>Figure 3: Four Well 2 West old fence</i></p>
Pump well security - new fencing	2	Installation of new security fences around Banana and New Zealand Airfield pump wells with solar pumps.	Banana gallery 2 West solar pump (1). New Zealand Airfield gallery 1 West solar and petrol pump (1).	 <p data-bbox="815 1547 1442 1576"><i>Figure 4. Banana gallery 2 West solar pump requiring new fence</i></p> 

				<p>Figure 5. New Zealand Airfield gallery 1 West solar and petrol pumps requiring new fence</p>
<p>Concrete slab for 40mm flowmeters</p>	<p>9</p>	<p>Slabs to support new 40mm flowmeters at pump wells. Slabs to be constructed similar to those at Decca pump wells.</p>	<p>Four Wells gallery 3 West solar pump (1). Banana gallery 1 West and East wind pumps (2). Banana gallery 2 West solar pump (1). Banana gallery 4 East petrol pump (1). Padua solar pump (1). NZ Airfield gallery 1 solar, petrol and wind pumps (3).</p>	 <p>Figure 6: Four Wells Gallery 3 West solar pump flowmeter without concrete slab</p>  <p>Figure 7 NZA petrol pump flowmeter without concrete slab</p>  <p>Figure 8: New flow meter installed at NZ solar pump without concrete slab</p> 

				<p>Figure 9. Flowmeter slab at Decca – Contractor to install slabs at given locations similar to this</p> 
Concrete slab for 80mm flowmeters	7	Slabs to support new 80mm bulk flowmeters on main water transmission lines.	<p>NZ Airfield near base of head tank (1). Poland near base of head tank (1). London near power station (1). Tabwakea near base of head tank (1). Banana near petrol pump (1). Banana near road at western end of village (1). Main Camp near road at eastern end of village (1).</p>	 <p>Figure 10. Example slab with 80mm flowmeter at Tabwakea near the Nikunau Mwaneaba</p>
Concrete aprons for boreholes	13	Remove existing covers and install new concrete slabs to fit lockable well covers (procured by project).	<p>Banana boreholes (9). NZ Airfield boreholes (4).</p>	 <p>Figure 11. NZ Airfield old borehole covers needing replacement</p>
Gallery end plug concrete aprons	22	Remove old concrete blocks and install new slab at gallery end plugs/pipes to fit 250mm well cover.	<p>Decca galleries 1, 2 and 3 (6). Four Wells 1, 2 and 3 (6). Banana galleries 1, 2 3 & 4 (8). NZ Airfield gallery 1 (2).</p>	 <p>Figure 12: Old gallery end plug cover at Decca</p>



Timelines/duration of the works

The duration of the work will be approximately 8 months and comprise the following activities:

- Purchase and delivery of necessary tools and materials by the Contractor – 4 months
- Installation of new/rehabilitated security fences – maximum 2 months
- Construction of concrete slabs/covers for boreholes, gallery end plugs and flowmeters – maximum 2 months.

Bidders are to use their own experience and judgement when calculating the required time to complete the works. The durations above are to be used as a guide only and it is expected that most contractors will be able to complete the works within a shorter timeframe.

Site description

The blue lines in the figures below represent the galleries.

Rehabilitated security fences are required at all Four Wells pump wells (2 per gallery) where there are currently old corroded/collapsed fences in place.

New security fences are required at Banana gallery 2 West (BG2W) and NZ Airfield gallery 1 West (NZG1W).

Concrete slabs for 40mm flowmeters are required at FWG3W, BG1W, BG1E, BG2W, BG4E, Padua, NZG1W (2 slabs), and NZG1E.

Locations for concrete slabs for 80mm flowmeters are:

- NZ Airfield near base of head tank (1)
- Poland near base of head tank (1)
- London near power station (1)
- Tabwakea near base of head tank (1)
- Banana near petrol pump (1)
- Banana near road at western end of village (1)
- Main Camp near road at eastern end of village (1).

Concrete aprons for gallery end plugs are required at each end of DG1, DG2, DG3, FW1, FW2, FW3, BG1, BG2, BG3, BG4 and NZG1 (making a total of 22 gallery end plug aprons).



Figure 14: Map of Decca Four Wells galleries

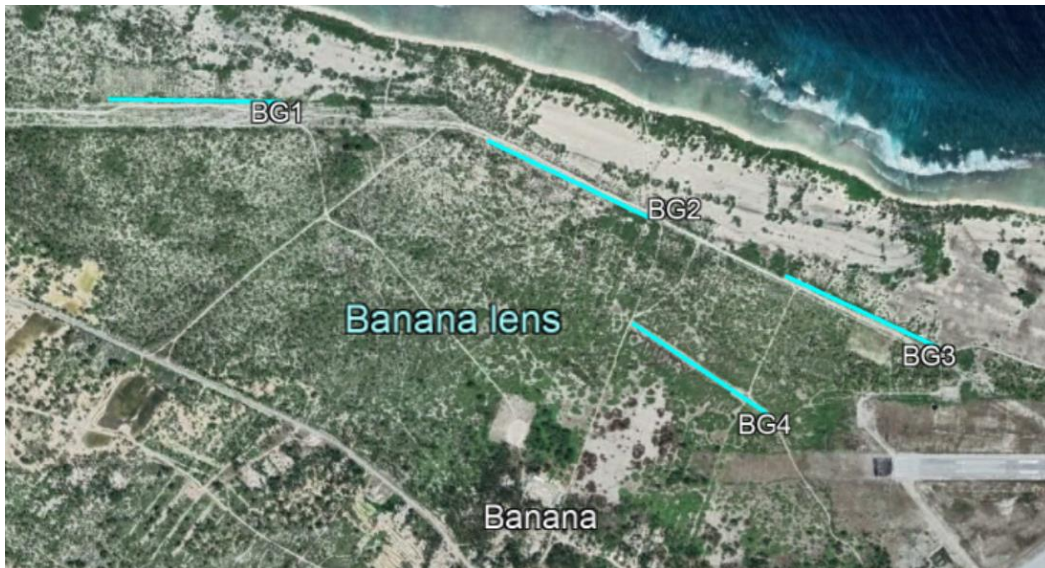


Figure 15. Map of Banana galleries



Figure 16. NZ Airfield gallery



Figure 17. Padua gallery next to Padua Senior Secondary School (SSS)

As per Figure 18 and Figure 19 below, concrete borehole aprons are to be installed at BA 1 – 6, BA 15 – 17, NZ3 and NZ 5 – 7.



Figure 18. Location of Banana boreholes requiring new covers



Figure 19. Location of NZ Airfield boreholes requiring new covers

Technical drawings

Rehabilitated security fencing (6)

Where feasible, the contractor should use and rehabilitate fence posts that are already in place. Some post footings require reinforcement and bidders are encouraged to inspect each location prior to preparing their bid to better understand the scope of work required. Each fenced area is approximately 5m x 5m, and dimensions of the fenced area should remain the same as the existing old fencing. Fence posts extend approximately 2.5 m above ground level and 2 strands of barbed wire should be strung above the mesh. Some support posts, gate frames and hinges will need to be repaired or replaced. All materials used must be heavy duty and corrosion resistant. Posts are to be painted by the contractor. Post tops to be installed where missing or damaged. Gates (2 per fence, each on opposite sides) are to be in the same position as the original gates to allow space for lowering/erecting the pole used to mount the solar panels. The remaining specifications should be the same as that of the new fencing, as described below.

New security fencing (2)

New security fences will comprise mesh, posts, footings, barbed wire and gates around pump wells and associated water supply infrastructure. Specifications include:

- A fenced area of 5 m x 5 m for Banana and an area of 6 m x 6 m for NZ Airfield solar pumps
- Mesh: max. 9-gauge (3.4 mm) corrosion resistant 50mm chain link wire
- 2 gates on opposite sides to be installed that will enable safe lowering of a the solar panel mounting pole, if needed (see Four Wells fences as an example)
- Corner and gate posts: 50 mm galvanised iron, painted and with post tops
- Other posts (supports, line posts and gate frames): min. 40mm GI, painted and with post tops
- Top rail: min. 40 mm GI, painted
- Post footings: 300 mm diameter x 900 mm deep, laid in builder's plastic, top of footing tapering away from the post
- Post spacing: max. 2.5 m
- Height: 2.7 m galvanised mesh, plus 0.3 m barbed wire
- Barbed wire: 12.5 gauge galvanised, two strand with 4-point barbs spaced at 150 mm
- Bottom and tie wire: 9-gauge
- Fittings: industrial steel gate hinges (180°); fittings made from first grade malleable iron, pressed steel or aluminium.

Any other specifications not mentioned here should comply with those provided in the attached Annex to the Scope of Works.

40 mm flowmeter concrete slabs (9)

Concrete slabs 1500 long x 500 wide x 150 mm thick to be constructed for 40 mm flowmeters (to be provided by the project). 2 additional 100 mm wide concrete block supports are to be installed with each slab. Figure 20 below shows the slab supporting the flowmeter and associated fittings. The following photos are examples of flowmeter and slab installations at Decca, which will be similar to what is required for these flowmeter slabs. Each concrete slab should:

- Taper down away from centre to the edges so no water collects on the surface.

- Be laid on damp-proof course (DPC; e.g. builder's plastic) on compacted ground
- Have the bottom of slab laid 50 mm below ground level
- Be of 30 MPa concrete.

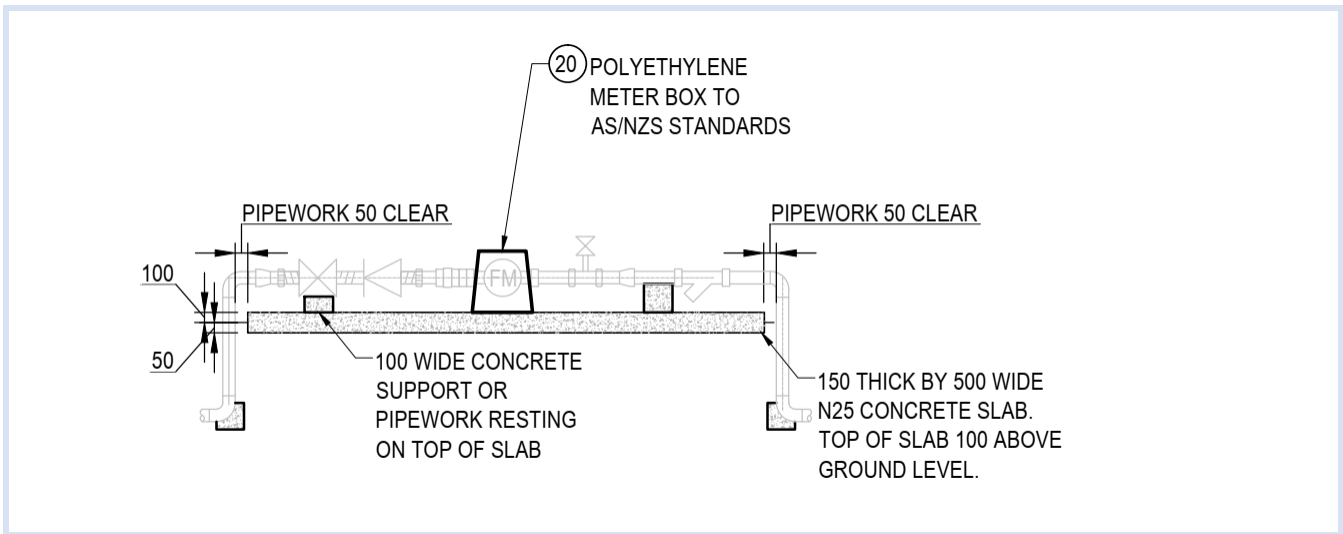


Figure 20: Concrete slab for 40mm flowmeter

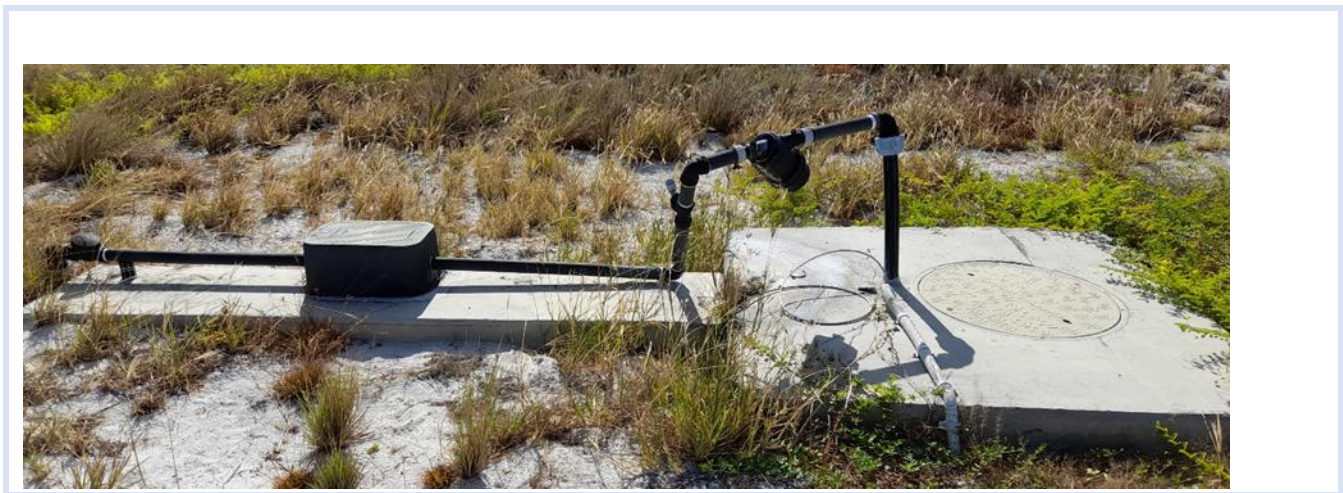


Figure 21: Concrete slab at Decca pump well



Figure 22: Flowmeter concrete slab at Four Well pump well

80 mm flowmeter concrete slabs (7)

Concrete slabs 2000 long x 500 wide x 150 mm thick to be constructed for the 80 mm flowmeters (to be provided by the project). 2 additional 150 mm wide concrete block supports are to be installed with each slab. below shows the slab supporting the flowmeter and associated fittings. The following photos are examples of flowmeter and slab installations at Decca, which will be similar to what is required for these flowmeter slabs. Each concrete slab should:

- Taper down away from centre to the edges so no water collects on the surface.
- Be laid on damp-proof course (DPC; e.g. builder's plastic) on compacted ground
- Have the bottom of slab laid 50 mm below ground level
- Be of 30 MPa concrete.

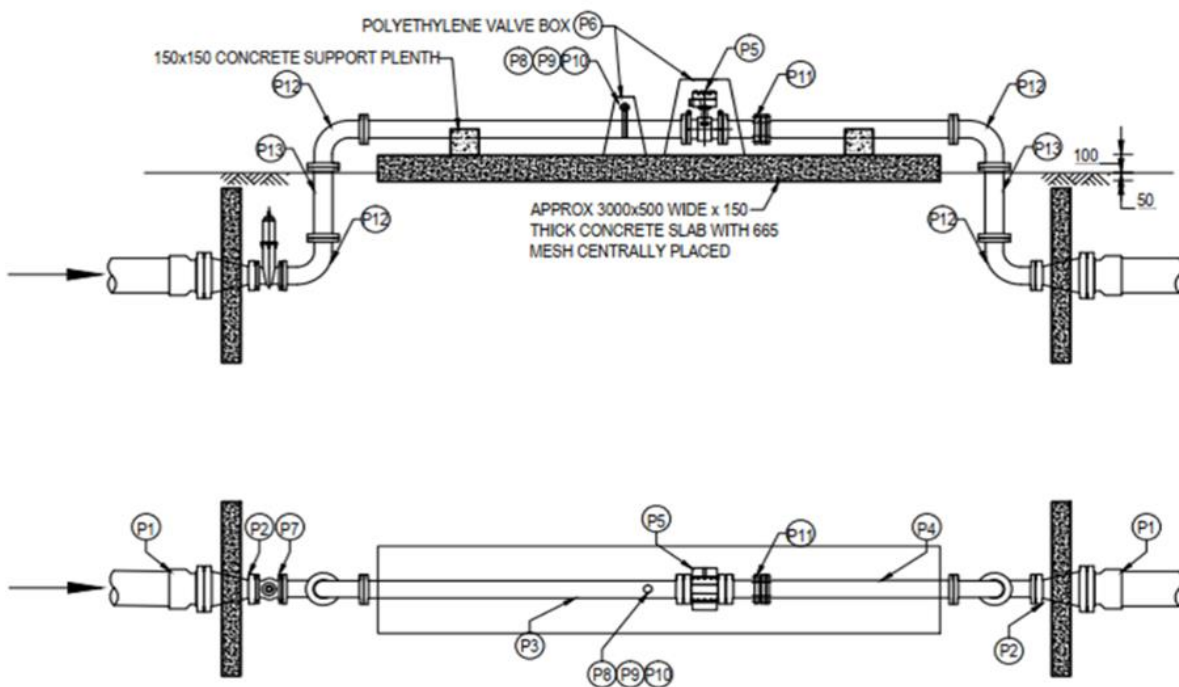


Figure 23. 80mm flowmeter and slab schematic



Figure 24. Example 80mm flowmeter and slab installation at Decca lens

Concrete aprons for boreholes (13) and gallery end plugs (22)

Concrete slabs (aprons) for boreholes and gallery end plugs will be 1000 x 1000 x 150 mm thick and poured around a 250 mm outer diameter (OD) well cover (supplied by the project). The concrete aprons should:

- Taper down away from plug centre to the edges.
- Be installed with the 250 mm diameter well cover at the centre of the slab
- Be laid on damp-proof course (DPC; e.g. builder's plastic) on compacted ground
- Have the bottom of slab laid 50 mm below ground level
- Be of 30 MPa concrete.

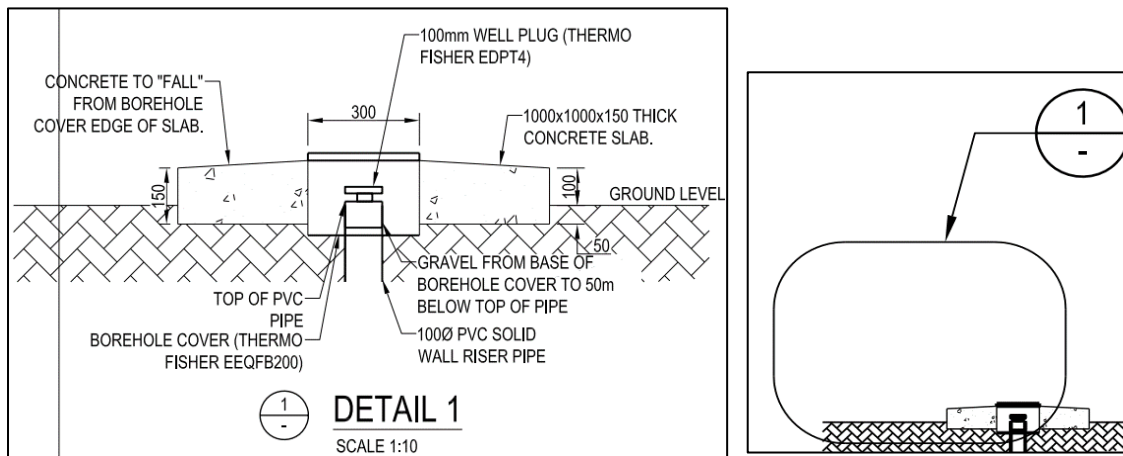


Figure 25: Borehole and gallery end plug apron design



Figure 26: End gallery cover at Decca gallery 6 installed in the previous project

Building/ Service Standards

The **security fences** should be constructed to a professional standard using robust and corrosion resistant materials. Unless stated otherwise, fences should be constructed as per Specification #3 – Medium Construction specification detailed in the Annex to this Scope of Works.

Concrete slabs should be constructed on a compacted surface using builder's plastic and using a mix that will result in ≥ 30 MPa concrete. Dimensions may vary slightly (possibly a little smaller) for some slabs, depending on the piping configuration used.

Risk Management

The Contractor will be required to provide all necessary occupational health and safety (OH&S) equipment for their team. Personal protective equipment including appropriate clothing, helmets, safety boots, hand gloves should be worn onsite as necessary. Workers should know how to use the tools appropriately. It is the responsibility of the Contractor to monitor the performance of its staff and ensure no substance abuse onsite (alcohol, yagona, kava, etc.) and all staff are fit to work. No underage people are to be involved in the any of the above construction and rehabilitation works.

Environmental and sustainability considerations

Contractors must ensure all worksites are cleared of any rubbish and building/construction waste at the completion of works at each site. No fires are allowed onsite to avoid fire outbreak. Compliance to wildlife and environment regulations is a must. It is the Contractor's responsibility to pay any charges and penalty attributed to violation of Wildlife and Environmental regulations.

Material supply and bill of quantities

Materials must comply with the specifications provided in this Scope of Works. **Bidders are required to provide with their technical and financial proposal a bill of quantities (BoQ) of all the materials, tools and equipment they intend to purchase and utilise for the construction works, including those for fencing and concrete works.** A template is provided in Part 5 below. Bidders are encouraged to visit the proposed sites (especially the new and rehabilitated fencing locations) to get a better understanding of the scope of work required.

Reporting and contracting arrangements

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

SPC's Project Officer will be the focal point for all communications with the Contractor.

The progress of the work will be monitored by SPC's Project Officer, the WSD Engineer and MLPID's Civil Engineer.

Final inspection and certification of completion and acceptance

Verification of the construction of fences and concrete works will be undertaken by the SPC Project Coordinator, WSD Engineer and MLPID Civil Engineer. Any remedial works will be the responsibility of the Contractor. 5% of the total remuneration will be withheld by SPC for a period of 12 months from the date of completion of the Works as a defect liability bond for claims relating to defects.

Skills and qualifications

Required skills and qualifications are listed below:

- At least 5 years' experience in concrete works, fencing and welding work
- Experience applying OH&S best practice
- Proven capability (technical, financial and logistical) to procure and supply necessary materials and equipment
- Competent and experienced work team
- Capability to complete the task within 8 months.

Scope of Bid Price and Schedule of Payments

Indicative schedule of payments is as follows:

Table 1. Payment milestones

Milestone/deliverables	Deadline	% payment
Signing contract	Start of contract	20%
Completion and acceptance of fences and concrete works	8 months after signing of contract	75%
Defect liability bond release	12 months after completion of works	5%
TOTAL		100%

Annexes to the Scope of works

Annex 1 to the Scope of Works – Fencing specifications

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Competency Requirements & Score Weight

The evaluation matrix below 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.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
<ol style="list-style-type: none"> 1. Completed Technical and Financial proposal (quote) forms, including bill of quantities for proposed materials 2. References and experience in similar works (i.e., fencing and concreting) 3. Valid Business registration 	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met.	
Technical requirements		
At least 5 years' experience in concrete works, fencing and welding work	25%	250
Experience applying OH&S best practice	14%	140
Proven capability (technical, financial and logistical) to procure and supply necessary materials and equipment	14%	140
Competent and experienced work team	10%	100
Capability to complete the task within 8 months	7%	70
Price	30%	300
Total Score	100%	1000

Part 5: PROPOSAL SUBMISSION FORM

TECHNICAL PROPOSAL

Please use the tables below for your submission. Please keep answers brief and succinct and attach any supporting documentation as necessary.

Technical proposal table 1 – technical requirements

Technical Requirements	
Evaluation criteria	Response by Bidder
Mandatory Requirements	
<p>Experience: Brief evidence of the bidder’s relevant experience in building construction works. The bidder shall provide brief details of two contacts demonstrating their recent experience with similar works. Details of at least one referee for each contract should be provided. The contracts must have been completed in the past 6 years.</p>	<p>Experience: [insert details of relevant experience]</p>
	<p>Details for two references:</p>
	<p>1. Client’s name: [insert name of client 1]</p>
	<p>Contact name: [insert name of contact]</p>
	<p>Contact details: [insert contact details]</p>
	<p>Contract value: [insert value of contract]</p>
	<p>Scope of work summary:</p>
	<p>2. Client’s name: [insert name of client 2]</p>
	<p>Contact name: [insert name of contact]</p>
	<p>Contact details: [insert contact details]</p>
	<p>Contract value: [insert value of contract]</p>
	<p>Scope of work summary:</p>
<p>Personnel: Brief experience of lead staff, e.g. supervisor, foreman, lead hand, etc. Please include CV of the lead on-site staff member.</p>	<p>Details about personnel/sub-contractors</p>
	<p>Supervisor’s experience:</p>
	<p>Foreman and lead hand experience:</p>
	<p>Support staff experience:</p>
<p>Check this box if you have attached your business license <input type="checkbox"/></p>	
Technical requirements	
<p>At least 5 years’ experience in concrete works, fencing and welding work</p>	<p>[Bidder’s answer]</p>
<p>Experience applying OH&S best practice</p>	<p>[Bidder’s answer]</p>
<p>Proven capability (technical, financial and logistical) to procure and supply necessary materials and equipment</p>	<p>[Bidder’s answer]</p>
<p>Competent and experienced work team</p>	<p>[Bidder’s answer]</p>
<p>Capability to complete the task within 8 months</p>	<p>[Bidder’s answer]</p>

Technical proposal table 2 - proposed materials

Note, bidders are encouraged to use the Excel version of this table attached as an Annex to the Technical Proposal. Please add more rows for each category as necessary.

Category	Item	Quantity
Rehabilitated security fences (6)		
New security fences (2)		
Concrete slabs for 40mm flowmeters (9)		
Concrete slabs for 80mm flowmeters (7)		
Concrete aprons for borehole covers (13)		
Concrete slabs for gallery end plugs (22)		

FINANCIAL PROPOSAL

Please use the template below, or similar, for your financial proposal.

Bids must be in AUD and VAT exempt.

Cost schedule			
Item	Units	Unit cost [AUD]	Sub-total cost [AUD]
Labour			
Supervisor			
Foreman			
Labour			
Materials			
Rehabilitated fences (6)	Lump sum		
New fences (2)	Lump sum		
Concrete slab for 40mm flowmeters	9		
Concrete slab for 80mm flowmeters	7		
Concrete slab for borehole aprons	13		
Concrete slab for gallery end plugs	22		
Other			
Transport & logistics	Lump sum		
Other (if applicable)			
TOTAL [AUD]			