

# REQUEST FOR QUOTATION (RFQ)

## FOR GOODS

<b>Project Title:</b>	Managing Coastal Aquifers Project in selected Pacific SIDS (MCAP)
<b>Nature of the goods</b>	Drilling rig for atoll environments
<b>Location:</b>	Majuro, Republic of the Marshall Islands (RMI)
<b>Date of issue:</b>	20/01/2023
<b>Closing Date:</b>	6/02/2023
<b>SPC Reference:</b>	RFQ23-4978-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](mailto: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 goods 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 [peters2@spc.int](mailto:peters2@spc.int) and with the subject line of your email as follows: **Submission RFQ23-4978-PRO**. The email should also be copied to [rfq@spc.int](mailto:rfq@spc.int).

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
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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 **2359 hrs Fiji Time on 6/02/2023**.

### 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.

Project Manager will be your primary point of contact for this RFQ and can be contacted at [peters2@spc.int](mailto:peters2@spc.int). You should copy any communications into [rfq@spc.int](mailto: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	23/01/2023
RFQ Closing Date	6/02/2023
Award of Contract	20/02/2023
Commencement of Contract	27/02/2023
Conclusion of Contract	26/06/2023

### 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](#) 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 USD 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](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: SPECIFICATION OF GOODS

### A. Background/context

The Pacific Community (SPC) in collaboration with UNDP is currently implementing the Managing Coastal Aquifers (MCA) Project funded by the Global Environment Facility (GEF), a regional project taking place in the Republic of Marshall Islands (RMI), Republic of Palau, and Tuvalu. The USD 5.2 million project aims at improving the understanding, use, management and protection of coastal aquifers towards enhanced water security, including in the context of a changing climate. More specifically it aims at:

- 1) identifying the extent, threats and the development potential of groundwater resources,
- 2) increasing awareness of groundwater as a water security supply source,
- 3) providing options for improved access to groundwater,
- 4) and improving aquifer protection and management, within Pacific Small Island Developing States.

In RMI, the project includes drilling of investigation holes and construction of monitoring wells in atoll environments to monitor the groundwater and support groundwater management.

The drilling rig and related equipment is to be delivered to Majuro, Republic of Marshall Islands, and will be used in the outer atoll islands of RMI. These are remote locations with limited technical capacity or service providers or access to suppliers of equipment and materials. As such we are looking for a drilling technology that is robust, portable and relatively low technology, that can be easily transported across and between islands in small boats, is able to be setup and operated without need for specialised equipment, and with readily accessible consumables and spare parts into the future.

### B. Functional Specification

The objective of the drilling rig and technique to be proposed is to allow for the drilling of investigation holes and the installation of monitoring wells on atoll environments.

The drilling rig should be robust, easily transported, man portable, easy to setup and operated by personnel with limited drilling experience and after minimal training.

The drilling rig needs to be easily transported across, and between islands using small boats, where jetties may not be available for unloading the equipment. Typically, available boats are tender barges, of 3m x 6m with loading capacity of less than 2 ton. On islands small trucks and pickups would be available for moving of drill rig and equipment.

### C. Design Specification

The drill rig should:

- Have a total operating weight of less than 1.5 tonne
- Be new and from a recognized quality brand
- Be able to withstand the hot, harsh, humid (>80 %), and corrosive environment of RMI
- Capable of drilling holes to depths of at least 30m in unconsolidated and consolidated sediments composed principally of unconsolidated carbonate sands, and consolidated carbonate lithologies, such as limestone
- Portability, able to be easily dismantled and transported in components, man portable

- Capable of drilling holes to a minimum of 30m in the carbonate consolidated and unconsolidated lithologies with a minimum of 150mm (6") diameter
- Pull/push-back force of greater than 2,000kg

#### D. Technical specification

Technical specifications listed in the tables below

Description	Criteria
Drill rig	Quality, brand, and origin of the drill rig should be reputable and of high-quality industry standard.
	Pull/push-back force of greater than 2,000kg.
	Minimum 6" diameter holes
	Have an operating weight of less than 1.5 tonne and is man portable. Specify the total weight and individual weights of the parts, their sizes, and recommended approaches for transportation and increased portability, including breakdown to components to improve transportation options. Specify number of pieces the drill rig will be broken into for transportation.
	Detailed specifications on engine capabilities, fuel requirements, air/mud system requirements, consumables required, levelling and anchoring features, safety features, drill rod pipe length.
	Required bits, tools, rods, and accessories for construction of the 150mm (6") diameter wells, including where available the option for use of hollow auger and coring
	Drilling rig must be able to be setup and operated by personnel with limited drilling experience and after minimal training.

Listed below are the items that SPC is looking to procure.

No	Item Description	Quantity required	Total
1	Man portable drill rig and components required for drilling of investigation holes and monitoring bores to a depth of 30m.	1 drill rig and components for drilling investigation holes and monitoring bores	1
2	Drill rods, consideration for options hollow flight augers, and coring for 3m at base of holes	Min 40m drill rods, costing for hollow flight augers and coring if an option	1
3	Tools/equipment required for operation of drill rig. Includes equipment needed for drilling, developing, and constructing monitoring bores, such as, but not restricted to additional compressor or pumps not provided with drill rig, but required for construction of monitoring bores.  Excludes consumables such as casings, piezometer materials, gravels	One set of tools and equipment required for operation of drill rig and drilling of investigation holes, developing, and constructing monitoring bores as indicated.	1

## E. Delivery Requirements

The equipment is to be landed to the Majuro port (DPU), RMI. The provider is requested to provide advice and costing on one of the following options

1. Delivery on suppliers' site (Ex works),
2. Delivery port of origin (FOB), or
3. Delivery port of destination, Majuro (CIF)

## F. Warranty Requirements (when applicable)

The bidders should clearly state the warranty period for the drill rig and any parts and accessories. Warranties must be transferable to the Environmental Protection Authority, Republic of Marshall Islands (RMI EPA), as SPC will not be the eventual owner.

## G. Reporting Arrangements

The Contractor will work under the direct supervision of the Project Manager for the Managing Coastal Aquifers Project.

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

## H. Scope of Bid Price and Schedule of Payments

All payments will be made in accordance with SPC's finance policies and procedures. Note that SPC procurement payments are done through electronic payment system. SPC generally, does not work on upfront 100% payment.

For this RFQ, the payment is expected depending on the delivery that is chosen (EXW, FOB, CIF)

**Bidder is invited to specify the payment schedule and terms acceptable if different to the ones stated below.**

Deliverables	Deadline	% Payment
Supply and delivery of drill rig	26/06/2023 (4 months from contract signature)	100
<b>TOTAL</b>		100



## 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
<b>Mandatory requirements</b>		
<p>Bidders must provide a valid business registration</p> <p>At least 5 years of experience in supplying drilling equipment, include any experience with SPC</p>		<p>Bidders will be disqualified if any of the requirements are not met</p>
<b>Technical requirements – Drill rig &lt;1.5tonne</b>		
<p><b>Functional specification:</b> Drilling of investigation holes and the installation of monitoring wells on atoll environments. Drilling rig should be robust, easily transported, man portable, easy to setup and operated by personnel with limited drilling experience and after minimal training. Drilling rig needs to be easily transported across, and between islands using small boats, where jetties may not be available for unloading the equipment. Typically, available boats are tender barges, of 3m x 6m with loading capacity of less than 2 ton. On islands small trucks and pickups would be available for moving of drill rig and equipment</p>	20%	<b>140</b>
<p><b>Design specification:</b> Features and operationality of the drill rig clearly explained, and proposed setup for drilling of investigation and monitoring holes. Quality, brand, and origin of the drill rig identified and meet high quality industry standards. Demonstrated capability of drill rig to drill through both unconsolidated and consolidated sediments composed principally of carbonate lithologies. Demonstrated capability to drill boreholes of up to 150mm (6”) diameter to depths of at least 30m, in similar environments as indicated above. Demonstrated case studies or testimonials of the operation, and capability of the drill rig.</p>	20%	<b>140</b>
<p><b>Portability:</b> Details of individual components with dimension and weights for drill rig and options for breakdown to discrete components and transportation on boats and on small islands between sites.</p> <p>Details on the robustness of the drill rig/technique along with demonstrated ease of assembly and disassembly to be provided with referenced examples. Drill rig should be man portable.</p>	20%	<b>140</b>

<b>Technical specification:</b> As per the technical specifications indicated in Part 3. Section D	25%	<b>175</b>
<b>Drill rig capability, warranty and Delivery:</b> Details on the capability of the drill rig to utilise hollow stem augers and to undertake coring. Delivery within 4 months to RMI of contract signing Warranty period and transferability	15%	<b>105</b>
<b>Total Score</b>	<b>100%</b>	<b>700</b>