

REQUEST FOR QUOTATION (RFQ)

FOR WORKS

Project Title:	Global Climate Change Alliance Plus Scaling Up Pacific Adaptation (GCCA+ SUPA
Nature of the works	Installation of Rainwater harvesting systems in Palau and Supply of materials for concrete bases and plumbing connections.
Location:	Koror, Palau
Date of issue:	11/04/2023
Closing Date:	18/04/2023
SPC Reference:	RFQ 23-5252

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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 SUPA@spc.int and with the subject line of your email as follows: **Submission RFQ23-5252**. 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
-

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 **4:00pm Fiji Time on 18/04/2023**.

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.

Swastika Raju will be your primary point of contact for this RFQ and can be contacted at swastikar@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 works.

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	11/04/2023
RFQ Closing Date	18/04/2023
Award of Contract	24/04/2023
Commencement of Contract	1/05/2023
Conclusion of Contract	30/06/2023

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. 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

A. Background/context

The Global Climate Change Alliance Plus (GCCA+) Scaling up Pacific Adaptation (SUPA) is about strengthening climate change adaptation in ten Pacific Island countries. It involves learning from past climate change adaptation interventions to expand and enhance existing climate change measures whilst also building resilient communities.

Funded with €14.89million from the European Union, the project runs from 2019 to 2023, and is implemented by the Pacific Community (SPC) in partnership with the Secretariat of the Pacific Regional Environment Programme (SPREP) and The University of the South Pacific (USP).

Palau like many island countries is experiencing acute impacts of climate change. These impacts exacerbate the vulnerability of local communities' health and water security. The Republic of Palau is among the most vulnerable countries in the world to the effects of climate change and disaster risks, including sea level rise, rising temperatures and prolonged drought periods among others and must act effectively to minimise the impacts to its people. With its high population density (especially in Koror State), accelerated development, increasing environmental degradation and limited freshwater resources, Palau is especially at risk from the added effects of climate change on the environment and health.

The government of Palau has selected the health sector as their focus for Output 3 of the GCCA+ SUPA project. The overall objective of the project is promoting and scaling up climate resilience practices in Palau. The specific objective is improving access to safe water in selected states and the sharing of information nationwide.

The project aims to scale up previous efforts to build resilience to water and vector borne diseases, whilst also improving communities' access to climate change resilience and health information.

Health and water security measures will include installing water storage systems in community evacuation shelters, training vulnerable households to monitor, treat and maintain supplementary water storage systems, and vector control and management training in Ngatpang State.

B. Description of the works

B: SCOPE OF WORKS

The work encompassed by this RFQ is shown in the Description of Work below. The full drawings and other supporting documents are all included in the **Annexes**. The Contractor shall perform the work in conformance with the Drawings and Specifications and do all related work necessary to complete the project. The Contractor shall furnish all the necessary tools, equipment, labour, and other services required to perform and complete, in a professional and workmanlike manner, the work of constructing the project herein specified.

THE SUPPLY OF THE NEW PLASTIC WATER TANKS, TANK ACCESSORIES AND RAINWATER HARVESTING SYSTEM APPURTENANCES IS NOT PART OF THE SCOPE OF THIS RFQ. THEY HAVE BEEN PURCHASED SEPARATELY, AND ARE IN STORAGE IN KOROR, PALAU.

Find the full list of the above-mentioned tanks and appurtenances in **Annexes, Attachment 5 – List of materials supplied by the GCCA+ SUPA Project**.

Type of materials to be **PURCHASED under this RFQ** are as follow:

1. Cement, aggregate and sand.
2. Gutters, downpipes & fittings
3. PVC water pipes and fittings
4. Water pumps, generators, and UV filters

Refer to '**Annexes, Attachment 4**' for the list of materials to be supplied under this RFQ.

1.1 Description of work

The work to be performed shall consist of furnishing all necessary materials as listed under Annexes, Attachment 4, labour, tools, equipment, and services in connection with and reasonably incidental to the construction of the proposed works in the Ngatpang community building.

The work shall be performed in strict accordance with the specifications and the construction drawings attached hereto.

All works to be completed as part of the project will be awarded under one contract only, **and all works are to be completed and handed over by 30th June 2023.**

The proposed work under this Bid Package consists in general of the following:

- 1) The supply of materials shown under **Annexes, Attachment 4**
- 2) Safe storage of all the materials for the Rainwater Harvesting Systems, including the materials mentioned in item 1 (**Annexes, Attachment 4**) above, and all the other materials under **Annexes, Attachment 5**
- 3) The construction of concrete bases for the plastic water tanks.
- 4) Installation of the plastic water tanks and tanks accessories.
- 5) Installation of gutters, downpipes & transmission pipes
- 6) Installation of leaf eaters, first flush diverters, and maelstrom filters
- 7) Construction of pump house and installation of water pumps and water filters
- 8) Connecting the PVC pipes from the tank to the existing PVC pipe for the water faucet/tap

C: SCHEDULE OF RATES AND PRICES

1.1 Basis of Tender

The tenderer shall provide details of its Tender Price by completing the Schedule of Rates (refer to 1.5 below).

The Tender Price shall be the tenderer's comprehensive offer of the Contract Price (Lump Sum), in consideration of the tenderer meeting all obligations, conditions and liabilities under the Contract Agreement and other documents referenced therein, inclusive of the cost of supplying specific materials, storage of all the rainwater harvesting system materials, labour, plant, equipment and supervision required to carry out the Contract Works.

Abbreviations used in the Schedule of Rates are as per the following table.

Abbreviation	Description
"	Inch
'	Feet
SY	Square Yard
CY	Cubic Yard
ea.	Each
PCS	Pieces
No.	Number
lb	Pound

1.2 Units and Pricing

When the price for an item is left blank, the figure 0 (zero) shall be inferred and the cost of the item shall be deemed to be covered elsewhere in the Schedule of Rates.

1.4 Currency of Payment

All prices shall be in US Dollars and be inclusive of all taxes.

1.5 Schedule of Rates

The Bid Schedule tabulated below is the total for all installation works required. The full list of materials to be supplied is in the **Annexes: Attachment4: List of specific materials to be supplied under this RFQ.**

Item No.	Approximate Quantity	Unit	Works Descriptions
SUPPLY OF MATERIALS AND INSTALLATION OF RAINWATER HARVESTING SYSTEMS IN NGATPANG COMMUNITY HALL IN NGATPANG VILLAGE			
A1.0	1	LS	Preliminary and General A1.1 Mobilisation and De-mobilisation. Including but not limited to transporting of materials from main port warehouse and hardware shops in Palau to the construction site
A2.0	1	LS	Supply of materials and construction of Tank Concrete Base as per drawings A2.1 Setup the profiles, and excavation for tank base/foundation A2.2 Fill and compaction of basecourse A2.3 Laying of rebar and stater bar for the footing, and pouring of concrete A2.4 Installation of 6" concrete hollow blocks A2.5 Installation of formworks and rebar for the 6" wide x 4"thick concrete capping A2.6 Pouring of the concrete topping A2.7 Backfilling and compacted the backfill materials A2.8 Backfilling of 6" thick sand on top of backfilling materials, and compacted it well as per drawing to ensure its top level with the top of the 4" concrete cap A2.9 Laying of the bidim geotextile on top of the compacted sand as per drawing
A3.0	1	LS	Supply and installation of 1,500 gallons HDPE Tank(s) as per drawings A3.1 Place the tanks in Position A3.2 Installation of 3/4" tank connector, and 3/4" PVC pipe, water filter and water pump A3.3 Installation of 2" tank connectors with 2" pvc pipe to join the 2 tanks A3.4 Installation of tank access screen and cover A3.5 Installation of the 3.5" overflow PVC outlet
A4.0	1	LS	Supply of materials and installation of concrete apron for the overflow 3.5" PVC outlet A4.1 Construction of the Concrete Apron A4.2 Installation of Flap Valves (3.5")
A5.0	1	LS	Supply of materials and construction of a small house (approx. 2.62' length x2.62' width) to fit the booster pump. Installation of water pump and water filters A5.1 Construction of concrete base similar cross section with the foundation of tank, and with length and width to suit the size of the booster pump A5.2 Installation of timbers with tin roof to cover the pump house
A6.0	40m ±	LS	Re-installation of the existing gutters to ensure gutter falls to right side of the building, where the tanks will be installed A6.1 Re-installation of hangers for the gutters

			A6.2 Re-installed properly the existing Gutter and install new Gutter Outlet
A7.0	1	LS	Supply and installation of Leaf Eater and First Flush Device A7.1 Installation of Leaf Eater and First Flush Device (100mm)
A8.0	20m ±	LS	Supply and installation of 4" PVC downpipe and 4" PVC transmission pipe A8.1 Installation of the 4" PVC Downpipe A8.2 Installation of Transmission Pipe (4" PVC) A8.4 Connection of the transmission pipe to the HDPE tanks

Below is the list of all the Materials (except Part A and Part B) to be provided by the successful bidder

NO	ITEM DESCRIPTIONS	QUANTITY			UNIT
		Ngatpang site	For Maintenance purposes	TOTAL	
PART A: Water Tanks and Accessories					
1	LLDPE food-grade tanks. AS 2070:1999, AS4020:2005, AS/NZ 4766:2006, AS/NZS 4766-2006, ISO 9001-2008 Plastic Water Tanks - 1,500 gallons with maximum height of 2,100mm or 83', maximum diameter of 2,100mm or 83'. All tank accessories must be included with the tanks	2		2	No.
2	2inch or 50mm screw HDPE plug for outlet flange (water tank)	1		1	PIECES
3	PVC Tank Connector or Bulkhead Fitting (2 inch or 50mm)	2	1	3	PIECES
4	PVC Tank Connector or Bulkhead Fitting (3/4 inch)	1	1	2	PIECES
5	PVC Tank Overflow kit Extra High 90mm	1	1	2	PIECES
6	Tank access hole - debris screen fitted with a cover tank Screen to fit tank access opening (Round base)	1		1	PIECES
PART B: Appurtenances - First Flush Devices and Leaf Eaters (Rain Head) - Refer to the Attached Rain Harvesting Handbook					
1	First Flush Device(300mm dia. Post/Wall) and kit, included but not limited to:	1	1	2	PIECES
	a. Integrated ball and seat				
	b. Rapid Release Exit Funnel				
	c. Advance Release Valve				
2	Leaf Eater Advance (100mm or 4")	1	1	2	PIECES
3	Mozzie Stoppa Easy-Clean (90mm or 3.5")	1	1	2	PIECES
4	Vent Cowl Weatherproof (100mm or 4")	1	1	2	PIECES
5	Tank Gauge	1	1	2	PIECES
6	PVC Tank Overflow kit Extra High 90mm, 3.5"	1	1	2	PIECES
7	Floating Out-take kit for 20mm or 3/4inch tank connector	1	1	2	PIECES

8	Maelstrom Filter (4inch or 100mm), with wall fixing equipment for dry system	1	1	2	PIECES
9	PVC Flap Valves Vent Screen (Male, 90mm or 3.5")	1	1	2	PIECES
PART C: Gutters, Downspouts and Fittings					
1	PVC Gutter, 6m long per length	7	2		Length
1	UPVC Gutter Outlet Round Male 4inch or 100mm	1	1	2	PIECES
2	Bracket/Hangers with 3-1.5 inch stainless screws per gutter bracket. Bracket to match the Gutter outlet	80	4	84	PIECES
3	Bracket for PVC Pipe 100mm or 4" dia.		10	10	PIECES
4	PVC Downspout - (100mm or 4") 20ft or 6m long lengths	2	2	4	Length
5	PVC Downspout Bend Shoe	4	2	6	PIECES
6	PVC Downspout socket equal Tee 4" or 100mm	2	1	3	PIECES
7	4" Galvanised Nail		2	2	IB
PART D: PVC Pipe (Transmission, Interconnections and First Flush Device) and Fittings					
1	PVC Plain End Pipe for transmission pipe (100mm x 6m or 4" x 20')	2		2	Length
2	100mm stormwater pipe (sn4 x 6m) or (sn4 x 20feet) for the First Flush Device Chamber	4		4	Length
3	Concrete Screws (2 inch) to mount the 300mm stomwater pipe on post/concrete wall	4		4	IB
4	PVC Plain End Pipe (90mm x 6m or 3.5" x 20') for Overflow outlet	1		1	Length
5	PVC Plain End Pipe for tank inter-connections (50mm x 6m or 2" x 20')	1		1	Length
6	PVC Pipe (20mm x 6m or 3/4" x 20')	2		2	Length
PART E: Plumbing Accessories					
1	Elbow, PVC, 100mm x 90deg (4" x 90 deg)	5	2	7	PIECES
2	Elbow, PVC, 90mm x 90deg (3.5" x 90deg)	4	2	6	PIECES
3	Elbow, PVC, 20mm x 90deg (3/4" x 90deg)	8	4	12	PIECES
4	PVC Coupling or Connector Slip type - 100mm or 4"	2	2	4	PIECES
5	PVC Coupling or Connector Slip type - 90mm or 3.5"	1	1	2	PIECES
6	PVC Coupling or Connector Slip type - 50mm or 2"		2	2	PIECES
7	PVC Coupling or Connector Slip type - 20mm or 3/4"	6	2	8	PIECES
8	PVC Male threaded adaptor Slip 2", for the tank connector	2	2	4	PIECES
9	PVC Male threaded adaptor Slip 3/4", for the tank connector	2	2	4	PIECES
10	3/4" Check Valve	1	1	2	PIECES
11	3/4" Gate Valve	2	2	4	PIECES
12	PVC Primer 500ml	2	2	4	PIECES
13	Solvent PVC Cement 500ml	2	2	4	PIECES

14	Silicon Gun	2		2	PIECES
15	Silicon Tube for plumbing	3		3	PIECES
16	Teflon Tape 20mm or 3/4"	3	2	5	PIECES
PART F: Base of Tanks					
1	Ready Mix Concrete	1.5		1.5	CY
1	Concrete Hollow Blocks 6"	40	4	44	No.
2	# 4 Rebar	5	2	7	Length
3	Base course	1.5		1.5	CY
4	Sand for backfilling	15		15	CY
5	Bidim Geotextile	110		110	SY
6	2" x 2" x 16' Lumber	10		10	Length
7	3/8" Plywood (3.93' x 7.86')	5		5	Sheet
8	3" Galvanised Nails	10	10	20	IB
PART G: Water Filters, Booster Pumps, Generators and Housing for the Booster Pumps					
1	Pump, Auto Booster (1/2 HP)	1		1	No.
2	Water Filter	1	1	2	No.
3	Tin Roof GI 10'	2		2	Sheet
4	2"x3"x16' Lumber	2		2	Length
5	Concrete Hollow Blocks 6"	8	4	12	PCS
6	2-1/2" Galvanised Nail	10		10	IB
7	Roofing nail with washers	5		5	IB

D. Timelines/Duration of the works

The work is expected to complete in one month.

- Commencement date is 1st May 2023
- Expected completion date is 1 June 2023

E. Site Description

a) Ngatpang Community Building

Photo 1: View from the front of the building



Photo 2: View toward the proposed location of the tanks



Photo 3: View showing the existing gutters to be re-installed, to ensure it falls to the side of the building where the tanks will be installed



F. Material supply and bill of quantities

- (1) Refer to attachment 4 for the full list of materials **to be supplied under this RFQ.**
- (2) Refer attachment 3 for the Bill of Quantities (BoQ)

G. DRAWINGS

This is available as a separate attachment; schedule of drawings is included with the set of Index conscripted as a guide to ease references.

INDEX SHEET		
Sheet No	Drawing Title	Issued
A-00	Title Page	March 17, 2023
1. Ngatpang Site - Low Foundation for 2x1,500G LLDPE Tank		
S-01	Typical Rainwater Harvesting System Cross Section	March 17, 2023
S-02	Typical Plan & Details	March 17, 2023
S-03	Typical Front Elevation for Dry System	March 17, 2023

H. Annexes to the Scope of works

Below is the list of attachments

- 1) Attachment 1: Drawings
- 2) Attachment 2: Rain Harvesting Handbook
- 3) Attachment 3: Bill of Quantities (BoQ)
- 4) Attachment 4: List of materials **to be supplied under this RFQ.**
- 5) Attachment 5: List of the materials **supplied by the GCCA+ SUPA Project, SPC.**
- 6) Attachment 6: Technical Proposal Submission Form
- 7) Attachment 7: Financial Proposal Submission Form

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.

	CRITERIA	Score Weight (%)	Points obtainable
Technical Requirements			
1	Relevant experience of company from previous similar works in North Pacific Countries		
A)	<p>"Detailed evidence of the proposed subcontractors' relevant experience must also be submitted. The projects cited must have been completed or substantially completed within the last 5 years and be of a similar nature to this contract.</p> <ul style="list-style-type: none"> Bidders shall provide details of three projects that demonstrate their track record in completing works similar to the Contract Works. The projects cited must have been completed within the last 5 years, be of a similar nature to this contract and one of the projects must be of at least 50% of the value of the price proposed for this contract. 	0%	0
2	Resources		
A)	<p>Materials & Contractors' Equipment - Adequacy of appropriate machines and equipment</p> <ul style="list-style-type: none"> Confirmation and details of materials and the availability, brand, age and condition of Contractor's (Trucks, Cement Mixer, Power Tools, Generator, Wheelbarrow, Ladder) Equipment that will be used in the execution of the Works. Tenderers must demonstrate that they own or have the ability to hire the specific plant listed 	0%	0
B)	<p>Key Personnel - Relevant experience of key personnel such as Supervisor from previous similar works</p> <ul style="list-style-type: none"> It is acceptable for roles requiring partial commitment to be undertaken by the same person, provided they have the appropriate skills List of Key Roles for this Contract: <ul style="list-style-type: none"> o Contract Manager/Contractor's Representative o Site based Construction Supervisor/Construction Manager 	0%	0
c)	Local Capacity - Utilisation of local labours and sub-contractors	0%	0
Other:		0%	0
Total Score		100%	700