

REQUEST FOR QUOTATION (RFQ)

FOR GOODS

Project Title:	Safe and sustainable drinking water for Kiritimati Island
Nature of the goods	Sand and Gravel
Location:	Kiritimati Island
Date of issue:	5/05/2023
Closing Date:	19/05/2023
SPC Reference:	RFQ23-5346

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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 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 Kaiea Burentarawa (kaieab@spc.int) and with the subject line of your email as follows: **Submission RFQ23-5346**. 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 Proposals** completed, accompanied by supporting documentation: CV(s) of lead staff; methodology; business license; references from previous similar contracts/agreements.
-

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 **11.59PM FJT on 19/05/2023**.

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.

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	5/05/2023
RFQ Closing Date	19/05/2023
Award of Contract	31/05/2023
Commencement of Contract	2/06/2023
Conclusion of Contract	1/06/2024

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](#) 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: SPECIFICATION OF GOODS

A. Background/context

The *Safe and sustainable drinking water for Kiritimati Island* project (aka the Kiritimati Island Water 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 Kiritimati Island Water Project is the preparation and collection of gravel and sand required for the construction of 9 new groundwater infiltration galleries at Four Wells and Decca freshwater lenses, plus concrete work at select locations from the galleries to Tabwakea village.

Kiritimati has abundant natural resources (gravel and sand) available on the island. Collection (mining) of these resources requires approval from the Ministry of Environment, Lands and Agricultural Development (MELAD). In February 2023, the project acquired Environmental Licenses authorising the collection of gravel and sand from designated mining sites near Banana village.

The project is inviting interested parties (any organisation, community group, church group or youth group) to apply to undertake the collection and delivery of gravel and sand. Bidders will be required to quote the cost of screening (screens provided by the project) and loading of sand and gravel into trucks (some bags will be provided by the project, if required), while also having the option to quote for transporting the sand and gravel to designated sites. Interested parties should submit their applications using the forms and instructions included in this Request for Quotation (RFQ) document.

Any questions or enquiries regarding this tender document can be directed to Kaiea Burentarawa (kaieab@spc.int) or Jake Ward (jakew@spc.int). Interested parties are also welcome to visit the WASH Project Office next to the London Clinic or at the WSD shed in London.

B. Functional Specification

The gravel and sand collected will be used for construction of:

- Up to 9 new galleries at Decca and Four Wells freshwater lenses (gravel pack around bore screen)
- Concrete slabs at new gallery pump wells and gallery end risers
- Concrete slabs for flowmeter assemblies
- Concrete anchors for the pipeline that will be laid along the lagoon from Decca lens to Tabwakea
- Concrete thrust blocks at pipeline bends, tees and valves
- Concrete valve boxes
- Concrete marker posts set at 50m intervals along pipelines and at key fittings/valves
- Concrete slabs and footings at 2 tank and pump stations in Tabwakea
- Concrete aprons around boreholes
- Vegetation control (gravel) at gallery pump wells and tank and pump stations
- Other civil works as needed.

The contractor will be paid per cubic meter of gravel and sand collected, loaded and delivered. The project will provide some bags (equivalent to a 20kg rice bag or 25kg sugar bag – both of similar size) for sand and gravel, if needed. However, for most or all trips, the gravel and sand will be loaded directly into trucks (contractor or project provided) for transport to required locations.

C. Design & Technical Specification

For the galleries, 6 – 10mm gravel is required. This size gravel is readily available at the designated gravel mining site 7km east of Banana, however, it will need to be screened to ensure the correct size is obtained. **The project will provide gravel screens** of appropriate size for the Contractor to use.

Gravel required for all other works (e.g. concrete slabs) will require gravel no larger 40mm, which will likely not require screening at the designated gravel mining site.

Sand must be free of any organic matter, stones and other foreign material.

The Contractor will be responsible for providing shovels, shade/shelter, meals, water, tools, lighting (if working at night), personal protective equipment (PPE), transport and other support for its team of labourers.

Gravel and sand will be collected from the designated mining sites shown in the maps below.



Figure 1: Gravel mining site 7km east of Banana village



Figure 2: Gravel mining site



Figure 3. Sand mining site located 500m east of the Padua SSS compound entrance

The table below shows the approximate quantity of gravel and sand required to be delivered to selected areas. Quantities and delivery locations may vary a little.

Table 1. Approximate volume of sand and gravel required at designated locations

Site	Item	# items	Gravel size	Total sand [m3]	Total gravel [m3]
Four Wells lens	Gallery gravel pack	6	6 - 10mm	0	372
	Pump well apron and cover	6	< 40mm	0.66	0.99
	Gallery end riser apron	12	< 40mm	0.56	0.84
	Flowmeter assembly slab	7	< 40mm	0.35	0.53
	Isolation valve box	6	< 40mm	0.30	0.45
	Vegetation control at pump well	12	< 40mm	3.22	4.84
Sub-total for Four Wells lens				5	380
Decca lens	Gallery gravel pack	3	6 - 10mm	0	186
	Pump well apron and cover	3	< 40mm	0.15	0.22
	Gallery end riser apron	6	< 40mm	0.28	0.42
	Flowmeter assembly slab	3	< 40mm	0.15	0.23
	Isolation valve box	6	< 40mm	0.30	0.45
	Vegetation control at pump well	16	< 40mm	4.30	6.45
Sub-total for Decca lens				5	194
Four Wells to Tabwakea pipelines	Concrete anchor for pipe in flood zone	183	< 40mm	8.81	13.22
	Concrete marker post	172	< 40mm	3.24	4.85
	Flowmeter assembly slab	2	< 40mm	0.10	0.15
	Thrust block	30	< 40mm	0.33	0.49
	Air release valve box	4	< 40mm	0.81	1.21
	Isolation valve box	6	< 40mm	0.30	0.45

Sub-total for FW to Tabwakea pipeline				14	20
Tabwakea tank and pump stations	Ground tank slab	2	< 40mm	17.03	25.54
	Transfer pump slab	2	< 40mm	0.81	1.21
	Head tank slab	1	< 40mm	0.81	1.21
	Isolation valve box	6	< 40mm	0.30	0.45
	Flowmeter assembly slab	2	< 40mm	0.10	0.15
	Vegetation control at station	2	< 40mm	6.72	10.08
Sub-total for Tabwakea tank and pump stations				26	39
Tabwakea reticulation	Thrust block	60	< 40mm	0.65	0.98
	Isolation valve box	30	< 40mm	1.51	2.27
Sub-total for Tabwakea reticulation				2	3
Sub-total 6 - 10mm gravel					558
Sub-total < 40mm gravel					78
TOTAL SAND & GRAVEL				52	636

Note that 1 m³ of sand or gravel equates to approximately 36 standard 20kg rice bags.

D. Environmental License Requirement

Contractors will be required to comply with requirements as set out in the applicable Environment Licenses for sand and gravel mining, as issued by MELAD. Contractors will be briefed on the conditions of the licenses prior to any mining activity and be required to agree to comply with applicable conditions. Bidders are welcome to contact SPC or MELAD for further information on this if needed.

E. Delivery Requirements

Bidders have the option to include delivery costs in their application. Contractor delivery will include loading sand or gravel into the truck, travelling to the offloading area (and/or having a team stationed at the offloading areas to assist with offloading), and offloading the sand or gravel at designated drop-off sites. Drop-off sites will be anywhere from Four Wells freshwater lens to Tabwakea village. SPC will advise specific locations and quantities in advance.

The Contractor must minimize the footprint of the offloaded sand and gravel (i.e. piles should be of maximum height and minimum diameter).

Sand and gravel piles at delivery sites must be clearly separated (no mixing of sand and gravel).

Only designated roads should be used for delivery.

Should the selected Contractor not provide sand and gravel delivery service, the Contractor will still be required to load and unload all sand and gravel into project-provided trucks, accompany the truck to the offloading area(s) and offload the sand or gravel at designated drop-off sites.

SPC and/or MLPID representative will often be present during the loading and unloading of all sand and gravel to ensure the correct quality, quantity, size, and type of resources are transported to the designated sites, and to ensure the Contractor is paid accordingly.

The selected Contractor must be capable of mobilising at the designated mining sites within 2-weeks of contract signing.

The Contractor must be capable of preparing, loading and delivering (or assisting with the delivery of) **at least 12 m³ of sand and/or gravel each workday**. The Contractor must also be capable of **supplying the total amount of sand and gravel, as specified in Table 1, within 3 months** of contract signing.

The maps below provide some information on existing and planned water infrastructure under the project, much of which will require provision of sand and gravel for associated civil works.



Figure 4: Planned and existing water supply infrastructure - Four Wells to Tabwakea

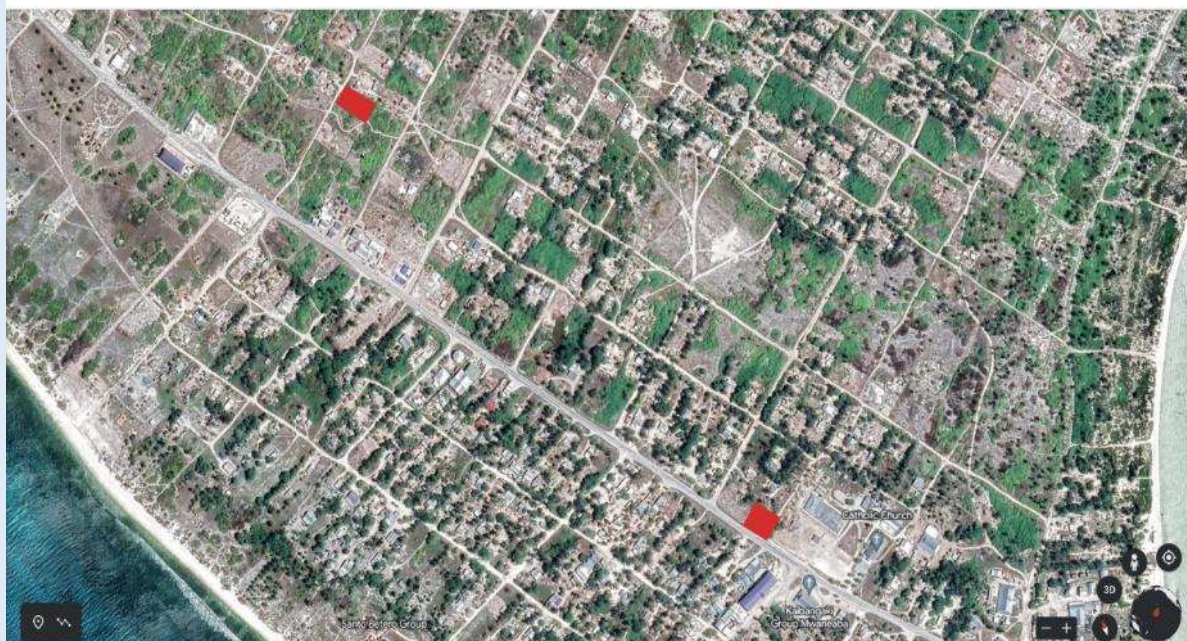


Figure 5: Planned Tabwakea tank and pump station locations

F. Reporting Arrangements

Contractors will be required to keep records of all sand and gravel collected and transported to designated locations. Below is a recommended template with some example entries. This record will need to be confirmed and signed-off by an SPC representative and accompany any invoices to facilitate payment.

Table 2. Sand and gravel collection and delivery record template with example inputs

Date	Resource	m ³	Vehicle	Delivery time	Destination	Contractor rep	Contractor sign	Client rep	Client sign
5/06/23	Sand	2.9	Contractor 5t truck	14:30	Tabwakea N tank station	J. Bloggs	<i>JeeB</i>	B. Kairoronga	<i>Bwaabu</i>
6/06/23	Gravel 6 – 10mm	3.1	Contractor 5t truck	09:45	Decca N of A1	J. Bloggs	<i>JeeB</i>	K. Burentarawa	<i>KaiaaB</i>
6/06/23	Gravel 6 – 10mm	2.0	Contractor 3t truck	10:05	Four Wells near gallery 2	J. Bloggs	<i>JeeB</i>	K. Burentarawa	<i>KaiaaB</i>
6/06/23	Gravel <40mm	3.0	Contractor 5t truck	12:10	Four Wells near gallery 3	J. Bloggs	<i>JeeB</i>	K. Burentarawa	<i>KaiaaB</i>
6/06/23	Sand	1.8	Contractor 3t truck	16:00	Tabwakea S tank station	J. Bloggs	<i>JeeB</i>	K. Burentarawa	<i>KaiaaB</i>
TOTAL	SAND			4.7 m³		J. Bloggs	<i>JeeB</i>	K. Burentarawa	<i>KaiaaB</i>
TOTAL	GRAVEL 6 - 10mm			5.1 m³		J. Bloggs	<i>JeeB</i>	K. Burentarawa	<i>KaiaaB</i>
TOTAL	GRAVEL <40mm			3.0 m³		J. Bloggs	<i>JeeB</i>	K. Burentarawa	<i>KaiaaB</i>

G. Scope of Bid Price and Schedule of Payments

Payment will be made upon successful delivery of sand and gravel as per specifications and locations required, on a cubic meter (m³) basis. Invoices, accompanied with signed collection and delivery records (see Table 2 above), can be submitted no more frequently than fortnightly. Payment will normally take about 30 days.

Milestone/deliverables	Deadline	% payment
Upon receipt of invoice(s) accompanied with certified delivery records	3 months after contract signing	Up to 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
Mandatory requirements		
<ol style="list-style-type: none"> 1. Completed Technical and Financial proposals forms. 2. Valid Business registration or Valid Tax Identification Number 3. Methodology including number and experience of team members, equipment provided, timeline for mining and delivery (from contract signing to completion), coordination and on-site support (maximum 1 page). 4. Personnel: information on supervisor (CV to be included) and support team 		Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Functional, design and technical specification: Capability to supply the required sand and gravel, as per the required specifications.	15%	15
Organisational experience: Experience with sand and gravel provision (include any references from previous contracts/agreements).	15%	15
Organisational capacity: Capability to mobilise and support the necessary team, tools and equipment to effectively, efficiently and safely supply sand and gravel (please state tools and equipment to be provided).	15%	15
Delivery timing: Capability to complete the task within 3 months of contract signing.	15%	15
Delivery specification: Capacity and capability to deliver sand and gravel to specified locations in a timely manner – please state type, condition and tonnage of vehicles to be provided (<i>optional criterion, but highly regarded</i>).	10%	10
Price (please use template provided).	30%	30
Total Score	100%	700

Part 5: PROPOSAL SUBMISSION FORMS

5(a) 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	
Check this box if you have attached your completed Technical Proposal Form (Part 5(a); this form) <input type="checkbox"/>	
Check this box if you have attached your completed Financial Proposal Form (Part 5(b)) <input type="checkbox"/>	
Check this box if you have attached your business license <input type="checkbox"/>	
Check this box if you have attached your methodology with timeline (max 1 page) <input type="checkbox"/>	
Personnel: Brief experience of lead and support team. Please include CV of the lead on-site staff member.	Details about personnel/sub-contractors
	Supervisor's experience:
	Check this box if you have attached the supervisor's CV <input type="checkbox"/>
	Support team experience:
Technical requirements	
Functional, design and technical specification: Capability to supply the required sand and gravel as per the required specifications.	<i>[Bidder's answer]</i>
Organisational experience: Experience with sand and gravel provision (include any references from previous contracts/ agreements).	<i>[Bidder's answer]</i>
Organisational capacity: Capability to mobilise and support the necessary team, tools and equipment to effectively, efficiently and safely supply sand and gravel (please state tools and equipment to be provided).	<i>[Bidder's answer]</i>
Delivery timing: Capability to complete the task within	<i>[Bidder's answer]</i>

3 months of contract signing.																	
Delivery specification: <i>Optional criterion, but highly regarded.</i> Capacity and capability to deliver sand and gravel to specified locations in a timely manner – please state type, condition and payload of vehicles to be provided.	<i>[Bidder's answer]</i>																
	If you plan to provide delivery vehicles, please list them below.																
	<table border="1"> <thead> <tr> <th data-bbox="539 454 794 521">Make & model</th> <th data-bbox="794 454 948 521">Payload (tonnage)</th> <th data-bbox="948 454 1417 521">Condition</th> </tr> </thead> <tbody> <tr> <td data-bbox="539 521 794 555"></td> <td data-bbox="794 521 948 555"></td> <td data-bbox="948 521 1417 555"></td> </tr> <tr> <td data-bbox="539 555 794 589"></td> <td data-bbox="794 555 948 589"></td> <td data-bbox="948 555 1417 589"></td> </tr> <tr> <td data-bbox="539 589 794 622"></td> <td data-bbox="794 589 948 622"></td> <td data-bbox="948 589 1417 622"></td> </tr> <tr> <td data-bbox="539 622 794 656"></td> <td data-bbox="794 622 948 656"></td> <td data-bbox="948 622 1417 656"></td> </tr> </tbody> </table>	Make & model	Payload (tonnage)	Condition													
Make & model	Payload (tonnage)	Condition															

5(b) FINANCIAL PROPOSAL

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

Bids must be in AUD and VAT exempt.

Cost schedule			
Item	Approx. total quantity required*	Supply cost per m ³ [AUD]**	Delivery cost per m ³ [AUD]***
Gravel 6 – 10mm screened	558 m ³	\$	\$
Gravel < 40mm (not screened)	78 m ³	\$	\$
Sand	52 m ³	\$	\$

* Total quantities and delivery locations are approximate only and will be revised and updated throughout the contract. Note that 1 m³ of sand or gravel equates to approximately 36 standard 20kg rice bags.

** Supply costs should include associated costs to assist with loading and offloading trucks used to transport the sand and gravel to designated locations, irrespective of whether the Contractor is providing transport service or not.

*** Delivery service is optional, but highly regarded. Should the contract be awarded to a bidder not providing delivery service, the project will arrange vehicles paid by the project.

Expected time to mobilise teams at mining sites from date of contract signing: _____ weeks.

Expected time to supply all gravel and sand as per Table 1: _____ months.