

# REQUEST FOR PROPOSAL (RFP)

## 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 environment and materials for piezometers
<b>Location:</b>	Suva, Fiji
<b>Date of issue:</b>	17/10/2023
<b>Closing Date:</b>	13/11/2023
<b>SPC Reference:</b>	RFP23-5677

## Contents

<b>PART 1: INTRODUCTION</b>	<b>3</b>
1.1 ABOUT THE PACIFIC COMMUNITY (SPC)	3
1.2 SPC'S PROCUREMENT ACTIVITIES	3
1.3 SPC'S REQUEST FOR PROPOSAL (RFP) PROCESS	3
<b>PART 2: INSTRUCTIONS TO BIDDERS</b>	<b>4</b>
2.1 BACKGROUND	4
2.2 SUBMISSION INSTRUCTIONS	4
2.3 CLARIFICATIONS	4
2.4 EVALUATION	5
2.5 CONTRACT AWARD	5
2.6 KEY DATES	5
2.7 LEGAL AND COMPLIANCE	6
2.8 COMPLAINTS PROCESS	7
<b>PART 3: SPECIFICATION OF GOODS</b>	<b>8</b>
A. BACKGROUND/CONTEXT	8
B. SPECIFICATION OF ITEMS	8
C. FUNCTIONAL SPECIFICATION	9
D. DESIGN SPECIFICATION	9
E. TECHNICAL SPECIFICATION	10
F. DELIVERY REQUIREMENTS	11
G. WARRANTY REQUIREMENTS (WHEN APPLICABLE)	11
H. REPORTING ARRANGEMENTS	11
I. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	11
<b>PART 4: PROPOSAL EVALUATION MATRIX</b>	<b>12</b>
<b>PART 5: PROPOSAL SUBMISSION FORMS</b>	<b>14</b>
ANNEX 1: BIDDER'S LETTER OF APPLICATION	14
ANNEX 2: CONFLICT OF INTEREST DECLARATION	15
ANNEX 3: INFORMATION ABOUT THE BIDDER AND DUE DILIGENCE	17
ANNEX 4: TECHNICAL PROPOSAL SUBMISSION FORM	20
ANNEX 5: FINANCIAL PROPOSAL SUBMISSION FORM	23

## 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).

SPC has our headquarters in Noumea, New Caledonia and has regional offices in Fiji, the Federated States of Micronesia and Vanuatu, as well as an office in France. SPC works across the Pacific and has staff in nearly all of our Pacific Island Country and Territory members.

SPC works for the well-being of Pacific people through the effective and innovative application of science and knowledge and is guided by a deep understanding of Pacific Island contexts and cultures. 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.

SPC's *Procurement Policy* provides the framework for ensuring that SPC obtains the best value for its purchases, in terms of both cost and quality; demonstrates financial probity and accountability to its members and development partners; manages and prevents the potential for conflicts of interest; reduces its environmental impact and manages any other risks.

At SPC, all procurement follows the same main steps: planning; statement of needs; requisition; solicitation; evaluation; award; receipt; and payment. Different procedures apply depending on the value of the goods, services and works to be procured.

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 Proposal (RFP) Process

At SPC, procurement valued at more than EUR 45,000 must be advertised through a Request for Proposal (RFP) with any bids received evaluated by SPC's Procurement Committee to determine the offer that provides the best value for money.

This RFP sets out SPC's requirements and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information. The RFP contains detailed instructions and templates to enable you to submit a compliant bid. It sets out the overall timetable; it confirms the evaluation criteria that SPC will use to evaluate proposals; it explains the administrative arrangements for the receipt of the bids; and it sets out how bidders can request further information.

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

## Part 2: INSTRUCTIONS TO BIDDERS

### 2.1 Background

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

SPC has advertised this RFP on its website and may send it directly to potential vendors. The same specifications, submission and other solicitation requirements will be provided to all vendors.

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 bid to be considered, you must provide all the prescribed information by the closing date and in the format specified.

### 2.2 Submission instructions

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

Your proposal must include the following documents (annexes of [Part 5](#) of the RFP):

- a) Bidder's Letter of Application (Annex 1);
- b) Conflict of Interest Declaration (Annex 2);
- c) Information about the bidder and Due diligence (Annex 3);
- d) Technical proposal submission form (Annex4);
- e) Financial proposal submission form (Annex 5).

Your proposal must be submitted in **two separate emails**.

You must submit your **Technical proposal** (Annexes 1 to 4 and all their supporting documents) in English as an attachment to one email. No financial information may appear in the technical proposal.

You must submit your **Financial proposal** (Annex 5) in a separate email. All prices in the proposal must be presented in USD. Your Financial proposal is to be password protected. SPC will request the password in the event that it is required.

Both emails are to be sent to [procurement@spc.int](mailto:procurement@spc.int) with the subject line of your email as: **Submission RFP23-5677**.

Your proposal must be received no later than **13/11/2023** by **11.45PM Fiji Time**. Only one bid per bidder is permitted.

SPC will send a formal acknowledgement to each proposal received before the deadline.

SPC reserves the right to exclude from consideration any proposal not received by the deadline, with incomplete information or in incorrect form.

### 2.3 Clarifications

You may submit questions or seek clarifications on any issue relating to this RFP. The questions are to be submitted in writing to [procurement@spc.int](mailto:procurement@spc.int) with the subject line: **Clarification RFP23-5677**. The deadline for submission of clarifications is **5/11/2023** by **11.45PM Fiji Time**.

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 RFP process, at any point where there is phone call or other conversation, SPC will keep a record or a file note of the exchange with prospective bidders.

## 2.4 Evaluation

### Validity

Each proposal will be assessed for compliance with the submission requirements by the Bids Opening Committee. At this stage, basic due diligence will also be undertaken.

To assist in the examination, evaluation and comparison of proposals, SPC may ask the bidder for clarification of its proposal or additional information. The request for clarification will be in writing.

### Technical

All valid proposals will be assessed against the technical evaluation criteria set out in Part 4. The criteria are provided with weighted scores according to the relative importance of each. SPC will not change the evaluation criteria set out in the RFP at any stage of the procurement process. Any changes in the evaluation criteria will result in the RFP process being re-issued.

Bidders are expected to familiarise themselves with local conditions and take these into account in preparing their proposal. Where minimum qualifications are set as specific evaluation criteria (which may include educational qualification, professional accreditation or certification, licensing, experience and expertise), proposals submitted must necessarily meet these criteria.

### Financial

Any bids that pass the minimum technical evaluation requirements will pass onto financial evaluation.

During the financial evaluation, if there is a discrepancy between the unit price and the total price, the lower price shall prevail. If there is a discrepancy between words and figures the amount in words will prevail.

The total cost of the proposal must be submitted inclusive of taxes in accordance with the applicable legislation, and is not subject to revision.

## 2.5 Contract award

SPC may award the contract once the Procurement Committee has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be the most responsive to the RFP documents, provide the best value for money and best serve the interests of SPC.

SPC's [General Terms and Conditions of Contract](#) will apply to any contracts awarded under this RFP, unless otherwise agreed. Any requested changes to the General Terms and Conditions of Contract must be foreshadowed in the submission.

The award of the contract will be made by contract signed and dated by both parties.

## 2.6 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
<b>RFP advertised</b>	17/10/2023
<b>Deadline for seeking clarification</b>	5/11/2023

<b>RFP Closing Date</b>	13/11/2023
<b>Award of Contract</b>	8/01/2024
<b>Commencement of Contract</b>	12/01/2024
<b>Conclusion of Contract</b>	11/05/2024

## 2.7 Legal and compliance

**Child and vulnerable adult protection:** SPC is committed to the well-being of children and vulnerable adults. All SPC contractors are required to commit to the principles of SPC's Child and Vulnerable Adult Protection Policy ([XI.G Manual of Staff Policies](#)). Breach of this requirement can result in SPC terminating any contract with a successful bidder. Any allegations of potential misconduct in relation to this RFP involving children or vulnerable adults should be sent to [complaints@spc.int](mailto:complaints@spc.int).

**Confidentiality:** Unless otherwise agreed by SPC in advance or where the contents of the RFP are already in the public domain when **shared** with the bidder, bidders shall at all times treat the contents of the RFP 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 RFP 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 RFP process. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder.

**Cost of preparation of proposals:** Under no circumstances will SPC be liable for any proposal submission costs, expenditure, work or effort that you may incur in relation to your provision of a proposal (including if the procurement process is terminated or amended by SPC).

**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.

**Eligibility:** Bidders are required to disclose to SPC whether they are subject to any sanction or temporary suspension imposed by any international organisation, or whether they are subject to bankruptcy proceedings. You may not be bankrupt or suspended, debarred, or otherwise identified as ineligible by any international organisation. Failure to disclose such information may result in debarment and termination of any contract issued to the bidder by SPC.

**Fraud and corruption:** SPC has zero tolerance for fraud and corruption. All contractors have an obligation to report potential fraud and corruption. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder. Allegations of potential misconduct by an SPC staff member or contractor involving fraud or corruption can be sent to [complaints@spc.int](mailto:complaints@spc.int).

**Good faith:** The information in this RFP is provided by SPC in good faith. No representation, warranty, assurance or undertaking (express or implied) is or will be made, and no responsibility or liability will be accepted by SPC in relation to the adequacy, accuracy, completeness or reasonableness of this RFP or any information provided by SPC in relation to this RFP.

**Modifications:** Any clarifications, corrections or modifications will be published on the SPC website prior to deadline. In the event a bidder has submitted a bid before the clarification, correction or modification, the bidder will be informed and may modify the bid. The modified bid will still need to be received before the

deadline.

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

**Right to amend, seek clarity, withdraw, not award:** SPC reserves the right to: (1) amend, add to or withdraw all or any part of this RFP at any time, or to re-invite bids on the same or any alternative basis; (2) seek clarification or documents in respect of any bidder's submission; (3) choose not to award a contract as a result of this RFP; (4) make whatever changes it sees fit to the timetable, structure or content of the procurement process, depending on approvals processes or for any other reason. Please note that while SPC will not change the evaluation criteria set out in the RFP without the RFP process being re-issued, SPC does reserve the right at the time of award of contract to vary the quantity of services and goods specified in the RFP and to accept or reject any proposal at any time prior to award of the contract without incurring any liability to the affected bidder or any obligation to inform the affected bidder/s of the grounds for SPC's action.

**Right to disqualify:** SPC reserves the right to disqualify: (1) any bidder that does not submit a proposal in accordance with the instructions in this RFP; (2) any bidder that misrepresents information to SPC; (3) any bidder that directly or indirectly canvasses any SPC employee concerning the award of a contract.

**Use of material:** Bidders shall not use the contents of the RFP or any related material for any purpose other than for the purpose of considering submitting, or submitting, a bid to SPC.

**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 RFP process.

## 2.8 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.

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 Funafuti, Tuvalu, and will be used in the outer atoll islands of Tuvalu, and then return to Fiji for deployment as needed. Due to the remote locations in which the drill rig will be deployed, with limited technical capacity or service providers or access to suppliers of equipment and materials, a man portable drill rig option is being sought. The man portable drilling technology should be 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. Specification of Items

Listed below are the items that SPC is looking to procure. Eligible bids will be accepted for any mix of below items.

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 50m 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.	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



4	Spare parts for 2 years operation of drill rig under normal operation.	Spare parts required in the first 2 years under normal operation	1
5	Consumables for 2 years operation of the drilling rig this would include filters, engine oil, gear oil, transmission and hydraulic fluids, replacement accessories, drilling muds and anything else deemed necessary by the bidder, under normal operation	Consumables required for first 2 years of operation under normal conditions	1
6	Training and testing of the drill rig onsite	7 to 10 days of training to be conducted In Tuvalu to train local operators on the basic operation and maintenance of the equipment	
7	Recommendations for the materials and construction of piezometers suitable for housing pressure transducers for 10 sites with up to 4 nested piezometers per site with depths up to 25m	PVC pipe should be 34/28 mm (1") with materials and equipment to prepare up to 40 piezometers across 10 sites with up to 4 nested piezometers per site with depths up to 25m	
8	20' Shipping container in good condition for storage of the drill rig	Shipping container large enough to store the drill, spare parts, and consumables	1

### C. 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

### D. 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 (i.e., sea-salt spray) of the tropical Pacific
- Capable of drilling holes to depths of at least 30m with a minimum of 150mm (6") diameters in unconsolidated and consolidated sediments composed principally of unconsolidated carbonate sands, and consolidated carbonate lithologies, such as limestone, and with shallow water tables (1-2m below ground)
- Portability, able to be easily dismantled and transported in components, man portable

- Pull/push-back force of greater than 2,000kg
- The option for the use of a hollow stem auger drilling, and core drilling will be considered an advantage.
- Come with any spare parts and supplies potentially needed for servicing in the first 2 years of regular operation.
- Be able to be landed on sand islands with no wharf/jetties (i.e., directly onto the beach)

## E. Technical specification

Technical specifications of each item are listed in the table below

Description	Criteria
Drill rig	New and high quality
	Pull/push-back force of greater than 2,000kg
	Minimum 150mm (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, and accessories for construction of the 150mm (6") to 203mm (8") 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.
Training and testing	Training requirements for operation should be outlined, including up to 10 days training and testing of drill rig onsite in Tuvalu
Piezometers	Recommendations for the materials and construction of piezometers made of 34/28 mm (1")PVC pipe suitable for housing pressure transducers for 10 sites with up to 4 nested piezometers per site with depths up to 25m
Spare parts for drill rig*	Genuine spare parts and supplies normally required for replacement and servicing in the first 2 years of operation <i>(Please specify parts/supplies and quantities)</i>
*Spare parts	<b>Spare parts and supplies:</b> The drilling rig is to be supplied with <b>genuine spare parts and supplies</b> (that would normally require servicing/replacement in the first 2 years of operation. This may include, though not be limited to: filters, engine oil, gear oil, transmission and hydraulic fluids, replacement accessories, and anything else deemed necessary by the bidder.  Any non-standard servicing tools specifically required for the operation and maintenance of the drilling rig should also be included. As per Annex V, bidders are asked to separate the cost of spare parts in the financial offer. Note that <b>the financial evaluation will not consider the cost of reasonably priced spare parts</b>

	<p><b>when ranking bids.</b> This is to remove the incentive to undersupply spares (in quality and quantity) to provide a more cost competitive bid. Provision of spares will be considered favourably in the technical evaluation, especially considering the <u>limited access to spare parts in Tuvalu</u>.</p> <p>Spare parts are to be packaged and clearly labelled.</p>
Shipping/Storage container	The shipping/storage container should be in good condition (i.e., no rust or holes) and large enough to fit the drill rig, spare parts and consumables.

## F. Delivery Requirements

The equipment is to be landed to the Funafuti port (TVFUN), Tuvalu. The provider is to provide a tentative delivery period in the proposal, after the receipt of the agreed payment.

Delivery should be as soon as possible, though no longer than four months after contract signing for delivery to Funafuti, Tuvalu.

Delivery costs are to include shipping, insurance, export and landing fees and other associated freight expenses to deliver to Funafuti, Tuvalu.

## G. Warranty Requirements (when applicable)

The bidders should clearly state the warranty period for the drill rig and any parts and accessories.

## H. 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.

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

Indicative schedule of payment:

#	Milestone/Output	% Payment
1	Approval of Delivery Schedule	30%
2	Submission of Shipping Documents	50%
3	Delivery, training, testing and acceptance of drill rig and spare parts	20%
	<b>TOTAL</b>	<b>100%</b>

## Part 4: PROPOSAL EVALUATION MATRIX

### 4.1 Evaluation criteria & Score Weight

A two-stage procedure will be utilised to evaluate the proposals, with evaluation of the **Technical proposal** being completed prior to any **Financial proposal** being opened and compared.

The competencies which will be evaluated are detailed in [Part 3](#).

The evaluation matrix below also 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.

The technical component, which has a total possible value of 700 points, will be evaluated using the following criteria.

Evaluation criteria	Score Weight (%)	Points obtainable
<b>Mandatory requirements</b>		
<b>E-mail 1:</b> Annex 1 – Bidders letter of application signed. Annex 2 – Completed and signed conflict of interest declaration Annex 3 – Information about the bidder and due diligence Annex 4 – technical submission including: <ul style="list-style-type: none"> <li>Valid Business Licence</li> <li>At least 5 years of experience in supplying drilling equipment.</li> </ul> <b>E-mail 2:</b> Annex 5 – financial submission ( <b>password protected</b> )		Bidders will be disqualified if any of the requirements are not met
<b>Technical requirements</b>		
<b>Drill Rig &lt;1.5 tonne</b> Features and operability of the drill rig clearly explained, and proposed setup for drilling and investigation and monitoring of holes Quality, brand and origin of the drill rig 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.	30%	210
<b>Portability</b> Details of individual components with dimension and weights for drill rig and options for breakdown to discrete components and transportation on	20%	140

boats and on small islands between sites. 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.		
<b>Training and Testing</b>		
Outline of testing and training programme in Tuvalu after delivery with examples of previous training and rig testing. <ul style="list-style-type: none"> <li>• Training should include operation, setup/breakdown and transportation as a man portable rig for delivery to outer islands,</li> <li>• Includes in training the provision of a detailed checklist of all consumables required for the setup, installation, operation and safety of drill rig, and the construction of monitoring holes suitable for salinity and water level monitoring.</li> </ul>	20%	140
<b>Drill rig attachments, spare parts, storage container and delivery</b>		
Details on the capability of the drill rig to utilise hollow stem augers and to undertake coring. Quality, quantity, origin of genuine spare parts and consumables for the drill rig. Quality and quantity of recommended tools and accessories. Delivery within 4 months to Tuvalu of contract signing Experience with shipping of goods in the Pacific Islands	20%	140
<b>Proposal for piezometers</b>	10%	70
Recommendation for materials and construction of piezometers		
<b>Total Score</b>	<b>100%</b>	<b>700</b>
<b>Qualification score</b>	<b>70%</b>	<b>490</b>

## 4.2 Financial evaluation

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the goods and financial incentives and benefits provided to SPC. The lowest financial proposal will be awarded maximum 300 points and other financial offers and incentives will be awarded points as per the formula below:

$$\text{Financial Proposal score} = (\text{Lowest Price} / \text{Price under consideration}) \times 300$$

## Part 5: PROPOSAL SUBMISSION FORMS

### Annex 1: BIDDER'S LETTER OF APPLICATION

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required goods for the sum as may be ascertained in accordance with the Financial Proposal attached herewith and made part of this proposal.

We acknowledge that:

- SPC may exercise any of its rights set out in the Request for Proposal documents, at any time;
- The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
- The Request for Proposal documents are a summary only of SPC's requirements and is not intended to be a comprehensive description of them;
- Neither the lodgement of the Request for Proposal documents nor the acceptance of any tender nor any agreement made subsequent to the Request for Proposal documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the Request for Proposal documents, or since the date as at which any information contained in the Request for Proposal documents is stated to be applicable;
- Excepted as required by law and only to the extent so required, neither SPC, nor its respective officers, employees, advisers or agents will in any way be liable to any person or body for any loss, damage, cost or expense of any nature arising in any way out of or in connection with any representations, opinions, projections, forecasts or other statements, actual or implied, contained in or omitted from the Request for Proposal documents.

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded on the basis of the Technical and Financial Components proposed.

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the Bidder's representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

## Annex 2: CONFLICT OF INTEREST DECLARATION

### INSTRUCTIONS TO BIDDERS

#### What is a conflict of interest?

A conflict of interest may arise from economic or commercial interests, political, trade union or national affinities, family, cultural or sentimental ties, or **any other type of relationship or common interest between the bidder and any person connected with the contracting authority** (SPC staff member, consultant or any other expert or collaborator mandated by SPC).

#### Always declare a conflict

The existence of a potential or apparent conflict of interest does not necessarily prevent the bidder concerned from taking part in a tender process. **However, the declaration of the existence of such a conflict by the persons concerned is essential and allows SPC to take appropriate measures to mitigate it and prevent the associated risks.**

Bidders are therefore invited to declare any situation, fact or link which, to their knowledge, could generate a real, potential or apparent conflict of interest.

#### Declaration at any time

Conflicts of interest may arise at any time during the procurement process or the implementation of a contract (e.g. new partner in the project) or as a result of a change in personal life (e.g. marriage, inheritance, financial transaction, creation of a company). If such a relationship is found and could be perceived by a reasonable person as likely to influence a decision, a declaration of the situation is necessary. In case of doubt, a conflict situation must be declared.

#### Declaration for any person involved

A declaration must be completed for each person involved in the tender (principal representative of the bidder, possible subcontractors, consultant, etc.)

#### Failure

Failing to declare a potential conflict of interest may result in the bidder being refused a contract or placed on SPC's list of non-responsible suppliers.

## DECLARATION

I, the undersigned, *[name of the representative of the Bidder]*, acting in the name and on behalf of the company *[name of the company]*, declare that:

<input type="checkbox"/>	To my knowledge, I am not in a conflict-of-interest situation
<input type="checkbox"/>	There is a potential conflict of interest with regard to my <i>[Choose an item]</i> . relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned</i> , although, to the best of my knowledge, this person is not directly or indirectly involved in any stage of the procurement process
<input type="checkbox"/>	I may be in a conflict of interest with regard to my <i>[Choose an item]</i> relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned</i> , as this person is, to the best of my knowledge, directly or indirectly linked to the procurement process
<input type="checkbox"/>	To my knowledge, there is another situation that could potentially constitute a conflict of interest: <i>[Describe the situation that may constitute a conflict of interest]</i>

In addition, I undertake to:

- declare, without delay, to SPC any situation that constitutes a potential conflict of interest or is likely to lead to a conflict-of-interest;
- not to grant, seek, obtain or accept any advantage, whether financial or in kind, to or from any person where such advantage constitutes an unfair practice or an attempt at fraud or corruption, directly or indirectly, or constitutes a gratuity or reward related to the award of the contract;
- to provide accurate, truthful and complete information to SPC in connection with this procurement process.

I acknowledge that I and/or my company and/or my business partners who are jointly and severally bidding on the RFP *[SPC Reference]* may be subject to sanctions such as being placed on SPC's list of non-responsible vendors, if it is established that false statements have been made or false information has been provided.

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*



### Annex 3: INFORMATION ABOUT THE BIDDER AND DUE DILIGENCE

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

VENDOR INFORMATION				
Are you already registered as an SPC vendor?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>1. Please provide information related to your entity.</b>				
Company name	[Enter company name]		Address	[Enter address]
Director/CEO	[Enter name of the executive person]		Position	[Enter position of the executive person]
Business Registration/License number	[Enter company registration/license number (or tax number)]			
Date of business registration	[Enter date of business registration]			
Country of business registration	[Enter country of business registration]			
<b>Status of the entity:</b>				
<input type="checkbox"/> For-profit entity (company), <input type="checkbox"/> NGO, <input type="checkbox"/> International organisation, <input type="checkbox"/> Government body, <input type="checkbox"/> University, <input type="checkbox"/> Association, <input type="checkbox"/> Research Institute, <input type="checkbox"/> Other: [insert details]				
<b>2. Please provide relevant documentation to support and verify the legal existence of the entity, the authority of its officer and proof of its address, such as:</b>				
<input type="checkbox"/> Delegation of authority or power of attorney document <input type="checkbox"/> Certificate of business registration/license <input type="checkbox"/> Memorandum, Articles or Statutes of Association <input type="checkbox"/> Telephone, water, or electricity bill in the name of the entity <input type="checkbox"/> Bank account details bearing the name of the entity				
<b>3. How many employees does your company and its subsidiaries have?</b>			[provide answer]	
<b>4. Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', what type of business insurance do you have?			[provide answer]	
<b>5. Are you up to date with your tax and social security payment obligations?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', please explain the situation:			[Provide details]	
<b>6. Is your entity regulated by a national authority?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please specify the name:			[Insert name of the national regulation authority]	
<b>7. Is your entity a publicly held company?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>8. Does your entity have a publicly available annual report?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please send SPC your audited financial statement from the last 3 financial years if available				

DUE DILIGENCE					
<b>9. Does your entity have foreign branches and/or subsidiaries?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If you answered 'yes' to the previous question, please confirm the branches:					
• Head Office & domestic branches			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Domestic subsidiaries			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Overseas branches			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Overseas subsidiaries			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>10. Does your entity provide financial services to customers determined to be high risk including but not limited to:</b>					
Foreign Financial Institutions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Casinos	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cash Intensive Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Foreign Government Entities	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Non-Resident Individuals	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Money Service Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Other, please provide details:			[Provide details]		
<b>11.If you answered 'yes' to any of the boxes in question 10, does your entity's policies and procedures specifically outline how to mitigate the potential risks associated with these higher risk customer types?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please explain how:			[Provide explanation]		
<b>12.Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect fraud, corruption, money laundering or terrorist financing activities?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please send SPC your policy in English.					
If 'No', what process does your entity have in place to prevent and detect money laundering or terrorist financing activities?				[provide answer]	
<b>13.Does your entity have an officer responsible for anti-corruption, or anti-money laundering and counter-terrorism financing policy?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please state that officer's contact details:			[Insert name and contact details]		
<b>14.Has your entity or any of its current or former directors or CEOs ever filed for bankruptcy?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:			[Provide details]		
<b>15.Has your entity or any of its current or former directors or CEOs ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of any laws or regulations, including those relating to money laundering or terrorism financing?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:			[Provide details]		

## SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)

<b>16.Does your entity have a written policy, controls and procedures to implement its Social and Environmental Responsibility (SER) commitments?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please send SPC your policy in English.					
If 'No', what process does your entity have in place to ensure your social and environmental responsibility?				[provide answer]	
<b>Does your Policy or Process cover the followings?</b>					
<input type="checkbox"/> Child protection <input type="checkbox"/> Human rights <input type="checkbox"/> Gender equality <input type="checkbox"/> Social inclusion <input type="checkbox"/> Sexual harassment, abuse or exploitation <input type="checkbox"/> Environmental responsibility					
Please, outline the major actions you have undertaken in these areas:			[provide answer]		
<b>17.Does your entity have an officer responsible for Social and Environmental Responsibility (SER)?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please state that officer's contact details:			[Insert name and contact details]		

## SUPPORTING DOCUMENTS (where relevant)

• Business registration/license proof	<input type="checkbox"/>
• Bank account details document	<input type="checkbox"/>
• Address of the entity and Authority of officer proofs	<input type="checkbox"/>
• Audited financial statement from the last 3 financial years	<input type="checkbox"/>
• Fraud, corruption, anti-money laundering and counter terrorist financing Policy	<input type="checkbox"/>
• SER Policy	<input type="checkbox"/>

I declare that the particulars given herein above are true, correct and complete to the best of my knowledge, and the documents submitted in support of this form are genuine and obtained legally from the respective issuing authority.

I declare that none of the funds received or to be received by my company will be used for criminal activities, including financing terrorism or money laundering.

By sending this declaration to SPC, I agree that my business and personal information may be used by SPC for due diligence purposes. I also understand and accept that SPC will treat any personal information it receives in connection with my proposal in accordance with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

## Annex 4: TECHNICAL PROPOSAL SUBMISSION FORM

Bidders can use the following form to submit their technical proposal or use their own presentation as long as it includes the criteria set out by SPC.

Bidders can for example present a catalogue of products, with all the technical specifications of each good (origin of manufacture, materials, density of materials, life span, etc.).

**Warning, NO PRICE CAN BE INCLUDED** in the technical proposal, be careful if you submit a catalogue to respect the two-envelope submission process detailed in Part 3 of this RFP.

Technical Requirements			
Competency Requirements	Response by Bidder		
<p><b>Experience:</b> Bidders shall provide details of two supply contracts that demonstrate their track record in completing supply contracts similar to this Proposal.</p>	<p><b>Details for two references</b></p>		
	<p>1. Client's name: <i>[insert name of client]</i></p>		
	<table border="1"> <tr> <td>Project details</td> <td><i>[insert project details]</i></td> </tr> </table>	Project details	<i>[insert project details]</i>
	Project details	<i>[insert project details]</i>	
	<table border="1"> <tr> <td>Contact name details:</td> <td><i>[insert contact name and details]</i></td> </tr> </table>	Contact name details:	<i>[insert contact name and details]</i>
	Contact name details:	<i>[insert contact name and details]</i>	
	<table border="1"> <tr> <td>Value contract:</td> <td><i>[insert the value of the contract]</i></td> </tr> </table>	Value contract:	<i>[insert the value of the contract]</i>
	Value contract:	<i>[insert the value of the contract]</i>	
	<p>2. Client's name: <i>[insert name of client]</i></p>		
<table border="1"> <tr> <td>Project details:</td> <td><i>[insert project details]</i></td> </tr> </table>	Project details:	<i>[insert project details]</i>	
Project details:	<i>[insert project details]</i>		
<table border="1"> <tr> <td>Contact name and details:</td> <td><i>[insert contact name and details]</i></td> </tr> </table>	Contact name and details:	<i>[insert contact name and details]</i>	
Contact name and details:	<i>[insert contact name and details]</i>		
<table border="1"> <tr> <td>Value contract:</td> <td><i>[insert the value of the contract]</i></td> </tr> </table>	Value contract:	<i>[insert the value of the contract]</i>	
Value contract:	<i>[insert the value of the contract]</i>		

Technical Requirement	Bidder's answer	
<p><b>Item Description</b></p>	<p><b>Item Description</b></p>	<p><b>Details about availability (lead time) and quality (brand, durability, functionality and origin)</b></p>
<p><b>Drill rig</b> Features and operability of the drill rig clearly explained, and proposed setup for drilling and investigation and monitoring of holes</p> <p>Quality, brand and origin of the drill rig</p> <p>Demonstrated capability of drill rig to drill through both unconsolidated and consolidated sediments composed principally of carbonate lithologies.</p>	<p><i>[Insert bidder's answer]</i></p>	<p><i>[Insert bidder's answer]</i></p>

<p>Demonstrated capability to drill boreholes of up to 150mm (6") diameter to depths of at least 30m, in similar environments as indicated above</p> <p>Demonstrated case studies or testimonials of the operation, and capability of the drill rig.</p>		
<p><b>Portability</b></p> <p>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>	<p><i>[Insert bidder's answer]</i></p>	<p><i>[Insert bidder's answer]</i></p>
<p><b>Training and Testing</b></p> <p>Outline of testing and training programme in Tuvalu after delivery with examples of previous training and rig testing.</p> <ul style="list-style-type: none"> <li>• Training should include operation, setup/breakdown and transportation as a man portable rig for delivery to outer islands,</li> <li>• Includes in training the provision of a detailed checklist of all consumables required for the setup, installation, operation and safety of drill rig, and the construction of monitoring holes suitable for salinity and water level monitoring.</li> </ul>	<p><i>[Insert bidder's answer]</i></p>	<p><i>[Insert bidder's answer]</i></p>
<p><b>Spare parts and consumables for the drill rig</b></p> <p>Genuine spare parts and consumable supplies normally required for replacement and servicing in the first 2 years of operation (please specify parts/supplies and quantities). Filters, engine oil, gear oil, transmission and hydraulic fluids, drilling fluids and muds, replacement accessories, and anything else deemed necessary by the bidder</p>	<p><i>Insert bidder's answer]</i></p>	<p><i>Insert bidder's answer]</i></p>
<p><b>Piezometers</b></p> <ul style="list-style-type: none"> <li>• Recommendations for the construction of piezometers</li> <li>• PVC pipe needs to be a minimum of 34/28 mm (1"), suitable for housing pressure transducers</li> </ul> <p>Enough materials for 10 sites with up to 4 nested piezometers per site with depths up to 25m</p>	<p><i>Insert bidder's answer]</i></p>	<p><i>Insert bidder's answer]</i></p>

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

## Annex 5: FINANCIAL PROPOSAL SUBMISSION FORM

<i>Portable Drilling rig for atoll environments, Tuvalu</i>				
Goods description	Quantity required	Price USD	Total quantity	Total Amount USD
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	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Drill rods, consideration for options hollow flight augers, and coring for 3m at base of holes	Min 50m drill rods, costing for hollow flight augers and coring if an option	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
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.	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Spare parts for 2 years operation of drill rig under normal operation.	Spare parts required in the first 2 years under normal operation	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Consumables for 2 years operation of the drilling rig this would include filters, engine oil, gear oil, transmission and hydraulic fluids, replacement accessories, drilling muds and anything else deemed necessary by the bidder, under normal operation	Consumables required for first 2 years of operation under normal conditions	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Training and testing of the drill rig onsite	10 days training and testing of drill rig.	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>

Recommendations for the materials and installation of piezometers	Materials and equipment for the installation of 34/28 mm (1") as nested piezometers for up to 40 piezometers across 10 sites with up to 4 nested piezometers per site with depths up to 25m	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Shipping and storage container	1 container large enough to fit rig (20'), spare parts and consumables	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
<b>Total Package 1</b>				<i>[Total 1]</i>

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*