



RE-ADVERTISEMENT

REQUEST FOR PROPOSAL (RFP)

FOR WORKS

Project Title:	Managing Coastal Aquifers Project
Nature of the works	Water treatment plant servicing, component installation, and O&M training
Location:	Palau
Date of issue:	19/11/2023
Closing Date:	3/12/2023
SPC Reference:	RFP23-5856

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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).

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.

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 services 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 with the subject line of your email as: **Submission RFP23-5856**.

Your proposal must be received no later than **3/12/2023 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 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 (30%)

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.

2.4 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.

2.5 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
RFP advertised	20/11/2023
RFP Closing Date	3/12/2023
Award of Contract	22/12/2023
Commencement of Contract	8/01/2024
Conclusion of Contract	31/10/2024

2.6 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.

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.

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.

2.7 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

SIDS rely on small coastal aquifers for their water supply needs. These coastal aquifers are fragile thin freshwater lenses that float on the underlying denser seawater and are reliant on rainfall for recharge. These coastal aquifers are at higher risk of impact to water quality deterioration from threats including saltwater contamination from sea level rise, over abstraction, wave overtopping, loss of aquifer area through coastal erosion, and other impacts on water quality from inappropriate land-use activities. Climate change exacerbates these long-running threats to coastal aquifers through increased climate variability and climate extremes. The fragility of coastal fresh groundwater systems necessitates careful management and protection to ensure their long-term integrity and their role in climate change adaptation strategies and improved water security.

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

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

In Palau, the project is implemented by the Bureau of Environment, Ministry of Agriculture, Fisheries, and Environment (MAFE).

Context

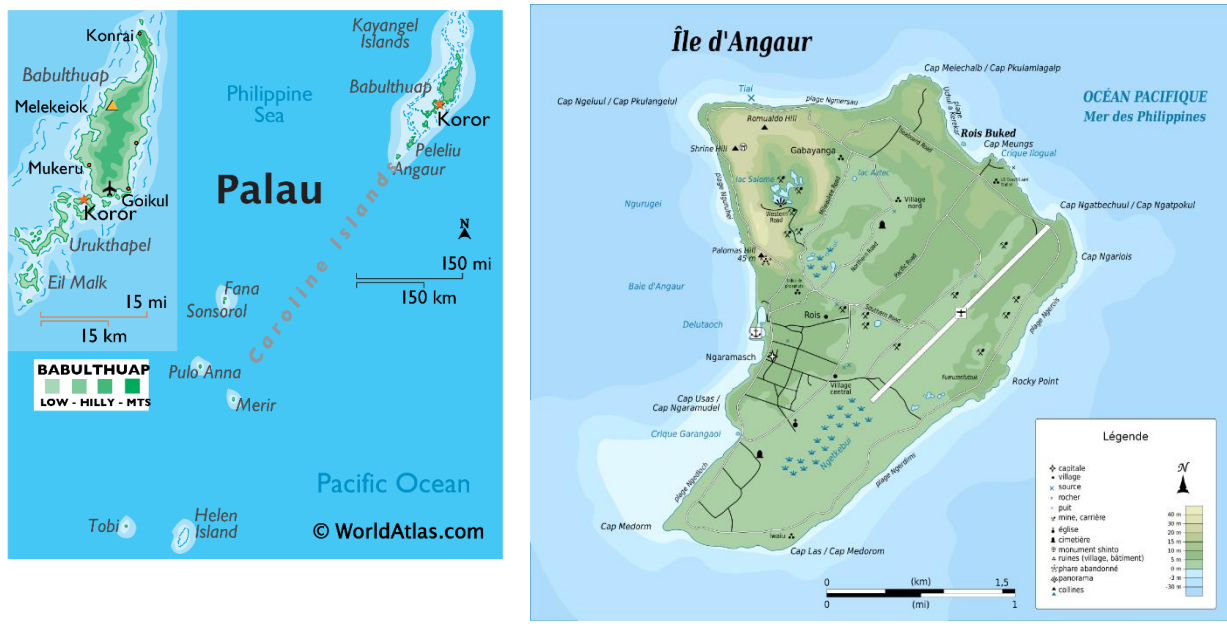
Angaur is a raised coral platform island with a total land area of 8 km². The population in 2020 was estimated to be 114 and the number of households 49 (Office of Planning and Statistics 2020). According to the 2020 census (Office of Planning and Statistics 2020), out of 49 households, 47 are connected to the public water supply system. None of the households use reticulated water for drinking or cooking purposes; 41 households use rainwater for drinking purposes while the remaining use a combination of rainwater and bottled water; and 44 households use rainwater for cooking while the remaining use a combination of rainwater and bottled water. According to PPUC, part of the island population collects water from the school rain tank for drinking and cooking purposes. The school rainwater harvesting system is maintained by the Ministry of Education and the State of Angaur. According to EQPB, however, the water is untreated and frequently contaminated with *Escherichia coli* (E. coli) bacteria.

Groundwater is pumped from two wells – A and B (formerly known as wells 1 and 2, respectively), which were drilled before World War II for mining. Their depth is approximately 22 ft (7 m). After the American occupation of the island, when more than 10,000 men were stationed on Angaur, groundwater was abstracted from nine wells in total (Van der Brug, 1984). Monthly abstraction from wells A and B averaged about 3 Mgal (~11.3 ML) between 1950 and 1954. Abstraction almost ceased after mining ended in 1955 due to the high mineral content, resulting in the use of that water for cooking and washing only.

Nowadays, wells A and B alternate pumping groundwater which is consequently treated prior to

gravity-fed distribution from an old concrete 50-Kgal (189.3-KL) tank on Palomas Hill (old lighthouse **Error! Reference source not found.**) to households. In June 2022, the pump in well A was out of order, and well B was not capable of producing enough water to fill the distribution tank (PPUC, 2022, pers. comm.). The pump is manually stopped every day at 02:00 and restarted at 06:00 when the tank level is running low (PPUC, 2022, pers. comm.). This might point to leakages in the distribution system as water usage between 02:00 and 06:00 is not expected to be high.

The United Arab Emirates-funded treatment plant was manufactured by Pure Aqua Inc. and installed in 2016 by CBS Power Solutions (CBS Power Solutions 2022). It consists of a multimedia filter, an active carbon filter, a softener, an automatic chlorinator and a UV sterilizer. In June 2022 the treatment plant was operating at a limited capacity, with the automatic chlorinator and UV sterilizer being out of order due to electrical issues (PPUC, 2022, pers. comm.). Lack of maintenance skills and capacity, and challenges with obtaining guidance from the manufacturer with regards to spare parts have contributed to this problem (PPUC, 2022, pers. comm.). Chlorination is conducted manually by the local PPUC operator, resulting in a high fluctuation of residual chlorine concentration throughout the day, with frequent exceedances of 5 mg/L (10 times higher than WHO guidelines). Further, the proximity of the treatment plant to the sea has accelerated corrosion of the various plant components and of the container in which the plant is installed. Land disputes and ownership of most of the land by clans create a complex environment for building infrastructure. Maintenance of the treatment plant is considered a priority for Angaur.



B. Description of the works

The objective of the proposed work is to assist the Palau Government and the Palau Public Utilities Corporation (PPUC) to undertake servicing and improvements of the Angaur water treatment plant to ensure the quality of the reticulated water in the long term.

The process will involve the participation of key stakeholders including PPUC, the Bureau of Environment (MAFE), and the Environmental Quality Protection Board (EQPB).

The contractor will be required to conduct a number of activities and produce a number of outputs as described below. SPC expects the following deliverables for each activity:

- Detailed program of works including proposed servicing, installation, and O&M training plan.
- Detailed workplan and methodology of implementing works, the resources allocated to the works, and schedule of works to be implemented.

Detailed safety and environmental plans to comply with Palau regulatory authorities. Detailed quality plan to ensure works will be completed to adequate standard.

It is noted that a consortium of different companies can apply for this RFP with each partner undertaking separate activities/outputs. Quote should consider works associated with the establishment and decommissioning of all materials, personnel, plant and equipment on site.

Activity 1: Teleconference between contractor and PPUC staff for live inspection of the treatment plant in Angaur and identification of faulty components, system updates, and servicing requirements.

A teleconference is to be scheduled with the PPUC Outlying States Water Supervisor, during one of their regular inspection visits to Angaur. During the teleconference, the contractor will guide the PPUC staff in undertaking the identification and preliminary inspection/testing of all plant components to identify all system requirements including the ones that have been identified in this TOR.

Output 1.1: Virtual inspection of Angaur water treatment plant with PPUC complete and required works identified.

Activity 2: Servicing, system updates, and component replacement.

A number of repair works have already been identified including the automatic chlorinator and UV sterilizer which are out of order. It is recommended replacing the two faulty components. Replacement of additional faulty components which may be identified during Activity 1 should be undertaken as part of this Activity. Moreover, general servicing of the system and system/software updates should be conducted.

Scope of works:

1. Replace faulty automatic chlorinator (GF Signet 4630 Chlorine Analyzer System) with a new suitable one.
2. Replace faulty UV disinfectant (Aquafine OPV02CDM OptiVenn Disinfection UV System, 146 GPM) with a new suitable one.
3. Replace any other faulty components identified during Activity 1.
4. Conduct overall servicing/testing of the treatment plant.
5. Conduct any required system/software/firmware updates required to optimize operation of the treatment plant.

Output 2.1: New automatic chlorinator installed and tested.

Output 2.2: New UV disinfectant installed and tested.

Output 2.3: Any other component requirements installed and tested.

Output 2.4: Overall system servicing/testing complete.

Output 2.5: System/software/firmware updates complete.

Activity 3: Training of PPUC staff on O&M of the complete treatment plant.

The contractor is expected to train the relevant PPUC staff on O&M of all components present in the plant. Relevant O&M material should be given to PPUC staff to allow them undertaking O&M effectively in the future.

Output 3.1: Training on O&M of Angaur plant components complete (incl. certificate of attendance)

Output 3.2: Training materials delivered to PPUC staff.

C. Timelines/Duration of the works

These works will be delivered over a period of 9 months. The target date of commencement of the work is January 2024 and the expected completion date is October 2024. If necessary, the consultancy period may shift by a period of up to 3 months to accommodate any unexpected delays preventing the commencement on the target date. The target deadline for the delivery of each expected output is presented in Section F below.

D. Site Description



Figure 1. Container housing the Angaur treatment plant

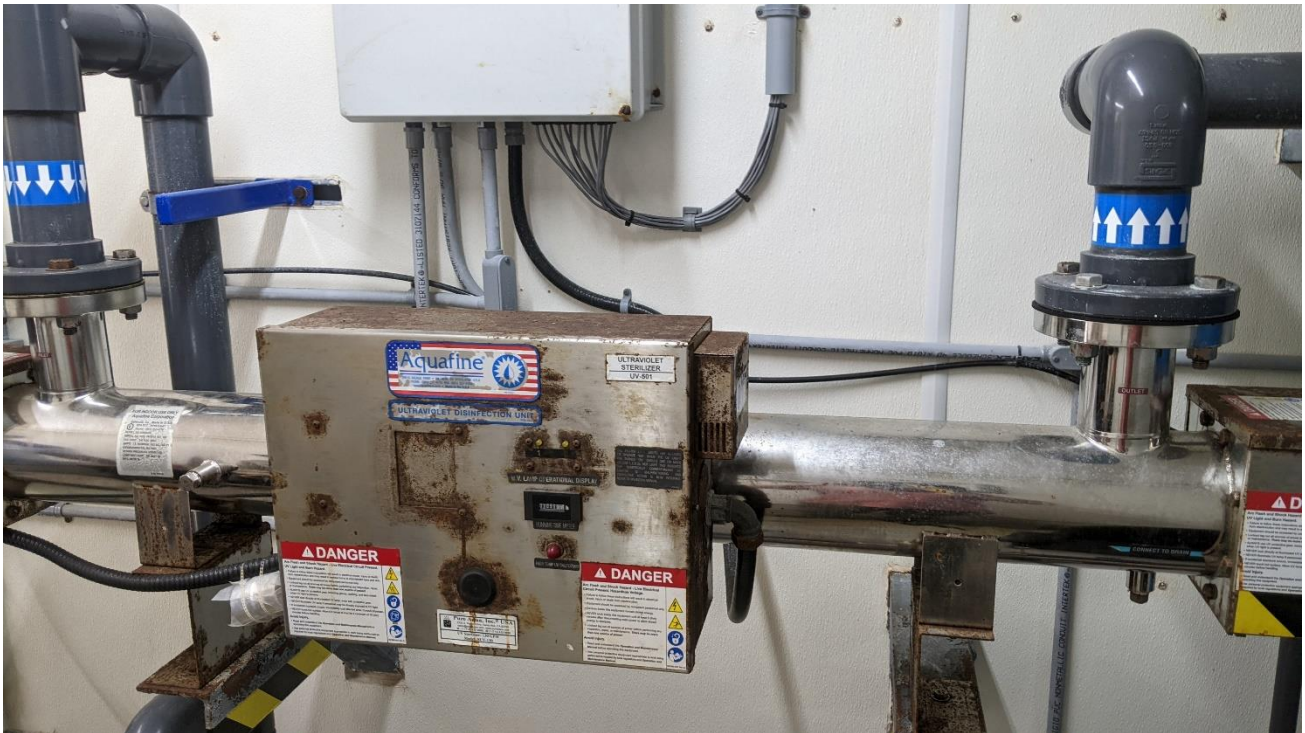


Figure 2. Faulty UV disinfector (Aquafine OPV02CDM OptiVenn Disinfection UV System, 146 GPM)



Figure 3. Treatment plant components



Figure 4. Faulty automatic chlorinator (GF Signet 4630 Chlorine Analyzer System)

E. Building/ Service Standards

Noting that a national building code does not exist for Palau, the proposed works will have to follow US building standards as per PPUC procurement policy. For piping works and any involvement with chemicals, PPUC follows the American Water Works Association standards including EPA standards. For safety, PPUC has its own safety officer that is responsible for inspection and regulation of all PPUC related projects to ensure alignment with the PPUC safety plan. The contractor will be required to follow the designs and maintain the accepted standards for Palau in accordance with by the PPUC Water Operations Manager or his designee while implementing the works.

F. Risk Management

The bidder is required to prepare a risk assessment matrix identifying all the risks involved in implementing the works to be undertaken, and propose mitigating factors accordingly.

The contractor will have to ensure employees are supplied with and properly utilize appropriate PPE/safety equipment (i.e. gloves, safety boots, hardhats, and harnesses when working at heights/ roofs). The contractor is additionally required to follow safe work procedures and ensure personnel in the vicinity of the job site are properly protected from harm.

G. Environmental and sustainability considerations

It is the contractor's responsibility to mobilize and demobilize all materials, manpower, and tools needed to undertake and finalize the works in accordance with the PPUC and Bureau of Environment requirements and specifications.

H. Reporting and contracting arrangements

The contract will be managed by the MCA Project Regional Technical Advisor (SPC) or his designee who will regularly monitor progress towards the delivery of the Outputs as detailed in Section B. The MCA project Regional Technical Advisor within SPC's Disaster and Community Resilience Programme (Geoscience Energy Maritime Division) will ultimately sign off on the works. The responsibility to approve the works will be delegated to the PPUC Water Operations Manager or his designee.

The Contractor is expected to interact and collaborate with SPC's MCA project team as well as with key Palau stakeholders (PPUC, EQPB, Bureau of Environment (MAFE), Angaur Community) in the course of this work. It is expected that these institutions and stakeholders will have active role in providing data and information necessary for the delivery of the work.

I. Final inspection and certification of completion and acceptance

The final inspection and approval of the works will be conducted by the PPUC Water Operations Manager or his designee on behalf of the MCA project Regional Technical Advisor within SPC's Disaster and Community Resilience Programme (Geoscience Energy Maritime Division)

J. Skills and qualifications

SPC seeks to engage contractors with relevant expertise. Skills required are as follows:

- Experience with installation and servicing of water treatment equipment and plant components, including but not limited to automatic chlorinators and UV disinfectors.
- Experience with servicing of water treatment plant components.
- Experience with training of staff on O&M of water treatment plant components.
- In addition, the bidders will need to provide details of past projects done, qualifications of personnel used for the works, and referee contact

K. Scope of Bid Price and Schedule of Payments

This is a milestone-based contract and will be paid in accordance with the payment schedule below. The terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.

<u>Milestone/output</u>	<u>% Payment</u>
Approval of workplan and methodology by SPC and PPUC Water Operations Manager.	20%
Delivery of Materials in accordance with Bill of Quantities supported by invoices and other relevant documents.	40%
Completion of contract outputs with written confirmation by the PPUC Water Operations Manager or his designee.	30%
Retention to be paid 6 months after issue of practical completion certificate by the PPUC Water Operations Manager or his designee.	10%

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.

[Insert other relevant instructions about the proposal evaluation matrix]

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
E-mail 1: 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 valid Business Licence E-mail 2: Annex 5 – financial submission (password protected)	Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Methodology of works and materials required		
Detailed description on the proposed methodology for assessment and servicing of the treatment plant components including timeline and detailed estimate of required materials/equipment	40%	280
Experience & Qualifications		
At least 5 years’ demonstrated experience in design and delivery of water treatment plant installation works. Details of past executed projects provided. Referee contacts provided.	20%	140
Certification of employees		
Qualifications of personnel used for the works provided.	20%	140

Please provide CV's		
Environmental and Sustainable Considerations	20%	140
Mobilisation and demobilisation of all materials, manpower and tools in accordance with the PPUC and Bureau of Environment requirements and specifications.		
Total Score	100%	700
Qualification score	70%	490

4.2 Financial evaluation

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the works 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 works 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
1. Please provide information related to your entity.				
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]			
Status of the entity:				
<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]				
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:				
<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				
3. How many employees does your company and its subsidiaries have?			[provide answer]	
4. Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', what type of business insurance do you have?			[provide answer]	
5. Are you up to date with your tax and social security payment obligations?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', please explain the situation:			[Provide details]	
6. Is your entity regulated by a national authority?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please specify the name:			[Insert name of the national regulation authority]	
7. Is your entity a publicly held company?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Does your entity have a publicly available annual report?			<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					
9. Does your entity have foreign branches and/or subsidiaries?			<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	
10. Does your entity provide financial services to customers determined to be high risk including but not limited to:					
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]		
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?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please explain how:		[Provide explanation]			
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?				<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]	
13.Does your entity have an officer responsible for anti-corruption, or anti-money laundering and counter-terrorism financing policy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please state that officer's contact details:		[Insert name and contact details]			
14.Has your entity or any of its current or former directors or CEOs ever filed for bankruptcy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:		[Provide details]			
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?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:		[Provide details]			

SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)

16.Does your entity have a written policy, controls and procedures to implement its Social and Environmental Responsibility (SER) commitments?				<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]	
Does your Policy or Process cover the followings?					
<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]			
17.Does your entity have an officer responsible for Social and Environmental Responsibility (SER)?				<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

The Technical Proposal Submission Form is to be completed against the activity that the bidder is bidding for. This can be for a single activity, combination of the 3 activities, or all 3 activities. A separate document of detailed response referring to specific criteria is acceptable if there is insufficient space in cell provided.

Technical Requirements	
Evaluation criteria	Response by Bidder
Experience and specified personnel/sub-contractors	
Experience: At least 5 Years' experience in design and delivery of relevant activity for the company and/or contractors completing works	Experience:
	<i>[insert details of relevant experience]</i>
	Details for three references:
	1. Client's name: <i>[insert name of client 1]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	2. Client's name: <i>[insert name of client 2]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
Value contract: <i>[insert value of contract]</i>	
Personnel: Details of all personnel who will be involved in the construction and delivery of the works to be listed	Details about personnel/sub-contractors
	Project Manager's experience: <i>[insert details about the project manager and its experience]</i>
	Site Manager's experience: <i>[insert details about the site manager and its experience]</i>
	<i>[Etc.]</i> <i>[insert details about the staff/sub-contractors and its experience]</i>
Methodology of works and materials required	
Detailed description on the proposed methodology for assessment and servicing of the treatment plant components including timeline and detailed estimate of required materials/equipment	<i>] [Bidder's answer]</i>
Experience & Qualifications	
Demonstrated experience with assessing, servicing, and installing water treatment plant components.	<i>[Bidder's answer]</i>
Demonstrated experience with electrical works.	<i>[Bidder's answer]</i>
Demonstrated experience with training on O&M of water treatment plant components.	<i>[Bidder's answer]</i>
Risk Management	
Risk assessment matrix identifying all risks involved and mitigation measures.	<i>[Bidder's answer]</i>
Professional Indemnity insurance adequate for risk	<i>[Bidder's answer]</i>
Certification of Employees	
The selected contractor will be required to provide safety certifications for all employees in respect of the labour practice in Palau	<i>[Bidder's answer]</i>

Qualifications of personnel used for the works required	<i>[Bidder's answer]</i>
Environmental and sustainability consideration	
Mobilisation and demobilisation of all materials, manpower and tools in accordance with the PPUC and Bureau of Environment requirements and specifications	<i>[Bidder's answer]</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]*

Annex 5: FINANCIAL PROPOSAL SUBMISSION FORM

In their financial proposal, bidders should detail as much as possible the price requested in response to the technical specifications.

Wherever possible, unit prices for the various equipment and materials required should be given, as well as lump sums for the personnel involved, followed by the total amount (including additional services and any other costs associated with the construction of the works, if applicable).

A good level of detail in their financial proposal helps bidders to give clarity and transparency to their proposal and makes it easier for SPC to score the proposals received.

The contract to be concluded with the selected bidder must mention all the costs incurred for the execution of the assignment entrusted to him/her (material, equipment, travel, etc.). These costs will either be included in their fees, paid or reimbursed by SPC upon presentation of supporting documents. In any case, they must be estimated by the bidder in its financial proposal and will form an integral part of SPC's evaluation of proposals. No additional costs can be claimed from SPC after the contract has been signed.

Bidders must also mention any special conditions relating to the amount of their proposal or the terms of payment.

The financial proposal must be submitted inclusive of taxes in accordance with the applicable legislation.

The following form is given as an indication, the bidder may submit its financial proposal to SPC in another format, provided that it complies with the instructions detailed in this RFP and in particular:

Water treatment plant servicing, component installation, and O&M training

Works			
Cost Description	Lump sum Price USD	Total quantity	Total Amount USD
[Item description]	[unit price]	[quantity]	[total amount]
Total Package			[Total 3]

Other costs			
Item description	Unit Price USD	Total quantity	Total Amount USD
[Item description (e.g. additional services: maintenance, guarantee, commercial service)]	[unit price]	[quantity]	[total amount]
[Item description]	[unit price]	[quantity]	[total amount]
Total Other costs			[Total]

Total amount	[total amount for 1+2+3]
Total other costs	[total other costs]
GRAND TOTAL	

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, taking into account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

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]