**PROPOSAL SUBMISSION FORM**

***RFP 21-057: Supply and delivery of plastic water storage tanks and all tank accessories to Nauru***

Procurement Unit

Email: procurement@spc.int

Dear Procurement,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services as per requirements and all other items described or mentioned or reasonably to be inferred from the Terms of Reference provided for the sum as ascertained in accordance with the Price Component 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 lodgment of the Request for Proposal documents nor the acceptance of any RFP 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.
* Except 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.
* **The SPC General Conditions of Contract for Supply are not negotiable.**

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the timeframe 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 based on the Technical and Price Components proposed.

Dated this \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2021.

|  |  |
| --- | --- |
| **Firm /Institution:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Name of Representative:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Position of Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_** | **Signature of Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**ANNEX IV**

**TECHNICAL PROPOSAL SUBMISSION FORM**

***RFP 21-057: Supply and delivery of plastic water storage tanks and all tank accessories to Nauru***

**PART A – Organisational background**

|  |  |
| --- | --- |
| **Registered Name:** |  |
| **Year Established:** |  |
| **Physical Address:** |  |
| **Postal Address:** |  |
| **Telephone Contact:** |  |
| **Fax Number:** |  |
| **Email:** |  |
| **Contact Person:** |  |
| **Position of Contact Person:** |  |
| **Number of Employees:** |  |
| **Firm/institutional experience on supply and delivery of plastic water storage tanks including past experiences. Please provide contacts of two referees/references of similar past projects conducted. Attach additional details as applicable.** |  |
|  |
| **Legal registration of firm****(Attach documentation)** |  |

**PART B – Technical requirements**

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Response by bidder confirming expertise, experience, ability, technical skills and resources to provide supply and delivery services to SPC (Please provide documentation to support your response)** |
| Handling, operation and maintenance |  |
| Quality and origin of the plastic water storage tanks and all tank accessories |  |
| Warranties for plastic water storage tanks and accessories |  |
| Delivery method, schedule and critical path activities |  |
| Risk/mitigation measures |  |
| Specification of the plastic water storage tanks and all tank accessories | *For this evaluation criteria, please complete the table in Part C below.*  |

**PART C – Compliance with the technical specifications**

|  |  |  |
| --- | --- | --- |
| **Item** | **Specification** | **Response by bidder** |
| 1 | The material make-up of the tanks is LLDPE (Linear Low Density Polyethylene), and shall comply fully with the following Australian and New Zealand Standard, AS/NZS 4766:2006, ISO 9001 2008. | *State the applicable standard(s):* |
| 2 | Must not taint contents – used for drinking water application |  |
| 3 | Must be made of virgin non-toxic food grade material |   |
| 4 | Tank material prevents algae growth  |   |
| 5 | Must be made of environmentally friendly material |   |
| 6 | Low maintenance |   |
| 7 | UV stabilized (for external use) |   |
| 8 | Non–stackable tanks |   |
| 9 | Easy to transport and install  |   |
| 10 | Impact resistance – top of tank should be strong enough to hold a man’s weight  |   |
| 11 | Robustness and durability |   |
| 12 | Must have an access manhole with a minimum diameter of 450mm |   |
| 13 | **Provide photos** (top view and side views) of the proposed tank (5,300 litres tank) |   |
| 14 | **Provide photos** (top view and side views) of the proposed tank (10,200 litres tank) |   |
| 15 | Must be able to withstand damage from weather conditions and must have tie down points |   |
| 16 | The supplier must have the ability to stock and supply spare parts | *State the source of spare parts:* |
| 17 | The supplier must provide the maintenance or repair kits for the plastic tanks (1 welding machine, 10kg welding rods and manual) |   |
| 18 | Life expectancy (period of performance guarantee of 10 years), warranty and after sales service |   |
| 19 | Must have written and clear handling, operation and maintenance procedures |   |

**ANNEX V**

**FINANCIAL PROPOSAL SUBMISSION FORM**

***RFP 21-057: Supply and delivery of plastic water storage tanks and all tank accessories to Nauru***

1. All costs indicated on the financial proposal should be inclusive of all applicable taxes.
2. The format shown below should be used in preparing the price schedule.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **NO** | **ITEM DESCRIPTIONS** | **QTY** | **EXTRA FOR MAINTENANCE PURPOSES** | **TOTAL** | **UNIT** | **Unit Cost (Euro)** | **Total Cost (Euro)** |
|  |  **Plastic Water Tanks & Tank Accessories** |
| 1 | AS/NZ 4766:2006, ISO 9001 2008 **Plastic Water Tanks** - 5,300 litres or 1,178 gallons with maximum height of 2,480mm or 8.14', maximum diameter of 1800mm and all tank accessories  | 22 |   | 22 | No. |   |   |
| 2 | AS/NZ 4766:2006, ISO 9001 2008 - **Plastic Water Tanks** - 10,200 litres or 2,267 gallons with maximum height of 2,550mm or 8.3', maximum diameter of 2450mm and all tank accessories  | 76 |   | 76 | No. |   |   |
| 3 | 20mm screw HDPE plug for outlet flange (water tank) | 76 |   | 76 | PIECES |   |   |
| 4 | PVC Tank Connector or Bulkhead Fitting (20mm) | 98 | 98 | 196 | PIECES |   |   |
| 5 | PVC Tank Overflow kit Extra High 90mm | 98 | 98 | 196 | PIECES |   |   |
| 6 | Debris screen fitted with a cover Tank Screen to fit tank opening (Round base) | 98 |   | 98 | PIECES |   |   |
| 7 | Maintenance or repair kits for the plastic tank (1 welding Machine,10kg welding rods for plastic tanks and manual) | 1 |   | 1 | Set |   |   |
|   |  |  |  | **Total Cost** |  |
|   |  |  | **Freight & Marine Insurance to Nauru Main Port** |   |
|   |  |  | **Documentation & Packaging** |   |
|   |  | **Other Charges (please specify if any) ……........................................** |   |
|   |   |   |   |  **Total CIF (Euro)** |  |

# ANNEX VI

# DUE DILIGENCE QUESTIONNAIRE

# *RFP 21-057: Supply and delivery of plastic water storage tanks and all tank accessories to Nauru*

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

**For individuals operating a business in their personal capacity**

1. Please provide any two of the following documents to verify identity and proof of address:
	1. Passport
	2. Driver’s license
	3. Voter card or other government-issued identity card
	4. Bank statement with the individual’s name displayed
2. Have you been convicted for criminal offences relating to anti-money laundering or terrorism financing? [ ] Yes [ ] No

If you answered ‘yes’, please provide further details.

1. Have you ever been the subject of any investigation, indictment, conviction or civil enforcement action related to financing terrorists? [ ] Yes [ ] No

If you answered ‘yes’, please provide further details.

**For companies and other legal entities**

1. Please provide the following documents to verify identity and proof of address:
	1. Evidence of Power of Attorney/Board Resolution granted to the officers to transact business on its behalf; and
	2. Any of the following documents:
	* Certificate of Incorporation
	* Memorandum and Articles of Association
	* Telephone bill in the name of the company
	* Bank statement with the entity’s name displayed
2. Does your entity have foreign branches and/or subsidiaries? [ ] Yes [ ] No
3. If you answered ‘Yes’ to the previous question, please confirm the areas of your entity covered by responses to this questionnaire

Head Office & domestic branches [ ] Yes [ ] No [ ]  N/A

Domestic subsidiaries [ ] Yes [ ] No [ ]  N/A

Overseas branches [ ] Yes [ ] No [ ]  N/A

Overseas subsidiaries [ ] Yes [ ] No [ ]  N/A

1. Is your entity regulated by a national authority? [ ] Yes [ ] No

If you answered ‘Yes’ please state the name of the national authority.

1. Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect money laundering or terrorist financing activities? [ ] Yes [ ] No

If you answered ‘Yes’, please attach the English version of your policy.

1. Does your entity have an officer responsible for an anti-money laundering and counter-terrorism financing policy? [ ] Yes [ ] No

If yes, please state that officer’s contact details: ………………………………………………………………………….

1. Does your entity provide financial services to customers determined to be high risk including but not limited to:

- Foreign financial institutions? [ ] Yes [ ] No

- Casinos? [ ] Yes [ ] No

- Cash-intensive businesses? [ ] Yes [ ] No

- Foreign government entities? [ ] Yes [ ] No

- Non-resident individuals? [ ] Yes [ ] No

- Money service businesses? [ ] Yes [ ] No

1. If you answered ‘Yes’ to any of the boxes in question 7, does your entity’s policies and procedures specifically outline how to mitigate the potential risks associated with these high-risk customer types? If yes, how?
2. Has your entity ever been the subject of any investigation or any regulatory or criminal enforcement actions resulting from violations of laws and regulations relating to either money laundering or terrorism financing? [ ] Yes [ ] No

If you answered ‘Yes’ please provide details.

1. Has the Director or CEO of your entity ever been the subject of any investigation or any regulatory or criminal enforcement actions resulting from violations of laws and regulations relating to either money laundering or terrorism financing? [ ] Yes [ ] No

If you answered ‘Yes’ please provide details.

I declare that none of the funds received or to be received by me or my organisation are used or will be used for money laundering or terrorism financing.

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.

Dated this ....... day of …………………………………………......... [month and year] at ……………………….................

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature Name**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position**

**ANNEX VII**

**CONFLICT OF INTEREST**

***RFP 21-057: Supply and delivery of plastic water storage tanks and all tank accessories to Nauru***

1. I confirm that I, my family members, and the organisation or company that I am involved with are independent from SPC. To the best of my knowledge, there are no facts or circumstances, past or present, or that could arise in the foreseeable future, which might call into question my independence.
2. If it becomes apparent during the procurement process that I may be perceived to have a conflict of interest, I will immediately declare that conflict and will cease to participate in the procurement process, unless or until it is determined that I may continue.

OR

1. I declare that there is a potential conflict of interest in the submission of my bid. [Please provide an explanation with your bid.]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name Position**