**ANNEX VI**

**PROPOSAL SUBMISSION FORM**

**Request for Proposal (RFP) no: 21-129**

**Construction of concrete bases for water storage tanks and installation of plastic water storage tanks with fittings in Nauru**

### RFP 21-129 – Construction of concrete bases for water storage tanks and installation of plastic water storage tanks with fittings in Nauru

Pacific Community (SPC) Procurement Unit

Private Mail Bag Suva– FIJI

Email: [procurement@spc.int](mailto:procurement@spc.int)

Dear Procurement,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and install as per requirements and all other items described or mentioned or reasonably to be inferred from the Scope of Works 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 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.

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.

We undertake, if our proposal is accepted, to commence and complete delivery and installation of all items in this contract by **31st January 2022.**

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 Price Components proposed.

Date this day of , 2021

|  |  |  |
| --- | --- | --- |
| **Firm/Institution:** |  | **Signature of Witness:** |
| **Name of Representative:** |  | **Address of Witness:** |
| **Position of Representative:** |  | **Signature of Representative:** |

**ANNEX VII**

**TECHNICAL PROPOSAL SUBMISSION FORM**

**Request for Proposal (RFP) no: 21-129**

**Construction of concrete bases for water storage tanks and installation of plastic water storage tanks with fittings in Nauru**

# Checklist of documents to be submitted with the Technical Proposal Submission Form

**PART A: RELEVANT EXPERIENCE**

□Part A1: Firm/institutional background (complete the table provided)

□ Part A2: Work experience

□Complete the three tables provided

**PART B: METHODOLOGY *(maximum 3 pages)* to include the following*:***

□ Project management strategy

□Risks / mitigation measures

□ Technical quality assurance mechanism

□Sustainability measures

□Implementation timelines

**PART C: RESOURCES**

□Part C1: Materials and contractor’s equipment

□Complete table provided

□Part C2a – Key personnel

□Complete tables provided and provide CV for each key personnel

## PART A: RELEVANT EXPERIENCE

### A1: Firm/Institution Background

|  |  |
| --- | --- |
| **Registered Name:** |  |
| **Year Established:** |  |
| **Physical Address:** |  |
| **Postal Address:** |  |
| **Telephone Contact:** |  |
| **Fax Number:** |  |
| **Email:** |  |
| **Contact Person:** |  |
| **Position of Contact Person:** |  |
| **Number of Employees:** |  |
| **Submit five (5) years Financial Records** |  |

**A2: Work Experience**

Using the format below, bidders shall provide details of three projects that demonstrate their experience with projects of similar size and scope as this RFP.

The projects cited must have been completed or substantially completed within the last 5 years and be of a similar nature to this RFP.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bidder’s Experience** | | | | |
| Relevant Experience - Project One | | | | |
| Project Title: |  | | Previous Client Name: |  |
| Project Location: |  | | Project Dates: | *[Start Date and Contract Duration]* |
| Contract Value: |  | | Bidder’s Role: | *[e.g. Main Contractor, Subcontractor, Joint Venture]* |
| Project Description: | | | | |
| Previous client contact name and phone number: | |  | | |
| Names of key delivery team members and roles: | |  | | |
| Names and roles of bidder’s subcontractors: | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bidder’s Experience** | | | | |
| Relevant Experience - Project Two | | | | |
| Project Title: |  | | Previous Client Name: |  |
| Project Location: |  | | Project Dates: | [Start Date and Contract Duration] |
| Contract Value: |  | | Bidder’s Role: | [e.g. Main Contractor, Subcontractor, Joint Venture] |
| Project Description: | | | | |
| Previous client contact name and phone number: | |  | | |
| Names of key delivery team members and roles: | |  | | |
| Names and roles of bidder’s subcontractors: | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bidder’s Experience** | | | | |
| Relevant Experience - Project Three | | | | |
| Project Title: |  | | Previous Client Name: |  |
| Project Location: |  | | Project Dates: | *[Start Date and Contract Duration]* |
| Contract Value: |  | | Bidder’s Role: | *[e.g. Main Contractor, Subcontractor, Joint Venture]* |
| Project Description: | | | | |
| Previous client contact name and phone number: | |  | | |
| Names of key delivery team members and roles: | |  | | |
| Names and roles of bidder’s subcontractors: | |  | | |

## PART B: METHODOLOGY

### (3 pages maximum)

The bidder is expected to demonstrate their understanding of the project and the SPC’s needs, and the means and methods by which the desired results can be achieved in a practicable and efficient manner.

This section should demonstrate the bidder’s responsiveness to the specification and scope of work by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the specifications.

1. **Project management strategy:** Describe the overall management approach and strategies toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations.
2. **Risks / mitigation measures:** Describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

|  |  |
| --- | --- |
| **Risk** | **Mitigation** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Technical quality assurance mechanisms:** The bid shall also include details of the bidder’s internal technical and quality assurance review mechanisms, all the appropriate quality certificates, export licenses and other documents attesting to the superiority of the quality of the goods and technologies to be supplied.
2. **Sustainability measures:** Demonstrate how you plan to integrate environmental sustainability measures in the execution of the contract.
3. **Implementation timelines:** The bidder shall submit a Gantt Chart or Project Schedule specifying the completion date of 31st January 2022 for this contract and indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

## PART C: RESOURCES

### Part C1 - Materials and contractor’s and sub contractors’ equipment

Using the format below, bidders shall submit details of materials and the availability, age/condition of contractor’s equipment that will be used in the execution of the works. Bidders must demonstrate that they own or have the ability to hire the specific plant listed below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Part C.1 Materials and Contractor’s Equipment (to be used on this**  **contract)** | **Tick One** | | | |
| 1. Contractor’s equipment  *[list]* | Already owned | Will be purchased | Will be hired | Age/condition |
| Trucks |  |  |  |  |
| Excavator |  |  |  |  |
| Cement mixer |  |  |  |  |
| Power tools |  |  |  |  |
| Generator |  |  |  |  |
| 2. The contractor should detail the source of all the materials for the sand and aggregates for the base of the tanks and aggregates for the water supply points and the process they will use to procure and have it supplied to the site | | | | |

### Part C2a – Key personnel

Using the table below, for each key role listed, bidders shall describe their proposed team members

### (one page per role). The CVs for key personnel must also be provided.

It is acceptable for roles requiring partial commitment to be undertaken by the same person, provided they have the appropriate skills.

List of key roles and requirement for this contract:

* Contract Manager/Contractor’s Representative
* Site-based Construction Supervisor/Construction Manager

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Part C.2: Key personnel** [expand space below, to a maximum 1 page per role] | | | | |
| **Role 1:** Contract Manager/Contractor’s Representative | | | | |
| Name: |  | | Current commitments: |  |
| Fluency in English  Spoken: Written: |  | | Commitment to proposed contract  % of time:  Total hours/days: |  |
| Relevant experience and skills brought to this project:  Relevant qualifications and training for this project: | | | | |
| Referee contacts for the person’s most recent project: | | Previous client referee name and position:  ………………………………………………………………………. Company: …………………………………………………………… Contact details (phone): ……………………………………………  Email: ……………………………………………………………….. | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key personnel** *[expand space below, to a maximum 1 page per role]* | | | | |
| **Role 2:** *Site-based Construction Supervisor/Construction Manager* | | | | |
| Name: |  | | Current commitments: |  |
| Fluency in English  Spoken: Written: |  | | Commitment to proposed contract  % of time:  Total hours/days: |  |
| Relevant experience and skills brought to this project:  Relevant qualifications and training for this project: | | | | |
| Referee contacts for the person’s most recent project: | | Previous client referee name and position:  ………………………………………………………………………. Company: …………………………………………………………… Contact details (phone): ……………………………………………  Email: ……………………………………………………………….. | | |

**ANNEX VIII**

**FINANCIAL PROPOSAL SUBMISSION FORM**

**Request for Proposal (RFP) no.: 21-129**

**Construction of concrete bases for water storage tanks and installation of plastic water storage tanks with fittings in Nauru**

1. **Cost Proposal** – The following material list is provided only as a guide for the cost proposal and is a non-exhaustive list. The bidder shall ensure that all items and quantities are sufficient to complete the scope of works.

All prices must be quoted in AUD and inclusive of all taxes, duties and freight cost (if any).

### Material List

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM** | **MATERIAL DESCRIPTIONS** | **CONCRETE BASE MATERIALS FOR 32 -1x10,200L TANKS** | **SPARES** | **TOTAL** | **UNIT** |
|  | **Base of Tanks and Standpipe Materials** |  |  |  |  |
| 1 | PVC Pipe 90mm dia. | 5 | 3 | 8 | Length |
| 2 | BRC Mesh wire 665 in 6.00m x 2.4m sheet | 13 | 1 | 14 | Sheet |
| 3 | Plywood 2.4mx1.2mx12mm thick (For Form Work) | 128 | 7 | 135 | Sheet |
| 4 | Treated Timber 4x2, 6m Length (For Form Work) | 96 | 7 | 103 | Length |
| 5 | Treated Timber 2x2, 6m Length (For Form Work) | 96 | 7 | 103 | Length |
| 6 | Galvanised Nail 2 Inch | 90 |  | 90 | Kg |
| 7 | Galvanised Nail 4 Inch | 90 |  | 90 | Kg |
| 8 | Tie Wire (Galvanised Wire) 1.6mm, 25kg Coil | 0 | 3 | 3 | Roll |
| 9 | 12mm Reinforcement bars in 6m lengths | 110 | 7 | 117 | Length |
| 10 | Cement in 40kg bags | 314 | 7 | 321 | Bags |
| 11 | Fine Sand as required for concrete mixing |  | 25706 | 25706 | Kg |
| 12 | 20mm Aggregates for concrete mixing |  | 38560 | 38560 | Kg |

1. **Schedule of rates**

Bidders must state the cost for each of the different line items from item A1.0 to item A4.0 as shown in the table below.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Approximate Quantity** | **Unit** | **SCHEDULE OF RATES** | **Materials** | **Labour** | **Plant/Equipment** | **Total Price in AUD (VIP)** |
| **CONSTRUCTION OF CONCRETE BASES FOR 32 - 1x10,200L PLASTIC TANKS EACH, AND INSTALLATION OF THE PLASTIC TANKS & FITTINGS** | | | | | | | |
| **A1.0** | **1** | **LS** | **Preliminary and General** |  |  |  |  |
| A1.1 Mobilisation and de-mobilisation. Including but not limited to transporting of materials from main port of Nauru to all work sites |
| **A2.0** | **32 concrete bases for 1x10,200L tanks** | **LS** | **Supply of materials and construction of tank concrete bases for 32 - 1x 10,200L tanks (refer to the attached drawings for base specifications)** |  |  |  |  |
| A2.1 Excavation for tank base/foundation |
| A2.2 Installation of formworks |
| A2.3 Laying of mesh wire |
| A2.4 Pouring of concrete |
| **A3.0** | **32 - 10,200L tanks** | **LS** | **Transportation/distribution and placement of 32 - 10,200L plastic tanks on their concrete bases** |  |  |  |  |
| A3.1 Transportation and distribution of all tanks to their respective sites. |
| A3.2 Place the plastic tanks in position on the concrete bases. Ensuring the 3 outlets per tank are facing the right directions |
| **A4.0** | **32** | **LS** | **Supply of materials and construction of the water supply points for all tanks, and installation of tank fittings and taps / faucets. Refer to the attached drawings for the construction and installation specifications** |  |  |  |  |
| A4.1 Excavation of the wall footing (WF1 AND WF2) |
| A4.2 Laying of footing horizontal reinforcements and starter bars |
| A4.3 Position the 90mm faucet pipes in place, as per drawings |
| A4.4 Pour concrete on the wall footing, and fill the faucet 90mm pipes up to same level as shown in the drawings |
| A4.5 Installation of formworks for the 100mm thick and 150mm thick walls |
| A4.6 Pouring of concrete for the wall |
| A4.7 Place and compact the 20-40mm size river gravel at the base of the water supply area as shown in the drawing section details |
| A4.8 Installation of 32-20mm pipes/faucets |
| A4.9 Installation of 32-50mm washout outlets, one washout outlet per tank |
| A4.10 Installation of 32-90mm overflow outlets, one overflow per tank |
|  |  |  | **TOTAL TENDER PRICE (AUD)** | | | |  |

## Schedule of rates main summary

|  |  |  |
| --- | --- | --- |
| **SCHEDULE OF RATES MAIN SUMMARY** | | |
| **ITEM NO.** | **DESCRIPTION** | **AMOUNT IN AUD (VIP)** |
| A1.0 | Preliminary and General - Mobilisation / Demobilisation |  |
| A2.0 | Supply of materials and construction of 32 – 1x10,200L plastic tank concrete bases |  |
| A3.0 | Transportation and installation of all 32-10,200L plastic tanks |  |
| A4.0 | Supply of materials and construction of water supply points for all the 32 tanks |  |
|  | **TOTAL TENDER PRICE (AUD)** |  |

### Payment Schedule

Payment shall be based on the total measured quantity of each measurable item in the Schedule of Prices completed in accordance with the contract specification and agreed schedule of payments with the successful contractor. The payments shall be based on the following milestones:

|  |  |  |
| --- | --- | --- |
| **No.** | **Milestones/Outputs** | **%**  **Payment** |
| 1 | Signing of contract | 20 |
| 2 | Completion of the construction of concrete bases for 10 new plastic tanks with written confirmation from the Department of Climate Change and National Resilience, and submission of all supporting documents e.g. photos. | 20 |
| 3 | Completion of the construction of concrete bases for 10 new plastic tanks with written confirmation from the Department of Climate Change and National Resilience, and submission of all supporting documents e.g. photos. | 20 |
| 4 | Completion of the (1) construction of concrete bases for 12 new plastic tanks; (2) placement of all 32 tanks on the completed bases; and (3) supply points on all 32 tanks with written confirmation from Department of Climate Change and National Resilience, and submission of all supporting documents e.g. photos. | 30 |
| 5 | Retention to be paid 6 months after issue of practical completion certificate | 10 |
| **Total Contract Sum** | | **100** |

1. **Validity of Quotation**

The validity of quotations shall be stated as 120 days from the deadline for submission.

**ANNEX IX**

**SCHEDULE OF COMPLIANCE AND DEPARTURES**

**Request for Proposal (RFP) no.: 21-129**

**Construction of concrete bases for water storage tanks and installation of plastic water storage tanks with fittings in Nauru**

### Schedule of Compliance and Departures (1 page maximum)

Using the format below, bidders shall provide details of any non-compliances and departures from the requirements of the Request for Proposal. SPC reserves the right to reject any proposal that contains non- compliances and departures which it deems unacceptable and which the bidder refuses to remove or amend when asked to do so. Even departures acceptable to the SPC may result in adjustment to the price for the purposes of comparison of proposals.

|  |  |  |
| --- | --- | --- |
| **Schedule of Compliance and Departures** | | |
| **Clause reference in RFP** | **Detailed description of the departure or non-compliance** | **Perceived benefit to SPC (if any)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| We, the bidder, confirm that our proposal is fully compliant with the requirements of the Request for Proposal, except in the respects scheduled above. | | |

Name, Signature Date

Title

**ANNEX X**

**DUE DILIGENCE QUESTIONNAIRE**

Request for Proposal (RFP) no.: 21-129

**Construction of concrete bases for water storage tanks and installation of plastic water storage tanks with fittings in Nauru**

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

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

1. Please provide copies of 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 ever been convicted for criminal offences relating to 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 |
| 4. Is your entity regulated by a national authority? | * Yes | * No |  |

If you answered ‘yes’ please specify 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 send SPC your policy in English.

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 higher risk customer types? If yes, how?
2. Has your entity ever been the subject of any investigations or had 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 investigations or had 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..................................................

**ANNEX XI**

**DECLARATION OF INTEREST**

Request for Proposal (RFP) no.: 21-129

**Construction of concrete bases for water storage tanks and installation of plastic water storage tanks with fittings in 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

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

Name, Signature Date

Title