**ANNEX VI**

**PROPOSAL SUBMISSION FORM**

*Request for Proposal (RFP) no*: *21-052*

*Supply of materials and construction of flood control measures for Soasoa and Qawa drainage scheme, in Labasa, Fiji*

**RFP 21-052**– **Supply of materials and construction of flood control measures for Soasoa and Qawa drainage scheme, in Labasa, Fiji**

Pacific Community (SPC)

Procurement Unit

Private Mail Bag

Suva – FIJI

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 and install 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 |
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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 b e 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 and installation of all items in the contract No. 1 by **28th February 2022,** and contract No. 2 by **29th April 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:** |
|  |  |  |
| **Representative:** |  | **Addresss of Witness:** |
|  |  |  |
| **Position of Representative:** |  | **Signature of Representative:** |
|  |  |  |

**ANNEX VII**

**TECHNICAL PROPOSAL SUBMISSION FORM**

*Request for Proposal (RFP) no:* *21-052*

*Supply of materials and construction of flood control measures for Soasoa and Qawa drainage scheme, in Labasa, Fiji*

**Checklist of documents to be submitted for 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**PARTC: RESOURCES** □Part C1: Materials and Contractors Equipment□ Complete table provided□Part C2a – Key personnel □ Complete tables provided and provide CV for each key personnel□Part C2b – Sub-contractor□ Complete table provided**PART C3: LOCAL CAPACITY *(2 pages maximum*)**□ Complete table provided |

**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 the projects of similar size and scope in this RFP.

Detailed evidence of the proposed subcontractors’ relevant experience must also be submitted.

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

|  |
| --- |
| **Bidder’s Experience**  |
| Relevant Experience - Project One |
| Project Title: |  | Previous Client Name : |  |
| Project Location : |  | Project Dates : | *[Start Date and Contract Duration]* |
| Contract Value:  |  | Tenderer’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 bidders’ subcontractors: |  |

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| **Bidder’s Experience**  |
| Relevant Experience - Project Two |
| Project Title: |  | Previous Client Name: |  |
| Project Location: |  | Project Dates: | *[Start Date and Contract Duration]* |
| Contract Value:  |  | Tenderer’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 bidders’ subcontractors: |  |

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| **Bidder’s Experience**  |
| Relevant Experience - Project Three |
| Project Title: |  | Previous Client Name: |  |
| Project Location: |  | Project Dates: | *[Start Date and Contract Duration]* |
| Contract Value:  |  | Tenderer’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 bidders’ subcontractors: |  |

**PART B: METHODOLOGY**

**(3 pages maximum)**

A 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.

**METHODOLOGY**

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:** Please 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.

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| --- | --- |
| **Risk** | **Mitigation** |
|  |  |
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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 28th February 2022 for Contract 1 and 29th April 2022 for Contract 2*** and indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

**PART C: RESOURCES**

**Part C.1 - Materials and Contractor’s 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. Tenderers 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 |
| Grader |   |   |   |  |
| Rollers |   |   |   |  |
| Watercart |   |   |   |  |
| Trucks |   |   |   |  |
| Excavator |   |   |   |  |
| Cement Mixer |   |   |   |  |
| Power Tools |   |   |   |  |
| Generator |   |   |   |  |
| 2. The contractor should detail the source of all the materials for the flood gate, trash rack and rising of levy and also, the process they will use to procure and have it supplied to the site |

**Part C.2a – 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:** *[state role]* |
| Person’s Name: |  | Current Commitments: |  |
| Fluency in EnglishSpoken: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: |

|  |
| --- |
| Relevant Experience and Skills brought to this project:Relevant Qualifications and Training for this project: |
| Previous Client referee contacts for the person’s most recent project: | Previous Client referee, Name and position: ……………………………………………………………………….Company: ……………………………………………………………Contact details (phone): …………………………………………..Email: ……………………………………………………………….. |

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| **Key Personnel** *[expand space below, to a maximum 1 page per role]* |
| **Role 2:** *[state role]* |
| Person’s Name: |  | Current Commitments: |  |
| Fluency in EnglishSpoken: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: |

|  |
| --- |
| Relevant Experience and Skills brought to this project:Relevant Qualifications and Training for this project: |
| Previous Client referee contacts for the person’s most recent project: | Previous Client referee, Name and position: ……………………………………………………………………….Company: ……………………………………………………………Contact details (phone): …………………………………………..Email: ……………………………………………………………….. |

**Part C.2b – Subcontractor**

Using the table below, bidders shall state details of the subcontractors they propose to use for the Contract

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| **Part C.2b : Subcontractor** |
| Subcontractor 1Name:Location of sub-contractor:Proposed Role:Percentage of Works allocated: \_\_\_\_\_\_ %Subcontractor 2Name:Location of sub-contractor:Proposed Role:Percentage of Works allocated: \_\_\_\_\_\_ %*[add lines if necessary]* |

**Part C3: Local Capacity**

Part D.1: Building Local Capacity

(2 pages maximum)

Using the format below, bidders shall describe their proposal for engagement and development of local (Fijian) professional staff, tradespersons and labourers, residing in Fiji.

This submission must identify the bidder’s commitment to engaging Fiji based personnel and indicate how the bidder intends to further develop the relevant skills and qualification of local personnel working on the project.

Bidders must say how they will build better local capacity during the term of the Agreement

|  |
| --- |
| **Building Local Capacity** |
| 1. Local Businesses

[Describe how you will support local business through this contract] |
| 1. Professional Staff

[Describe ways in which you propose to support and develop local Fijian pursuing construction management roles and/or technical/professional qualifications through this contract] |
| 1. Trades Staff

[Describe proposed actions to support and develop local Fijian pursuing trade qualifications through this contract] |
| 1. Labourers

[Describe proposed actions to support and develop local Fijian labourers through this contract] |

**ANNEX VIII**

**FINANCIAL PROPOSAL SUBMISSION FORM**

*Request for Proposal (RFP) no.: 21-052*

*Supply of materials and construction of flood control measures for Soasoa and Qawa drainage scheme, in Labasa, Fiji*

1. **Cost Proposal** – The following Item A1.0 schedule is provided only as a guide for the cost proposal and is non-exhaustive list. The bidder shall ensure that all items and quantities are sufficient to complete the scope of works.

All prices quoted are in Fijian Dollars and inclusive of all taxes, duties and freight cost (if any).

1. **Material List**

|  |  |
| --- | --- |
| **A** | **Steel Trash Racks - 5 Barrels** |
| **Item No.** | **Member** | **No.** | **Qty** | **Unit** | **Total Weight (kg)** |
| 1.1 | 610x50x10 MS STRIP | 20 | 0.61 | kg | 47.95 |
| 1.2 | 190X50X10 MS STRIP  | 180 | 0.19 | kg | 134.41 |
| 1.3 | 2650X50X10 MS STRIP  | 180 | 2.65 | kg | 1874.61 |
| 1.4 | 610X50X50X10 MS ANGLE | 20 | 0.61 | kg | 95.77 |
| 1.5 | 200X50X10 MS STRIP | 180 | 0.2 | kg | 141.48 |
| 1.6 | 108.5X40X5 MS STRIP | 40 | 0.1085 | kg | 6.81 |
| 1.7 | 610X50X10 MS STRIP | 20 | 0.61 | kg | 47.95 |
| 1.8 | 16mmØX200mm BOLTS | 40 |   |   |   |
| **2** | **Guard Railings** |
| 2.1 | 50mmØ galv. SCH 40 pipe | 15 | 1 | kg | 92.85 |
| 2.2 | 40mmØ galv. SCH 40 pipe | 9 | 1.6 | kg | 63.072 |
| 2.3 | 40mmØ galv. SCH 40 pipe | 9 | 1.6 | kg | 63.072 |
| 2.4 | 50mmØ galv. SCH 40 pipe | 10 | 1.2 | kg | 74.28 |
| 2.5 | 150mm x 80mm 6mm MS plate | 10 | 0.012 | kg | 5.652 |
| 2.6 | M12 x 150mm DYNABOLTS | 20 |   |   |   |
| **3** | **Paint for Steel Trash Racks** |
| 3.1 | Transpoxy Tar AA 2.12 -Gripset Bitument Rubber Membrane Paint | 1 |   | bucket (15L) |   |
| 3.2 | Transpoxy Primer 2.19 | 4 |   | tin (4L) |   |
| 3.3 | Transpoxy Primer 1.16 | 2 |   | tin (4L) |   |
| **4** | **Reinforcing Steel for Trash Rack Concrete Structure** |
| 4.1 | 16mmØ deformed round bars | 16 |   | lengths (6m) |   |
| 4.2 | 12mmØ deformed round bars | 497 |   | lengths (6m) |   |
| **5** | **Concrete for Trash Rack Concrete Structure** |
| 5.1 | 40MPa concrete | 48 |   | m³ |   |
| 5.2 | 25MPa concrete | 12 |   | m³ |   |
| 5.3 | 15MPa concrete | 10 |   | m³ |   |
| **6** | **Grouted Riprap for Outlet** |
| 6.1 | Cement (40kg) | 27 |   | bags  |   |
| 6.2 | Sand | 3622 |   | kg |   |
| 6.3 | 300-350 boulders | 4.5 |   | m³ |   |

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| **2** | **Double Barrel Flood Gate (4 leafs)** |
| **Item No.** | **Member** | **No.** | **Qty** | **Unit** | **Unit conversion** | **Total Weight (kg)** | **Drawing Reference** |
| 1.1 | 127X63 mild steel channel | 4 | 1.15 | kg | 12.5 | 57.5 | N/D/LB 1170 Sheet 1 of 3 |
| 1.2 | 127X63 mild steel channel | 6 | 2.35 | kg | 12.5 | 176.25 |
| 1.3 | 2350x1150x6mm mild steel plate | 1 | 2.7 | kg | 47.1 | 127.17 |
| 1.4 | 2350x570x6mm mild steel plate | 4 | 1.34 | kg | 47.1 | 252.46 |
| **2** | **Top Hinge Bracket** |
| 2.1 | 185x135x10mm mild steel plate | 4 | 0.025 | kg | 78.5 | 7.85 | Detail I - N/D/LB 1170 Sheet 2 of 3 |
| 2.2 | 125x127x10mm mild steel plate | 4 | 0.016 | kg | 78.5 | 5.02 |
| 2.3 | 115x50x10mm mild steel plate | 8 | 0.006 | kg | 78.5 | 3.77 |
| 2.4 | 115x30x10mm mild steel plate | 4 | 0.004 | kg | 78.5 | 1.26 |
| 2.5 | 127x113x10mm mild steel plate | 8 | 0.015 | kg | 78.5 | 9.42 |
| **3** | **Bottom Hinge Bracket** |
| 3.1 | 188x113x10mm mild steel plate | 4 | 0.02 | kg | 78.5 | 6.28 | N/D/LB 1170 Sheet 3 of 3 |
| 3.2 | 127x113x10mm mild steel plate | 4 | 0.015 | kg | 78.5 | 4.71 | N/D/LB 1170 Sheet 2 of 3 |
| 3.3 | 10mm mild steel plate (triangle: 50 base x 75 height) | 8 | 0.002 | kg | 78.5 | 1.26 |
| **4** | **Lifting Eye** |
| 4.1 | 200x75x10mm mild steel plate | 4 | 0.015 | kg | 78.5 | 4.71 | N/D/LB 1170 Sheet 3 of 3 |
| 4.2 | 120x100x10mm mild steel plate | 4 | 0.012 | kg | 78.5 | 3.768 |   |
| **5** | **Stainless Steel Ferrules** |
| 5.1 | 16mmØ x 30mm long stainless steel ferrules internal threaded 25mm long for 8mmØ bolts | 128 |   |   |   |   | N/D/LB 1170 Sheet 3 of 3 |
| 5.2 | 8mmø stainless steel bolts & washers | 128 |   |   |   |   |

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| **6** | **Retaining Strips for Rubber seals** |
| 6.1 | 25x3 stainless steel flat bar | 4 | 1.024 | m |   |   | N/D/LB 1170 Sheet 3 of 3 |
| 6.2 | 25x3 stainless steel flat bar | 4 | 2.174 | m |   |   |
| 6.3 | Music note rubber seals | 4 | 2.3 | m |   |   | N/D/LB 1170 Sheet 1 of 3 |
| 6.4 | Music note rubber seals | 4 | 1.1 | m |   |   |
| **7** | **Upper Bearing Bracket** |
| 7.1 | 465x150x10mm mild steel plate | 2 | 0.07 | kg | 78.5 | 10.99 | N/D/LB 1172 Sheet 1 of 1 |
| 7.2 | 335x70x10mm mild steel plate | 2 | 0.024 | kg | 78.5 | 3.77 |
| 7.3 | 120mmØOD (80mm ID) x 70mm long mild steel pipe | 2 | 0.07 | kg | 88.78 | 12.43 |
| 7.4 | M16 bronze marine grade adjusting bolts  | 6 |   |   |   |   |
| 7.5 | M16 bronze marine grade lock nuts | 12 |   |   |   |   |
| **8** | **Upper Bearing** |
| 8.1 | 16mmØ x 60mm long stainless steel marine grade bolts | 16 |   |   |   |   | N/D/LB 1172 Sheet 1 of 1 |
| 8.2 | 6mmØ x 70mm long mild steel rod | 16 | 0.07 | kg | 0.22 | 0.2464 |
| 8.3 | 28mmØ x 55mm long (50mm threaded) stainless steel ferrule to accommodate 16mmØ bolts | 16 |   |   |   |   |
| **9** | **Upper Pintle** |
| 9.1 | 50mmØ x240mm long stainless steel rod | 4 |   |   |   |   | N/D/LB 1172 Sheet 1 of 1 |
| 9.2 | 100mmØ(OD) x50mmØ ID x 10mm stainless steel plate  | 4 |   |   |   |   |

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| **10** | **Lower Pintle Brackets Shims** |
| 10.1 | 220x110x16mm thick stainless steel plate | 4 |   |   |   |   | N/D/LB 1171 Sheet 2 of 2 |
| 10.2 | 220x110x8mm thick stainless steel plate | 4 |   |   |   |   |
| 10.3 | 220x110x4mm thick stainless steel plate | 4 |   |   |   |   |
| 10.4 | 220x110x2mm thick stainless steel plate | 4 |   |   |   |   |
| 10.5 | 220x110x1mm thick stainless steel plate | 4 |   |   |   |   |
| **11** | **Lower Bearing** |   |   |   |   |   |   |
| 11.1 | 16mmØx100mm long stainless steel cast in sockets | 16 |   |   |   |   |  N/D/LB 1171 Sheet 2 of 2 |
| **12** | **Lower Pintle Bearing** |
| 12.1 | 150mmø (OD) x 75mmø ID x 10mm stainless steel plate |   |   |   |   |   | N/D/LB 1171 Sheet 1 of 2 |
| 12.2 | 75mmØ x 90mm long stainless steel round bar (profile to bearing cup forming 56 dia x 70mm long hole) |   |   |   |   |   |
| 12.3 | 60mmØ x 20mm stainless steel plate and cut 17x14mm groove along diameter |   |   |   |   |   |
| **13** | **Lower Pintle Bracket** |
| 13.1 | 125x90x10mm stainless steel plate | 8 |   |   |   |   | N/D/LB 1171 Sheet 1 of 2 |
| 13.2 | 190x135x10mm stainless steel plate | 8 |   |   |   |   |
| 13.3 | 170x90x10mm stainless steel plate with 4 slots for bolts | 4 |   |   |   |   |
| 13.4 | 10x10x75mm long stainless steel block | 4 |   |   |   |   |

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| **14** | **Lower Pintle** |
| 14.1 | 50mmØ x200mm long stainless steel rod | 2 |   |   |   |   | N/D/LB 1171 Sheet 2 of 2 |
| 14.2 | 100mm Ø(OD) x 50mmØ ID x 10mm stainless steel plate  | 2 |   |   |   |   |
| **15** | **Steel Tide Gate Paint** |
| 15.1 | Transpoxy Tar AA 2.12 -Gripset Bitument Rubber Membrane Paint | 2 |   | bucket (15L) |   |   |   |
| 15.2 | Transpoxy Primer 2.19 | 3 |   | tin (4L) |   |   |   |
| 15.3 | Transpoxy Primer 1.16 | 2 |   | tin (4L) |   |   |   |
| **16** | **Steel Trap Door** |
| 16.1 | 50x50x3 galv. mild steel equal angles | 4 | 0.6 | kg | 2.31 | 5.54 |   |
| 16.2 | 50x50x3 galv. mild steel equal angles | 4 | 1.96 | kg | 2.31 | 18.11 |   |
| 16.3 | 16mm dia galv. mild steel round bars | 46 | 0.52 | kg | 1.578 | 37.75 |   |
| 16.4 | 25mm dia galv. mild steel round bar | 2 | 1.9 | kg | 3.853 | 14.64 |   |
| 16.5 | 16mm dia galv. mild steel round bars | 4 | 0.6 | kg | 1.578 | 3.79 |   |
| 16.6 | 25mm dia x 4.0mm thick x 50mm long galv. mild steel pipe | 4 | 0.05 | kg | 2.99 | 0.6 |   |
| 16.7 | 62.5mm x 62.5mm x 10mm mild steel plate | 4 | 0.004 | kg | 78.5 | 1.26 |   |
| 16.8 | 1 1/4" x 50mm long galv. mild steel pipe | 4 | 0.05 | kg | 2.46 | 0.49 |   |
| 16.9 | 20mm dia x 420mm long galv. mild steel round bars | 4 | 0.42 | kg | 2.466 | 4.14 |   |
| 16.1 | 16mm dia galv. mild steel round bars | 4 | 0.5 | kg | 1.578 | 3.16 |   |
| 16.11 | 16mm dia galv. bolts x 50mm long | 4 |   |   |   |  |   |
| 16.12 | Heavy Duty Padlock | 4 |   |   |   |  |   |

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| **17** | **Reinforcing Steel for Concrete Top Cover Slabs** |
| 17.1 | 12mmØ deformed round bars | 32 | 6 | lengths (6m) | 0.888 | 170.5 |   |
| 17.2 | 6mmØ deformed round bars | 5 | 6 | lengths (6m) | 0.22 | 6.6 |   |
| **18** | **Reinforcing Steel for Double Barrel Tide Gate Concrete Structure** |
| 18.1 | 10mmØ deformed round bars | 208 | 6 | lengths (6m) | 0.617 | 770.02 |   |
| 18.2 | 12mmØ deformed round bars | 463 | 6 | lengths (6m) | 0.888 | 2466.86 |   |
| 18.3 | 16mmØ deformed round bars | 28 | 6 | lengths (6m) | 1.578 | 265.1 |   |
| 18.4 | 20mmØ deformed round bars | 4 | 6 | lengths (6m) | 2.466 | 59.18 |   |
| **19** | **Concrete for Double Barrel Tide Gate Structure** |
| 19.1 | 40MPa concrete |   | 74 | m³ |   |   |   |
| 19.2 | 25MPa concrete |   | 0.6 | m³ |   |   |   |
| 19.3 | 15MPa concrete |   | 13 | m³ |   |   |   |

1. **Bill of Quantities (BoQ)**

Bidder must fill/itemize cost for each of the different bills, from Bill 1 to Bill 5 as shown in the tables below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Bill No. 1a: Contract No. 1, Mobilization & Demobolization** |   |   |   |
| **Item No.** | **Description** | **Unit** | **Qty** | **Rate FJD (VIP)** | **Amount FJD (VIP)** |
| 1.1 | **Mobilization and Demobilization-** Provide and strictly comply to complete the proposed tide gate structures and seawall heightening as specified, necessary requirements including establishment of temporary accommodation for workers, construction materials shed, mobilization of required equipment as specified, and demobilization after fully completing the construction works and clearing of sites to the satisfaction of the Engineer. | Item | 1 |  $  | $  |
|   | **Total of Bill 1 carried over to Main Summary**  |   |   |  | **$**  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Bill No. 1b: Contract No. 2, Mobilization & Demobolization** |   |   |   |
| **Item No.** | **Description** | **Unit** | **Qty** | **Rate FJD (VIP)** | **Amount FJD (VIP)** |
| 1.1 | **Mobilization and Demobilization-** Provide and strictly comply to complete the proposed trash rack structure as specified , necessary requirements including establishment of temporary accommodation for workers, construction materials shed, construction of access road to proposed trash rack structure, mobilization of required equipment as specified, and demobilization after fully completing the construction works and clearing of sites to the satisfaction of the Engineer. | Item | 1 |  $  | $  |
|   | **Total of Bill 1 carried over to Main Summary**  |   |   |  | **$**  |

|  |  |
| --- | --- |
| **Bill No. 2: Supply of Materials and Construction of Double Barrel Flood Gate Structure - Beside Existing 4 Barrel Flood Gate** |   |
| **Item No.** | **Description** | **Unit** | **Qty** | **Rate FJD(VIP)** | **Amount FJD (VIP)** |
| 2.1 | Site Clearance: Removal of rubbish, debris, vegetation, hedges, dogo, shrubs, bush, and trees and cart away to dumping site located by the Department of Waterways. | Item | 1 |  $  |  $  |
| 2.2 | Allow for diverting flow, dewatering and controlling the water (includes coffer damming on both side of proposed floodgate) to obtain favourable working conditions to the satisfaction of the Engineer, including removal of cofferdam, filling of diversion channel (if any), after completion of construction work. | Item | 1 |  $  |  $  |
| 2.3 | Excavation for the new structure, including foundation, base of structure to design levels, inlet and outlet of structure to bed levels of existing waterways. | m³ | 840 |  $  |  $  |
| 2.4 | Lean Concrete – supply, place, and compact by vibration of 200mm thick concrete underneath concrete structure with the capacity class strength of **15MPa**, trowel and leveled as directed by Engineer.  | m³ | 20 |  $  |  $  |
| 2.5 | **Double Barrel Tide Gate Structure –** Supply, Labour, materials and tools/ equipment and **construct complete double** **barrel tide gate structure** with **ready mix concrete** capacity class strength of **40MPa**. Size and shape of the tide gate structure, reinforcing bars arrangements and all structural details are as shown in the Drawing N/D/LB 1173. Double barrel structure shall be constructed including formworks/ shuttering and trowel to smooth surface fair face and as per drawing No. N/D/LB 1173, sheet 1-6 all 6 sheets A3 design drawings, and to the satisfaction of the Engineer.  | Item | 1 |  $  |  $  |
| 2.6 | Supply labour, material, and tools to fabricate (pre-cast) reinforced concrete cover units for the double barrel tide gate structure including steel trap door on top complete as shown in the drawing No. N/D/LB 1176, (2 Nos. of 3.20 m x 2.30 m for the two trap hole openings (2 Nos. x 2700mm) of the double barrel tide gate structure. | Item | 1 |  $  |  $  |
| 2.7 | Backfilling- Supply, transport, place and compact approved earthfill, gravel or red clay on the structure, slope, on top and around of structure. | m³ | 90 |  $  |  $  |
| 2.8 | Stone Pitching- Supply, transport and place of 300 – 350mm dia. size stone pitching, 350mm thick with 1:3 (cement sand mixture) mortar at side slopes of inlet of structure as shown in the design drawings to the satisfaction of the Engineer. | m³ | 8 |  $  |  $  |
| 2.9 | Concreting - Supply, transport and place **ready mix concrete** to form 350mm thick concrete base capacity class strength of **25MPa** with necessary formworks/shuttering including reinforcement at inlet of structure as shown in the design drawings to the satisfaction of the Engineer. | m³ | 7 |  $  |  $  |
| 2.1 | Desilting of outlet waterways on both sides up to design depth and dispose off outside areas, including cutting of vegetation and trees along the line of waterways as directed and to the satisfaction of the Engineer. | Lm | 100 |  $  |  $  |
| 2.11 | Fabrication & Installation of Steel Floodgate Doors – Supply materials, fabricate, transport and install/fix, full complete set of door (1150mm width x 2350mm height) includes accessories, components and required painting works (as shown below list of accessories) to work site or as directed by the Engineer (strictly follow as per specification of fabrication works) and drawings Nos. N/D/LB 1170, N/D/LB 1171, and N/D/LB 1172. | Set | 2 |  $  |  $  |
| As for information, all under mentioned accessories must be included with each set of the above floodgate doors. (2 sets) |
| **Accessories list for one set of doors** |
| i) Brackets |
|  a) Upper - 2 Nos |
|  b) Lower - 2 Nos |
|  ii) Pintle |
|  a) Upper - 2 Nos |
|  b) Lower - 2 Nos |
| iii) Bearing ( Lower ) - 2 Nos |
| iv) Ferrules and bolts M16 = 16 Nos |
| v) Ferrules and bolts M8 = 60 Nos |
| vi) Adjusting bolts M16(with lock nuts) = 6 Nos  |
| vii) Shims – 2 x 5 Nos. Refer to drawing N/D/LB 1171. |
| viii) Stainless steel retaining strips.  |
| **For two (2) sets, quantities must be doubled and shall be multiplied by two (2) on the above accessories items.** |
|   | **Total of Bill 2 carried over to Main Summary**  |   |   |  |  **$**  |

|  |
| --- |
| **Bill No. 3: Supply of Materials and Construction of Double Barrel Flood Gate Structure - Beside Existing 4 Flap Gate Structure** |
| **Item No.** | **Description** | **Unit** | **Qty** | **Rate FJD (VIP)** | **Amount FJD (VIP)** |
| 3.1 | Site Clearance: Removal of rubbish, debris, vegetation, hedges, dogo, shrubs, bush, and trees and cart away to dumping site located by the Department of Waterways. | Item | 1 |  $  |  $  |
| 3.2 | Allow for diverting flow, dewatering and controlling the water (includes coffer damming on both side of proposed floodgate) to obtain favourable working conditions to the satisfaction of the Engineer, including removal of cofferdam, filling of diversion channel (if any), after completion of construction work. | Item | 1 |  $  |  $  |
| 3.3 | Excavation for the new structure, including foundation, base of structure to design levels, inlet and outlet of structure to bed level of existing waterway, as per provided drawings. | m³ | 1230 |  $  |  $  |
| 3.4 | Lean Concrete – supply, place, and compact by vibration of 200mm thick concrete underneath concrete structure with the capacity class strength of **15MPa**, trowel and leveled as directed by Engineer.  | m³ | 13 |  $  |  $  |
| 3.5 | **Double Barrel Tide Gate Structure –** Supply, Labour, materials and tools/ equipment and **construct complete double** **barrel tide gate structure** with **ready mix** **concrete** capacity class strength of **40MPa**. Size and shape of the tide gate structure, reinforcing bars arrangements and all structural details are as shown in the Drawing N/D/LB 1173. Double barrel structure shall be constructed including formworks/ shuttering and trowel to smooth surface fair face and as per drawing No. N/D/LB 1173, sheet 1-6 all 6 sheets A3 design drawings, and to the satisfaction of the Engineer.  | Item | 1 |  $  |  $  |
| 3.6 | Supply labour, material, and tools to fabricate (pre-cast) reinforced concrete cover units for the double barrel tide gate structure including steel trap door on top complete as shown in the drawing No. N/D/LB 1176, (size: 2 Nos. of 3.20m x 3.20m for the two trap hole openings (2 nos. x 2700mm) of the double barrel tide gate structure. | Item | 1 |  $  |  $  |
| 3.7 | Backfilling- Supply, transport, place and compact approved earthfill, gravel or red clay on the structure, slope, on top and around of structure. | m³ | 90 |  $  |  $  |
| 3.8 | Desilting of outlet waterways on both sides up to design depth and dispose off outside areas, including cutting of vegetation and trees along the line of waterways as directed and to the satisfaction of the Engineer. | Lm | 100 |  $  |  $  |
| 3.9 | Fabrication & Installation of Steel Floodgate Doors – Supply materials, fabricate, transport and install/fix, full complete set of door (1150mm width x 2350mm height) includes accessories, components and required painting works (as shown below list of accessories) to work site or as directed by the Engineer (strictly follow as per specification of fabrication works) and drawings Nos. N/D/LB 1170, N/D/LB 1171, and N/D/LB 1172. | Set | 2 |  $ |  $  |
| As for information, all under mentioned accessories must be included with each set of the above floodgate doors. (2 sets) |
| **Accessories list for one set of doors** |
| i) Brackets |
|  a) Upper - 2 Nos |
|  b) Lower - 2 Nos |
|  ii) Pintle |
|  a) Upper - 2 Nos |
|  b) Lower - 2 Nos |
| iii) Bearing ( Lower ) - 2 Nos |
| iv) Ferrules and bolts M16 = 16 Nos |
| v) Ferrules and bolts M8 = 60 Nos |
| vi) Adjusting bolts M16(with lock nuts) = 6 Nos  |
| vii) Shims – 2 x 5 Nos. Refer to drawing N/D/LB 1171. |
| viii) Stainless steel retaining strips.  |
| **For two (2) sets, quantities must be doubled and shall be multiplied by two (2) on the above accessories items.** |
|   | **Total of Bill 3 carried over to Main Summary**  |   |   |  |  **$**  |

|  |
| --- |
| **Bill No. 4: Supply of Materials and Construction of a Trash Rack 5 Barrel Structure at 125m Upstream of the existing 4 Barrel Flood Gate Structure**  |
| **Item No.** | **Description** | **Unit** | **Qty** | **Rate FJD (VIP)** | **Amount FJD (VIP)** |
| 4.1 | Allow for diverting flow, dewatering and controlling the water (includes coffer damming on both side of proposed trash rack structure) to obtain favourable working conditions to the satisfaction of the Engineer, including removal of cofferdam, filling of diversion channel (if any), after completion of construction work. | Item | 1 |  $  |  $  |
| 4.2 |  Excavation for the new structure, including foundation and base of structure, as per provided drawings. | m³ | 196 |  $  |  $  |
| 4.3 | Lean Concrete – supply, place, and compact by vibration of 200mm thick concrete underneath concrete structure with the capacity class strength of **15MPa**, trowel and leveled as directed by Engineer.  | m³ | 10 |  $  |  $  |
| 4.4 | **Trash Rack Structure –** Supply, Labour, materials and tools/ equipment and **construct 5 barrel trash rack structure** with **ready mix concrete** capacity class strength of **40MPa**. Size and shape of the trash rack structure, reinforcing bars arrangements, guard rail details and all structural details are as shown in the Drawing N/D/LB 1174. 5 barrel trash rack structure shall be constructed including formworks/ shuttering and trowel to smooth surface fair face and as per drawing No. N/D/LB 1174 and to the satisfaction of the Engineer.  | Item | 1 |  $  |  $  |
| 4.5 | Backfilling- Supply, transport, place and compact approved earthfill, gravel or red clay on the structure, slope, on top and around of structure. | m³ | 25 |  $  |  $  |
| 4.6 | Stone Pitching- Supply, transport and place of 300 – 350mm dia. size stone pitching, 350mm thick with 1:3 (cement sand mixture) mortar at side slopes of inlet of structure as shown in the design drawings to the satisfaction of the Engineer. | m³ | 7 |  $  |  $  |
| 4.7 | Concreting - Supply, transport and place **ready mix concrete**  to form 350mm thick base capacity class strength of **25MPa** with necessary formworks/shuttering including reinforcement at inlet of structure as shown in the design drawings to the satisfaction of the Engineer. | m³ | 12 |  $  |  $  |
| 4.8 | Fabrication of New Trash Rack (2.63m wide x 2.7m height)  | No. | 5 |  $  |  $  |
| Supply Labour, materials, tools and fabricate new Mild Steel trash rack (note: dimension of new trash racks are to be taken to match with the concrete trash rack structure) including painting as per specification Clauses 12.4.1.4(iii-iv), delivering and installation on site to the satisfaction of the Engineer. Refer to Drawing No. N/D/LB 1175.  |
| 4.9 | Desilting of outlet waterways on both sides up to design depth and dispose off outside areas, including cutting of vegetation and trees along the line of waterways as directed and to the satisfaction of the Engineer. | Lm | 100 |  $  |  $  |
|   | **Total of Bill 4 carried over to Main Summary**  |   |   |  |  **$**  |

|  |
| --- |
| **Bill No. 5: Supply of Materials and Raising of Levee (3300m Total Length)** |
| **Item No.** | **Description** | **Unit** | **Qty** | **Rate FJD (VIP)** | **Amount FJD (VIP)** |
| 5.1 | Grading |   |   |   |   |
| Supply, fill and compact approved backfill material on 3,300m length seawall road from CH 2050.0m to CH -1250.0m as per provided drawings (N/D/LB 1179) | m³ | 3630 |  $  |
| 5.2 | Gravelling  |   |   |   |   |
| Supply, transport, place , spread and compact approved river gravel (25mm-50mm dia. in size), 100mm thick on 3,300m length seawall road (CH 2050.0m to CH -1250.0m), filling potholes, depressions and compact and level to form even surface, as directed by Engineer. | m³ | 1090 |  $  |
|   | **Total of Bill 5 carried over to Main Summary**  |   |   |  |  **$**  |

**BILL OF QUANTITY MAIN SUMMARY**

|  |
| --- |
| **CONTRACT NO. 1: BoQ MAIN SUMMARY** |
| **BILL** | **DESCRIPTION** | **AMOUNT IN FJD (VIP)** |
| 1a | MOBILISATION & DEMOBILISATION |   |
| 2 | SUPPLY OF MATERIALS AND CONSTRUCTION OF DOUBLE BARREL FLOOD GATE (NEAR EXISTING 4 BARREL FLOOD GATE STRUCTURE) |   |
| 3 | SUPPLY OF MATERIALS AND CONSTRUCTION OF DOUBLE BARREL FLOOD GATE (NEAR EXISTING FLAP GATE STRUCTURE) |   |
| 5 | SUPPLY OF MATERIALS AND HEIGHTENING OF LEVEE (3,300m LENGTH) |   |
|   | **GRAND TOTAL** |  |

|  |
| --- |
| **CONTRACT NO. 2: BoQ MAIN SUMMARY** |
| **BILL** | **DESCRIPTION** | **AMOUNT IN FJD (VIP)** |
| 1b | MOBILISATION & DEMOBILISATION |  |
| 4 | SUPPLY OF MATERIALS AND CONSTRUCTION OF 5 BARREL TRASH RACK STRUCTURE (125.0m UPSTREAM OF EXISTING 4 BARREL FLOOD GATE STRUCTURE) |   |
|   | **GRAND TOTAL** |  |

1. **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:

1. **Contract No. 1**

|  |  |  |
| --- | --- | --- |
| **No** | **Milestone/Outputs** | **% Payment** |
| 1 | Signing of contract | 20 |
| 2 | Completion of Bill No. 1a with written confirmation from Waterways Engineer, and submission of all support documents | 10 |
| 3 | Completion of Bill No. 2 with written confirmation from Waterways Engineer, submission of all support documents | 20 |
| 4 | Completion of Bill No. 3 with written confirmation from Waterways Engineer, submission of all support documents | 20 |
| 5 | Completion of Bill No. 5 with written confirmation from Waterways Engineer, submission of all support documents | 20 |
| 6 | Retention to be paid 6 months after issue of practical completion certificate | 10 |
| **Total Contract Sum** | **100** |

1. **Contract No. 2**

|  |  |  |
| --- | --- | --- |
| **No** | **Milestone/Outputs** | **% Payment** |
| 1 | Signing of contract | 20 |
| 2 | Completion of Bill No. 1b with written confirmation from Waterways Engineer, and submission of all support documents | 20 |
| 3 | Completion of Bill No. 4 with written confirmation from Waterways Engineer, submission of all support documents | 50 |
| 4 | Retention to be paid 6 months after issue of practical completion certificate | 10 |
| **Total Contract Sum** | **100** |

1. **Validity of Quotation**

The Validity of quotation shall be stated as 120 days from the deadline for submission

 **ANNEX IX**

**PROPOSAL SECURITY FORM**

*Request for Proposal (RFP) no.: 21-052*

*Supply of materials and construction of flood control measures for Soasoa and Qawa drainage scheme, in Labasa, Fiji*

Bidders must provide a letter from their bank confirming willingness to issue the required Performance Security should their proposal be accepted. The bank’s letter must use wording not materially different from that stated in italics below. (**1 page maximum)**

By submitting the bank’s letter, bidders shall be deemed to grant SPC permission to seek a reference check as to the bidder’s financial soundness from the bank.

\*\*\* ***BANK LETTER HEAD*** \*\*\*

Date \_\_\_\_\_\_\_ 2019

To: SPC Suva Regional Office

 Private Mail Bag

Suva

Fiji

Email: procurement@spc.int

WHEREAS [name and address of Contractor] (hereinafter called “the Bidder”) has submitted a Proposal to SPC dated …………….to execute Services …………….. (hereinafter called “the Proposal”):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Proposer:

a) Fails to sign the Contract after SPC has awarded it;

b) Fails to comply with SPC’s variation of requirement, as per RFP instructions; or

c) Fails to deliver the goods and services as outlined in their proposal

AND WHEREAS we have agreed to give the Proposer such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Proposer, up to a total of [………………..] such sum being payable in the currency in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand, any sum or sums within the limits of [amount of guarantee].

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Date.........................................................................................................

Name of Bank.........................................................................................................

Address..........................................................................................................

 **ANNEX X**

**HEALTH AND SAFETY QUESTIONAIRE**

*Request for Proposal (RFP) no.: 21-052*

*Supply of materials and construction of flood control measures for Soasoa and Qawa drainage scheme, in Labasa, Fiji*

**Health and Safety Questionnaire**

Bidders shall complete the following Health and Safety Questionnaire and submit it with their tenders.

|  |
| --- |
| **Health and Safety Management** |
| Is the bidder aware of its responsibilities relating to health and safety at work? In the absence of national Occupational Health and Safety legislation in Fiji, reference is made to the Fiji Health and Safety at Work Act 1996 | 🞏 Yes  | 🞏 No  |
| Does the bidder’s health and safety management systems comply with the Act in regards to the duties placed on the bidder as the Principal? | 🞏 Yes  | 🞏 No  |
| Does the bidder have written Health and Safety procedures in place?  | 🞏 Yes  | 🞏 No  |
| If the bidder answered “yes” to the previous question, do the procedures clearly identify responsibilities and actions to be followed by its personnel? | 🞏 Yes  | 🞏 No  |
| **Subcontractors** |
| Does the bidder engage subcontractors? *(If no, skip the remainder of this section and go straight to Training)*  | 🞏 Yes  | 🞏 No  |
| Does the bidder audit and/or take responsibility to manage its subcontractors for health and safety on a regular basis?  *(if yes, please give details)*  | 🞏 Yes  | 🞏 No  |
| **Training** |
| Does the bidder have a health and safety induction/orientation programme for new workers and visitors to its site(s)?  | 🞏 Yes  | 🞏 No  |
| **Hazard Management** |
| Does the bidder have a hazard register and procedures for advising, eliminating, isolating and minimising significant hazards? | 🞏 Yes  | 🞏 No |
| **Accident Statistics** |
| Number of workplace fatalities in the last 36 months:  |  |
| Number of serious harm workplace accidents in the last 36 months:  |  |
| Number of workplace accidents resulting in notifiable environmental damage or pollution in the last 36 months: |  |
| Number of improvement notices, prohibition notices or prosecutions issued by the relevant regulating authority in the last 36 months: |  |
| Number of instances of damage to power cables, water or gas mains in the last 36 months: |  |
| Average number of bidder employees per year to which above statistics apply: |  |

 **ANNEX XI**

**SCHEDULE OF COMPLIANCE AND DEPARTURES**

*Request for Proposal (RFP) no.: 21-052*

*Supply of materials and construction of flood control measures for Soasoa and Qawa drainage scheme, in Labasa, Fiji*

**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 declines 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. |

 **ANNEX XII**

**BIDDER’S INSURANCE STATEMENT**

*Request for Proposal (RFP) no.: 21-052*

*Supply of materials and construction of flood control measures for Soasoa and Qawa drainage scheme, in Labasa, Fiji*

**Bidder’s Insurance Statement**

**(1 page maximum)**

Using the format below, bidders shall undertake to provide the insurances set out in the conditions of contract.

Bidder’s Insurance Statement

**Statement by the Bidder**

In accordance with the requirements of the Request for Proposal, this is to confirm the insurance arrangements that we undertake to make in relation to the Contract, should our proposal be successful.

We have supplied our insurer or broker with a full copy of the Request for Proposal and they have agreed to effect on our behalf insurance policies which satisfy the Agreement’s requirements for:

* Insurance for Works
* Insurance for Contractor’s Equipment
* Insurance for Public Liability
* Insurance for Contractor’s Personnel
* Insurance for workman’s compensation

**Please refer to Article 16 of the SPC General Conditions for Complex Works**

We acknowledge that after award of the Contract

* Evidence of the contract insurances will be completed and forwarded to SPC
* The insurance cover must name SPC as a co-insured entity

**We confirm that we understand and agree to the Insurance Requirements, in particular relating to the use of approved or alternative insurers.**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of the Bidder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEX XIII**

**DUE DILIGENCE QUESTIONNAIRE**

*Request for Proposal (RFP) no.: 21-052*

*Supply of materials and construction of flood control measures for Soasoa and Qawa drainage scheme, in Labasa, Fiji*

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 specify the name.

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 XIV**

**DECLARATION OF INTEREST**

*Request for Proposal (RFP) no.: 21-052*

 *Supply of materials and construction of flood control measures for Soasoa and Qawa drainage scheme, in Labasa, Fiji*

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]

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

Name, Signature Date

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_