**ANNEX V**

**TECHNICAL PROPOSAL SUBMISSION FORM**

***Installation of Rainwater Harvesting Systems in Palau and supply of materials for concrete bases and plumbing connections***

**PART A: BACKGROUND**

|  |  |
| --- | --- |
| **Registered Name:** |  |
| **Year Established:** |  |
| **Physical Address:** |  |
| **Postal Address:** |  |
| **Telephone Contact:** |  |
| **Email:** |  |
| **Contact Person:** |  |
| **Position of Contact Person:** |  |
| **Number of Employees:** |  |
| **Organisational experience on Installation of Rainwater Harvesting Systems including past experiences. Please provide details of two similar projects and details of a referee for each of the projects.** |
| **Project 1.** |
| **Project 2** |
| **Delivery Schedule (Delivery schedule and method of delivery)** |  |
| **Name:** |  |
| **Signature and Date:** |  |

**PART B: RESOURCES**

|  |
| --- |
| **Plants and Contractor’s Equipment (to be used on this Contract)** |
|  | Tick One |
| 1. Contractor’s Plants and Equipment *[list]*
 | Already Owned | Will be Purchased | Will be Hired |
| TrucksCement MixerPower ToolsGeneratorWheelbarrowLadder |  |  |  |
| **Staff Resources** |
| Contract Manager/Contractor’s representative | NameYears of experience  |
| Site based Construction Supervisor/ Construction Manager | NameYears of experience  |
|  | Number | Names |
| Laborers |  |  |
| Involvement and training of laborers from the targeted communities in the installation of the rainwater harvesting measures (minimum 5 persons / community) |

 **PART C – Evaluation Criteria**

 ANNEX IV, Attachment 6: Technical Evaluation Criteria

|  |  |  |
| --- | --- | --- |
|  | **CRITERIA**  | **RESPONSE BY BIDDER**  |
| 1 | **Relevant experience of company from previous similar works in North Pacific Countries**  |   |
| A) | "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. • Bidders shall provide details of three projects that demonstrate their track record in completing works similar to the Contract Works.• The projects cited must have been completed within the last 5 years, be of a similar nature to this contract and one of the projects must be of at least 50% of the value of the price proposed for this contract. |   |
| **2** | **Resources**  |   |
| A) | **Materials & Contractors’ Equipment - Adequacy of appropriate** machines and equipment • Confirmation and details of materials and the availability, brand, age and condition of Contractor’s (Trucks, Cement Mixer,Power Tools, Generator, Wheelbarrow, Ladder)• 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 |  |
| B) | **Key Personnel - Relevant experience of key personnel such as Supervisor from previous similar works**  • 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 for this Contract:o Contract Manager/Contractor’s Representativeo Site based Construction Supervisor/Construction Manager |  |
| c) | Local Capacity - Utilisation of local labours and sub-contractors |  |

**ANNEX VI**

**FINANCIAL PROPOSAL SUBMISSION FORM**

***Installation of Rainwater Harvesting Systems in Palau and supply of materials for concrete bases and plumbing connections***

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 USD Dollars and inclusive of all taxes, duties, and freight cost (if any)

**Schedule of Rates for Installation Works**

For the excel copy refer to **Annex IV: Attachment 3**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Approximate Quantity** | **Unit** | **Works Descriptions** | **Specific Materials** | **Labour** | **Plant/Equipment** | **Total Price (USD)** |
| **A1.0** | **1** | **LS** | **Preliminary and General** |  |  |  |   |
| A1.1 Mobilisation and De-mobilisation. Including but not limited to transporting of materials from storage in Palau to the work sites |
| **A2.0** | **4** | **LS** | **Construction of Tank Bases as per drawings** |  |  |  |   |
| A2.1 Excavation for tank base/foundation/wall footing |
| A2.2 Laying of footing # 4 horizontal and starter bars and pouring of concrete |
| A2.3 Laying of 6' thick concrete block walls and filling of blocks |
| A2.4 Backfilling of materials and well compacted in 200 layers up to the required height |
| A2.5 Install formwork for the 4" thick reinforced concrete cap on top of concrete blocks |
| A2.6 Laying of # 4 rebars |
| A2.7 Pouring of the 4" thick concrete cap |
| A2.8 Backfilling of 6" thick sand and well compacted up to level with top of 4" thick reinforced concrete cap  |
| A2.9 Place the bidim geotextile on top of the tank base (well compacted sand and 4" thick reinforced concrete cap). Allow bidim to overlap the outer edge of the concrete cap by at least 6"  |
| **A3.0** | **6** | **LS** | **Installation of Plastic Tanks (1,500 gallons each) as per drawings** |  |  |  |   |
| A3.1 Place the tanks in positions  |
| A3.2 Installation of tank accessories |
| A3.3 From the 2" tank connector, Install the 2" dia. PVC equalising pipe for the '2 tanks per site' only as per drawing |
| A3.5 From 3/4" tank connector, Install the 3/4 PVC pipe, water filters, and then connect this new 3/4" to the existing 3/4" PVC pipe for the faucet/tap |
| A3.6 Install the 3/4" overflow outlet as per drawing |
| **A4.0** | **100m ±** | **LS** | **Extension of Existing Rafters & Installation of Gutters**  |  |  |  |   |
| A4.1 Extension of rafters to level the hangers/brackets for the gutters |
| A4.2 Installation of Gutters and Gutter Outlets (1 outlet per building) |
| **A5.0** | **4** | **LS** | **Installation of Leaf Eater & First Flush Device & Maelstrom as per drawing** |  |  |  |   |
| A5.1 Installation of Leaf Eaters |
| A5.2 Installation of First Flush Devices (4") |
| A5.3 Installation of Maelstroms (4") |
| **A6.0** | **40m ±** | **LS** | **Installation of 4" downpipe and 4" PVC overhead transmission pipes as per drawing** |  |  |  |   |
| A6.1 Installation of 4" downpipes |
| A6.2 Installation of 4" PVC overhead transmission pipes |
| A6.3 Connection of the 4" PVC overhead transmission pipes to the tanks as per drawings |
| **A7.0** | **1** | **LS** | **Supply and delivery of the specific materials as per Annex IV Attachment 4 - List of materials to be supplied under this RFQ.**  |  |  |  |   |
| A7.1 Total FOB (USD) of the materials |
| A7.2 Freight for delivery of the materials to Koror, Palau |  |  |  |   |
| A7.3 Documentation & Packaging for the materials |  |  |  |   |
| A7.4 Other Charges for the materials |  |  |  |   |
|  |  |  | **TOTAL TENDER PRICE** |  |  |  |   |

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:

|  |  |  |
| --- | --- | --- |
| **No** | **Milestone/Outputs** | **% Payment** |
| 1 | Signing of contract, Submission of Work Plan and Insurance and approved by SPC | 20 |
| 2 | Successful installation of tank bases on all the 4 sites  | 20 |
| 3 | Successful installation of gutters and appurtenances on all four sites  | 20 |
| 4 | Successful installation of new tanks on their bases, pvc pipes and tank accessories on all sites, and successful installation of all filters, generators, water pumps and housing for booster pumps on all four sites | 20 |
| 5 | Retention to be paid 6 months after issue of practical completion certificate | 20 |
| **Total Contract Sum** | **100** |

1. **Validity of Quotation**

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

1. **Declaration**
2. The undersigned bidder representative proposes and agrees if this quotation is accepted, to enter into an agreement with SPC, to commence and to complete all the work specified or indicated in the contract documents.
3. In submitting this quotation, the bidder represents that all the RFQ documents for the provision of construction materials as per Annex II Part B have been examined.
4. The bidder agrees to complete the installation works for the following price (CIF)

|  |
| --- |
| **Price Schedule Request for Quotation** |
|  | **Amount in USD Dollars** |
| TOTAL CONTRACT SUM |  |

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

 Print name and sign Stamp

 Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEX VII**

**Proposal Submission Form**

**RFQ21-279**

**Part A: Undertaking**

1. I agree that if this proposal is accepted, to enter into an agreement with the Owner, to commence and to complete all the work specified or indicated in the contract documents.
2. In submitting this proposal, I confirm that I have examined all the RFQ documents to provide technical services to support the GCCA+SUPA project.
3. I agree to complete the services for the price stated in the remuneration.

**Part B: Conflict of interest**

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.

**Part C: Privacy notice**

1. I understand that my bid and my personal information will be stored and used by SPC in accordance with SPC’s *Privacy Policy* and *Guidelines for handling personal information of bidders and grant applicants*. Please inform SPC if you would like copies of the policy or guidelines.
2. If successful, I understand that SPC will disclose information such as my name and my company’s name, and the amount of the award of SPC’s website.

Date: Name:

Signature: Title:

**ANNEX VIII**

**Due diligence questionnaire**

**RFQ21-279**

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:
2. Passport
3. Driver’s license
4. Voter card or other government-issued identity card
5. Bank statement with the individual’s name displayed

1. 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

1. Does your entity have foreign branches and/or subsidiaries? ☐Yes    ☐No

1. 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?

1. 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 my organisation will be used to finance terrorism or involve money laundering.

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.

Date: Name:

Signature: Title: