



REQUEST FOR PROPOSAL (RFP)

FOR WORKS

Project Title:	Safe and Sustainable Drinking Water for Kiritimati Island
Nature of the works	Drilling multi-level groundwater monitoring boreholes for the Kiritimati Island Water Project
Location:	Kiritimati Island, Kiribati
Date of issue:	20/07/2022
Closing Date:	17/08/2022
SPC Reference:	RFP22-4025

Contents

PART 1: INTRODUCTION	3
1.1 ABOUT THE PACIFIC COMMUNITY (SPC)	3
1.2 SPC'S PROCUREMENT ACTIVITIES	3
1.3 SPC'S REQUEST FOR PROPOSAL (RFP) PROCESS	3
PART 2: INSTRUCTIONS TO BIDDERS	4
2.1 BACKGROUND	4
2.2 SUBMISSION INSTRUCTIONS	4
2.3 CLARIFICATIONS	4
2.4 EVALUATION	5
2.5 CONTRACT AWARD	5
2.6 KEY DATES	5
2.7 LEGAL AND COMPLIANCE	6
2.8 COMPLAINTS PROCESS	7
PART 3: SCOPE OF WORKS	8
SCOPE OF WORKS FORM	8
PART 4: PROPOSAL EVALUATION MATRIX	15
4.1 EVALUATION CRITERIA & SCORE WEIGHT	15
4.2 FINANCIAL EVALUATION	16
PART 5: PROPOSAL SUBMISSION FORMS	17
ANNEX 1: BIDDER'S LETTER OF APPLICATION	17
ANNEX 2: CONFLICT OF INTEREST DECLARATION	18
ANNEX 3: INFORMATION ABOUT THE BIDDER AND DUE DILIGENCE	20
ANNEX 4: TECHNICAL PROPOSAL SUBMISSION FORM	23
ANNEX 5: FINANCIAL PROPOSAL SUBMISSION FORM	25

Part 1: INTRODUCTION

1.1 About the Pacific Community (SPC)

The Pacific Community (SPC) is the principal scientific and technical organisation of the Pacific region, established by treaty in 1947 with the signing of the Agreement Establishing the South Pacific Commission (the Canberra Agreement).

SPC has our headquarters in Noumea, New Caledonia and has regional offices in Fiji, the Federated States of Micronesia and Vanuatu, as well as an office in France. SPC works across the Pacific and has staff in nearly all of our Pacific Island Country and Territory members.

SPC works for the well-being of Pacific people through the effective and innovative application of science and knowledge and is guided by a deep understanding of Pacific Island contexts and cultures. Our unique organisation covers more than 20 sectors and is renowned for knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience and conservation of plant genetic resources for food security.

For more information about SPC and the work that we do, please visit our website: <https://www.spc.int/>.

1.2 SPC's procurement activities

SPC's procurement activities are guided by the principles of high ethical standards, value for money, open competition and social and environmental responsibility and are carried out under our Procurement Policy.

SPC's *Procurement Policy* provides the framework for ensuring that SPC obtains the best value for its purchases, in terms of both cost and quality; demonstrates financial probity and accountability to its members and development partners; manages and prevents the potential for conflicts of interest; reduces its environmental impact and manages any other risks.

At SPC, all procurement follows the same main steps: planning; statement of needs; requisition; solicitation; evaluation; award; receipt; and payment. Different procedures apply depending on the value of the goods, services and works to be procured.

For further information or enquiries about SPC's procurement activities, please visit the procurement pages on our website: <https://www.spc.int/procurement> or email: procurement@spc.int.

1.3 SPC's Request for Proposal (RFP) Process

At SPC, procurement valued at more than EUR 45,000 must be advertised through a Request for Proposal (RFP) with any bids received evaluated by SPC's Procurement Committee to determine the offer that provides the best value for money.

This RFP sets out SPC's requirements and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information. The RFP contains detailed instructions and templates to enable you to submit a compliant bid. It sets out the overall timetable; it confirms the evaluation criteria that SPC will use to evaluate quotations; it explains the administrative arrangements for the receipt of the bids; and it sets out how bidders can request further information.

Your participation confirms your acceptance of SPC's conditions of participation in the RFP process.

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

SPC invites you to submit a bid to deliver the works as specified in [Part 3](#).

SPC has advertised this RFP on its website and may send it directly to potential vendors. The same specifications, submission and other solicitation requirements will be provided to all vendors.

SPC has compiled these instructions to guide prospective bidders and to ensure that all bidders are given equal and fair consideration.

Please read the instructions carefully before submitting your bid. For your bid to be considered, you must provide all the prescribed information by the closing date and in the format specified.

2.2 Submission instructions

Your submission must be clear, concise and complete and should only include information that is necessary to respond effectively to this RFP. Please note that you may be marked down or excluded from the procurement exercise if your submission contains any ambiguities or lacks clarity.

Your proposal must include the following documents (annexes of [Part 5](#) of the RFP):

- a) Bidder's Letter of Application (Annex 1);
- b) Conflict of Interest Declaration (Annex 2);
- c) Information about the bidder and Due diligence (Annex 3);
- d) Technical proposal submission form (Annex 4);
- e) Financial proposal submission form (Annex 5).

Your proposal must be submitted in **two separate emails**.

You must submit your **Technical proposal** (Annexes 1 to 4 and all their supporting documents) in English as an attachment to one email. No financial information may appear in the technical proposal.

You must submit your **Financial proposal** (Annex 5) in a separate email. All prices in the proposal must be presented in AUD. Your Financial proposal is to be password protected. SPC will request the password in the event that it is required.

Both emails are to be sent to procurement@spc.int with the subject line of your email as: **Submission RFP22-4025**.

Your proposal must be received no later than **17/08/2022** by **4.00PM Fiji Time**. Only one bid per bidder is permitted.

SPC will send a formal acknowledgement to each proposal received before the deadline.

SPC reserves the right to exclude from consideration any proposal not received by the deadline, with incomplete information or in incorrect form.

2.3 Clarifications

You may submit questions or seek clarifications on any issue relating to this RFP. The questions are to be submitted in writing to procurement@spc.int with the subject line: **Clarification RFP22-4025**. The deadline for submission of clarifications is **8/08/2022** by **12.00PM Fiji Time**.

Details will be kept of any communications between SPC and bidders. This assists SPC to ensure transparency

of the procurement process. While SPC prefers written communication in the RFP process, at any point where there is phone call or other conversation, SPC will keep a record or a file note of the exchange with prospective bidders.

2.4 Evaluation

Validity

Each proposal will be assessed for compliance with the submission requirements by the Bids Opening Committee. At this stage, basic due diligence will also be undertaken.

To assist in the examination, evaluation and comparison of proposals, SPC may ask the bidder for clarification of its proposal or additional information. The request for clarification will be in writing.

Technical

All valid proposals will be assessed against the technical evaluation criteria set out in Part 4. The criteria are provided with weighted scores according to the relative importance of each. SPC will not change the evaluation criteria set out in the RFP at any stage of the procurement process. Any changes in the evaluation criteria will result in the RFP process being re-issued.

Bidders are expected to familiarise themselves with local conditions and take these into account in preparing their proposal. Where minimum qualifications are set as specific evaluation criteria, these could include educational qualification, professional accreditation or certification, licensing, experience and expertise.

Pre-Bid Meeting

A Pre-bid Meeting has been planned on 29 July 2022 from 9am to 11am Kiritimati Local Time. The pre-bid meeting will be undertaken virtually via Zoom. Bidders who are interested to attend the pre-bid meeting must register their attendance through the SPC procurement email (procurement@spc.int) by 4pm on 28 July 2022 Fiji Time.

Financial

Any bids that pass the minimum technical evaluation requirements will pass onto financial evaluation.

During the financial evaluation, if there is a discrepancy between the unit price and the total price, the lower price shall prevail. If there is a discrepancy between words and figures the amount in words will prevail.

The total cost of the proposal is to be inclusive of any taxes and is not subject to revision.

2.5 Contract award

SPC may award the contract once the Procurement Committee has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be the most responsive to the RFP documents, provide the best value for money and best serve the interests of SPC.

SPC's [General Terms and Conditions of Contract](#) will apply to any contracts awarded under this RFP, unless otherwise agreed. Any requested changes to the General Terms and Conditions of Contract must be foreshadowed in the submission.

The award of the contract will be made by contract signed and dated by both parties.

2.6 Key dates

Please see the proposed procurement timetable in the table below. This timetable is intended as a guide only and while SPC does not intend to depart from the timetable, it reserves the right to do so at any stage.

STAGE	DATE
-------	------

RFP advertised	20/07/2022
Pre-Bid Meeting	29/07/2022
Deadline for seeking clarification	8/08/2022
RFP Closing Date	17/08/2022
Award of Contract	30/09/2022
Commencement of Contract	30/09/2022
Conclusion of Contract	31/05/2023

2.7 Legal and compliance

Child and vulnerable adult protection: SPC is committed to the well-being of children and vulnerable adults. All SPC contractors are required to commit to the principles of SPC's Child and Vulnerable Adult Protection Policy ([XI.G Manual of Staff Policies](#)). Breach of this requirement can result in SPC terminating any contract with a successful bidder. Any allegations of potential misconduct in relation to this RFP involving children or vulnerable adults should be sent to complaints@spc.int.

Confidentiality: Unless otherwise agreed by SPC in advance or where the contents of the RFP are already in the public domain when **shared** with the bidder, bidders shall at all times treat the contents of the RFP and any related documents as confidential. SPC will also treat the information it receives from the bidders as confidential.

Conflict of interest: Bidders must take all necessary measures to prevent any situation of conflict of interest. You must notify SPC in writing as soon as possible of any situation that could constitute a conflict of interest during the RFP process. If you have any familial connection with SPC staff, this must be declared, and approval will then be sought for you to engage in the RFP process. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder.

Cost of preparation of quotations: Under no circumstances will SPC be liable for any proposal submission costs, expenditure, work or effort that you may incur in relation to your provision of a proposal (including if the procurement process is terminated or amended by SPC).

Currency, validity, duties, taxes: Unless specifically otherwise requested, all proposals should be in AUD and must be net of any direct or indirect taxes and duties and shall remain valid for 120 days from the closing date. The successful bidder is bound by their proposal for a further 60 days following notification they are the preferred bidder so that the contract may be awarded. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during this period.

Eligibility: Bidders are required to disclose to SPC whether they are subject to any sanction or temporary suspension imposed by any international organisation, or whether they are subject to bankruptcy proceedings. You may not be bankrupt or suspended, debarred, or otherwise identified as ineligible by any international organisation. Failure to disclose such information may result in debarment and termination of any contract issued to the bidder by SPC.

Fraud and corruption: SPC has zero tolerance for fraud and corruption. All contractors have an obligation to report potential fraud and corruption. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder. Allegations of potential misconduct by an SPC staff member or contractor involving fraud or corruption can be sent to complaints@spc.int.

Good faith: The information in this RFP is provided by SPC in good faith. No representation, warranty, assurance or undertaking (express or implied) is or will be made, and no responsibility or liability will be accepted by SPC in relation to the adequacy, accuracy, completeness or reasonableness of this RFP or any

information provided by SPC in relation to this RFP.

Modifications: Any clarifications, corrections or modifications will be published on the SPC website prior to deadline. In the event a bidder has submitted a bid before the clarification, correction or modification, the bidder will be informed and may modify the bid. The modified bid will still need to be received before the deadline.

No offer of contract or invitation to contract: This RFP is not an offer to contract or an invitation by SPC to enter into a contract with you.

Privacy: The bidder is to comply with the requirements of applicable legislation and regulatory requirements in force for the use of personal data that is disclosed for the purposes of this RFP. SPC will handle any personal information it receives under the RFP in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

Right to amend, seek clarity, withdraw, not award: SPC reserves the right to: (1) amend, add to or withdraw all or any part of this RFP at any time, or to re-invite bids on the same or any alternative basis; (2) seek clarification or documents in respect of any bidder's submission; (3) choose not to award a contract as a result of this RFP; (4) make whatever changes it sees fit to the timetable, structure or content of the procurement process, depending on approvals processes or for any other reason. Please note that while SPC will not change the evaluation criteria set out in the RFP without the RFP process being re-issued, SPC does reserve the right at the time of award of contract to vary the quantity of services and goods specified in the RFP and to accept or reject any proposal at any time prior to award of the contract without incurring any liability to the affected bidder or any obligation to inform the affected bidder/s of the grounds for SPC's action.

Right to disqualify: SPC reserves the right to disqualify: (1) any bidder that does not submit a proposal in accordance with the instructions in this RFP; (2) any bidder that misrepresents information to SPC; (3) any bidder that directly or indirectly canvasses any SPC employee concerning the award of a contract.

Use of material: Bidders shall not use the contents of the RFP or any related material for any purpose other than for the purpose of considering submitting, or submitting, a bid to SPC.

Warranty, representation, assurance, undertaking: The bidder acknowledges and agrees that no person has any authority to give any warranty, representation, assurance or undertaking on behalf of SPC in connection with any contract which may (or may not) follow on from this RFP process.

2.8 Complaints process

Bidders that consider they were not treated fairly during any SPC procurement process may lodge a protest. The protest should be addressed to complaints@spc.int. The bidder must provide the following information: (1) full contact details; (2) details of the relevant procurement; (3) reasons for the protest, including how the alleged behaviour negatively impacted the bidder; (4) copies of any documents supporting grounds for protest; (5) the relief that is sought.

Part 3: Scope of Works

SCOPE OF WORKS FORM

A. Background/context

- Kiritimati Water Supply

Kiritimati (pronounced “Christmas”), one of three inhabited islands in the Line Islands group of Kiribati, is administered by the Ministry of Line and Phoenix Islands Development (MLPID). Kiritimati is the world’s largest low-lying coral atoll comprising mostly lagoon and an approximate land area of 388 km² rising to an average 2 to 2.5 meters above mean sea level. Kiritimati has had closed borders since April 2020 which has had a significant impact on the island’s typically tourism-dependent economy. However, Government of Kiribati (GoK) recently announced that it will be reopening its borders on 31 July 2022.

The Water and Sanitation Division (WSD), under the Ministry of Line and Phoenix Islands Development (MLPID), manage the island’s four main reticulated water supply systems along with water trucking and sanitation services. WSD are challenged with operating and maintaining dated and often dilapidated water infrastructure with little institutional capacity and resources whilst attempting to satisfy growing consumer demand for potable water from the four limited and vulnerable groundwater reserves (Decca, Four Wells, Banana and New Zealand Airfield).

GoK has identified Kiritimati Island as a growth and development hub, and the 2020 population of 7,369 (spread among four main areas or groups of villages) is expected to double to triple by 2045 with the recent opening of 1,750 new residential land leases in 2017 combined with the construction of a new senior secondary school and natural population growth. There is, however, insufficient infrastructure in place to meet the current water demand, let alone the projected increase in demand. The four main freshwater lenses are spread across the island, as per Figure 1 below.

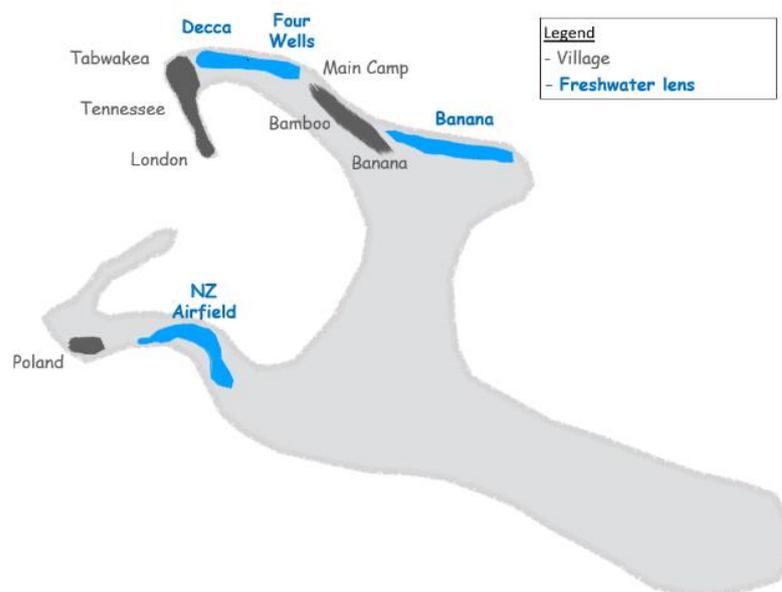


Figure 1. Map of approximate village and freshwater lens locations

The EU- and MFAT-funded *Safe and sustainable drinking water for Kiritimati Island* project, implemented by SPC in partnership with Government of Kiribati, aims to significantly improve access to drinking water on Kiritimati Island. This will involve significant upgrade and expansion to Kiritimati’s water supply system (groundwater

infiltration galleries, pumps, tanks, pipelines, reticulation networks, etc.) and building WSD institutional capacity to sustainably manage, monitor and maintain it.

- **Groundwater monitoring boreholes on Kiritimati Island**

The Annex to this scope of works shows a list of the current usable monitoring boreholes. The 27 boreholes at Four Wells and Decca lens are monitored approximately every 3 months. While some monitoring has occurred in recent years at Banana and New Zealand Airfield boreholes, a regular monitoring program is only just starting to be undertaken.

- **Drilling equipment on Kiritimati Island**

During the 2013 – 2018 *Improved Drinking Water Supply for Kiritimati Island Project* (IDWSKIP), Government of Kiribati’s trailer-mounted JACRO-2000 drill rig was shipped from South Tarawa to Australia where it underwent major refurbishment prior to shipping to Kiritimati in March 2015. Connolly Environmental were contracted by SPC to drill 12 new monitoring boreholes at Decca and Four Wells lenses from April to June 2015.

The rig, an asset of the Ministry of Infrastructure and Sustainable Development (MISE), has since been stored in a shipping container on Kiritimati. The rig will be used to drill all monitoring boreholes for this project. After completion of the drilling activities on Kiritimati the rig will be shipped to MISE in South Tarawa for their continued use.

This rig is constructed of marine grade aluminium and equipped with a Deutz 34 kW (45 hp) diesel engine. The mast is 3 m high. An 8 kW (11 hp) Briggs and Stratton motor close-coupled with a Mono two-stage pump is mounted on the trailer.

The rotary drilling method with appropriate drilling fluid will need to be used for this project.

Drilling and other equipment that will be available for use with the drilling rig are shown in Table 1. Some of this equipment will be useful for the proposed drilling while other items will not be required (e.g. NMLC core barrel, NMLC diamond bits and NMLC reamers).

Bidders should check the list in Table 1 and prepare a list of additional equipment considered necessary to ensure the drilling program can be successfully completed, and that the drill rig will be in good operational condition at the completion of the drilling on Kiritimati in advance of shipping the rig to South Tarawa. **A list of additional drilling equipment considered necessary and costs of each item should be submitted with the Proposal.** Additional items recommended to include are:

- 900mm (36”) alloy Stillson wrenches
- Full set of tools
- At least 4 sieves for sieving gravel to obtain 4-6mm gravel for backfill in boreholes.

Table 1. Drilling and other equipment available in Kiritimati for the project

Item	Quantity	Condition
(a) Items that will be useful for the proposed drilling work		
NW drill rod, 1.5m length	19	Rusty but serviceable
NW drill casing, 1.5m length	19	Rusty but serviceable
AW Male – NW Male sub	2	Rusty but serviceable
NW Female – N Female sub	1	Rusty but serviceable
NW Female – 2 1/4” API Female sub	1	Rusty but serviceable
NW Fishing tool	1	Good
(b) Items that are not required for the proposed drilling work		
NMLC core barrel 1.5m core	1	Rusty and unknown
Down Hole Hammer 120mm Bit Convex	1	Rusty and unknown

120mm Concave Down Hole Hammer Bit	1	Rusty but serviceable
NW Female – 2 1/4" API Female sub	1	Rusty but serviceable
NMLC Diamond Bit	2	Rusty but serviceable
NMLC Diamond Reamer	2	Rusty but serviceable

Photos of parts can be supplied upon request.

B. Description of the works

The objective of the assignment is to drill and complete 11 new multi-level monitoring boreholes on Kiritimati Island, whilst building capacity, where feasible, of Government and SPC personnel in the operation of the drill rig. The rig will then need to be cleaned, serviced as necessary and prepared for shipment to South Tarawa. SPC will then work with MLPID to facilitate shipment.

Government personnel must be shown the operation of the drill rig and borehole construction.

The contract will include:

- Supply of required equipment and materials;
- Drilling of 11 boreholes and installation of all tubes, fittings, gravel and bentonite in the completed boreholes; and
- Preparation of the rig for shipment to South Tarawa.

Costs associated with supplying all materials to Kiritimati Island, Kiribati, will be the responsibility of the Contractor. Shipping costs shall include all handling, packing, marking, loading, freight, insurance, transit, unloading, local transport, unpacking and checking costs in connection with the supplies. Costs associated with the drilling work, installations, on-island transport and post-drilling servicing will also be the responsibility of the Contractor. All these costs shall be included in the rates and prices offered by the Contractor. Airfares, accommodation and meals will be covered by SPC as per SPC's travel policy.

The following mandatory requirements apply to the borehole drilling and completions work:

- 11 new multi-level monitoring boreholes to be drilled and completed (refer Section E for cross section details) in the following locations.

Table 2. Summary of new borehole locations

Location	Indicative number of new boreholes
Decca & Four Wells Lenses	5
Banana Lens	4
Main Camp	1
New Zealand Airfield Lens	1
Total	11

- The exact location of the new monitoring boreholes will be determined after electromagnetic surveys are conducted in advance of the drilling activities.
- Each borehole is to be drilled to a depth of 22 m.

- Each borehole is to be fitted with seven 5/16" (8 mm) clear (not black) nylon monitoring tubes at depths of 4.5 m, 6.0 m, 9.0 m, 12.0 m, 15.0 m, 18.0 m and 21.0 m below ground level. The estimated total length of tubing for each borehole, allowing for 1 m stickup above ground level, during installation and before final cutting to suit height of concrete pad, is just less than 100 m. The Contractor should therefore allow for 100 m of tubing for each of the 11 boreholes.
- The bottom ends of each nylon tube are to be fitted with PVC filters. Details of the required filters are provided in Section I.
- The top ends (when completed) of each nylon tube are to be fitted with John Guest plastic connectors with pins. Specifications and numbers are provided below.
- Boreholes are to be backfilled with 4 – 6 mm gravel around the tubes with 0.5 m bentonite layers to be installed using bentonite pellets midway between the bases of each nylon tube (refer cross-section borehole diagram in Figure 2).
- Each borehole is to have a 50 mm PVC pipe installed to 1 m below the water table (slotted over bottom 1 m) and fitted with end caps at both ends.
- A 0.5 m layer of bentonite is to be inserted above the gravel in the top of the borehole.
- Each borehole is to be fitted with a circular borehole cover with outside diameter of 250 – 300 mm and minimum opening of 160 mm (to enable access to 7 nylon monitoring tubes and the 50 mm PVC pipe). The cover to be cast iron with two stainless steel allen head screws and galvanised steel or stainless-steel base. The seal between cover and lid must be waterproof. Minimum requirement to be Thermo Fisher EEQFB200 (formerly Enviroequip FB200) type borehole cover. The borehole covers are to be concreted in the centre of a 1 m x 1 m x 0.15 m pad.

A list of materials to be supplied by the Contractor is provided in Section I below.

Upon completion of the borehole drilling activities on Kiritimati, the Contractor will be expected to work with WSD to ensure the rig is in satisfactory operating condition and suitably cleaned and packed for shipment to South Tarawa.

C. Timelines/Duration of the works

The work is expected to be performed within a period of approximately 7 months, commencing immediately upon contract signing (est. early September 2022), or shortly thereafter, and conclude 7 months after signing. Some flexibility in deliverable deadlines will be made should there be delays in contracting, COVID-related border restrictions, travel administration, site selection, information provision or other unexpected interruptions. The Contractor will be encouraged to satisfactorily complete all scope of work as soon as reasonably practicable.

The Contractor will be required to provide a work schedule highlighting critical tasks to be undertaken from signing of contract to completion of drilling work, including dates of drilling and borehole completion which will form part of the contract. The work schedule should be based on the current shipping schedule to Kiritimati Island.

D. Site Description

Kiritimati has a main tarmac road around the island that is tarmac from London to Banana village, and then compact sand from Banana to Poland. Most side roads are compacted sand, and some minor clearing of vegetation will likely be needed to access and utilise the designated drilling sites. The drill rig will be stored at or near the WSD yard in London village when not in use. A 4-tonne flatbed truck with crane will be

available for carting equipment and supplies to the drill site as needed.

Drilling will be mostly through sand, though with a layer of carbonate sandstone (reef flat rock; chemical solidification of sand as a result of tidal movements) about 0.3 to 1 m thick under the top layer of sand.

E. Technical Drawings

Eleven new multi-level monitoring boreholes are to be drilled and completed as per the cross-sectional diagram below.

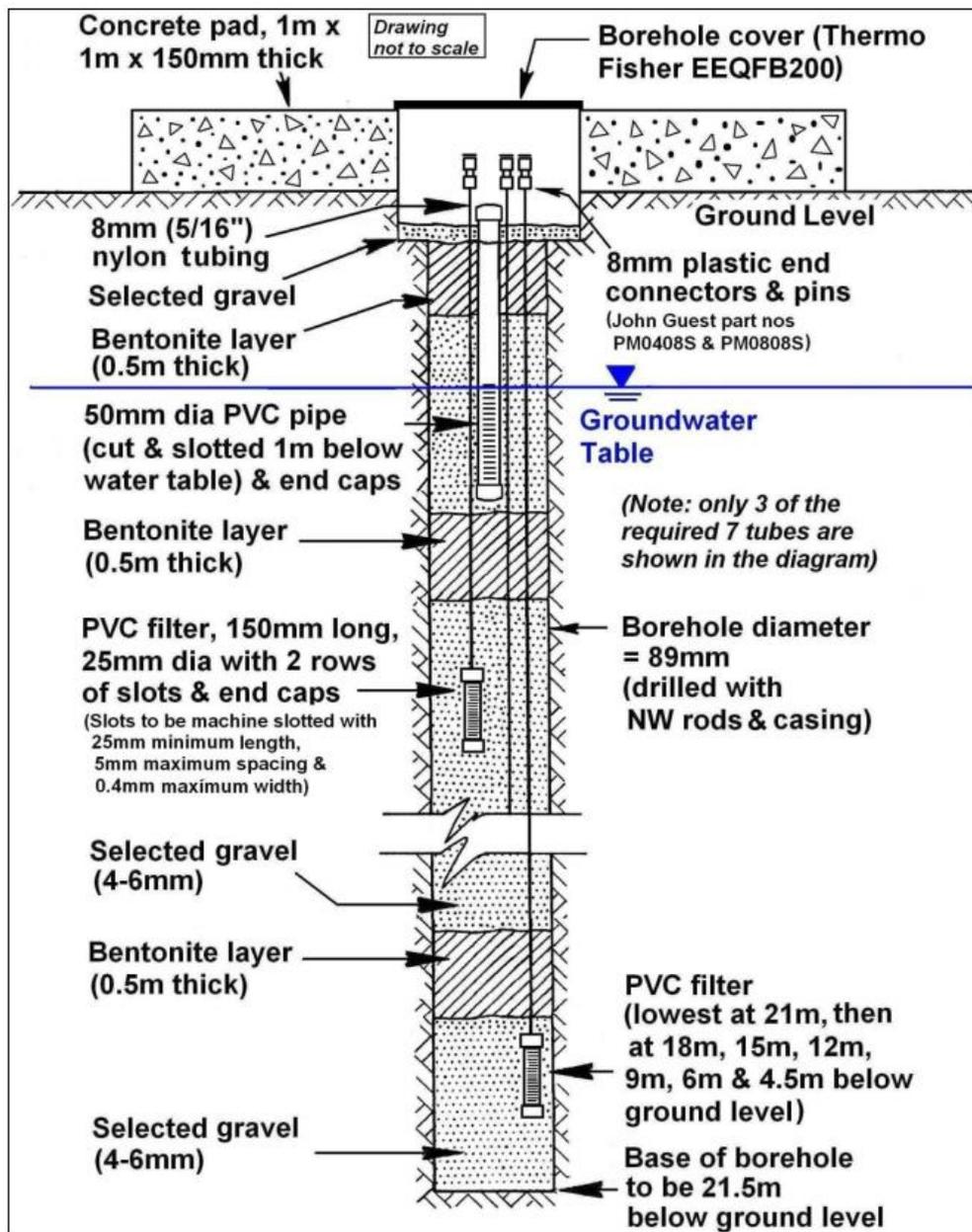


Figure 2. Cross-sectional diagram of multi-level monitoring boreholes

F. Building/ Service Standards

All equipment, materials and accessories supplied must be brand new and of high quality. During contract fulfilment, the Contractor is not allowed to change any materials without the formal authorisation of SPC's

Project Coordinator. All work must be in accordance with international best practice.

G. Risk Management

To reduce risks and hazards related to the drilling and installation of the equipment all necessary safety steps must be taken with use of specific safety equipment such as safety hats, protective eyewear, clothes, gloves, safety shoes, etc.

H. Environmental and sustainability considerations

The Contractor will be required to follow borehole drilling and completions environmental best practice to minimise groundwater contamination and other environmental impacts. Any potential environmentally hazardous materials (including drilling fluids) and actions must be brought to the attention of the SPC Project Coordinator and appropriate and agreed environmental risk mitigation measures put in place.

I. Material supply and bill of quantities

Table 3 below provides a list of materials to be supplied by the Contractor for (a) 11 new boreholes and (b) rehabilitation work at existing boreholes and standpipes. The rehabilitation work is to be implemented by others.

Table 3. List of materials for new boreholes and rehabilitation work at existing boreholes

No.	Item	Quantity
1.	Nylon tubing, 8mm or 5/16" OD, natural colour, 100m roll per borehole plus one extra	12
2.	John Guest plastic equal straight connector, 5/16", Part No. PM0408S, pack of 10	12
3.	John Guest plastic plug, 5/16", Part No. PM0808S, pack of 10	12
4.	John Guest plastic equal tee, 5/16", Part No. PM0208S, pack of 10	1
5.	PVC filters. The filters are to be fabricated from 150mm lengths of 25mm diameter machine slotted PVC pipe, two 25mm end caps and plastic fittings to enable 5/16" (8mm) nylon tubing to be connected through one end cap. Suitable plastic fittings are John Guest 5/16" bulkhead connector (Part No PM1208S). No metal fittings are allowed. The slotting pattern should be at least 2 rows of machine slots with minimum slot length 25mm, maximum slot spacing of 5mm and maximum slot width of 0.4mm.	90
6	PVC pressure pipe, 50mm diameter, Class 12, 6m length	12
7.	PVC end caps, 50mm	24
8.	PVC straight coupling, 50mm	10
9.	Borehole cover (Thermo Fisher EEQFB200)	24
10.	Cement, 40kg bags for concrete pads, to be purchased from local supplier and used by local contractor	0
11.	Gravel 4-6mm, clean & washed, 20kg bags to be supplied by local contractor (sieved from gravel stockpiles for use in boreholes and concrete pads)	0

Bidders are required to **include a list of any additional parts, supplies and equipment** required to ensure satisfactory, quality and safe drilling, completion and rehabilitation activities are performed as described above. In the Proposal, the Bidder shall indicate brands/makes, origin and references of proposed materials.

J. Reporting and contracting arrangements

The Contractor will work under the direct supervision of SPC's Project Coordinator, Safe and Sustainable Drinking Water for Kiritimati Island Project.

The MLPID WSD Engineer, SPC Project Coordinator and Hydrology Technical Advisor (TA) will be focal

points for all information requests and feedback with the Contractor.

K. Final inspection and certification of completion and acceptance

Supervision and verification of completion of work will be undertaken by the SPC Project Coordinator, the WSD Engineer and Hydrology TA.

L. Skills and qualifications

Minimum qualifications and experience are listed below.

- At least 10 years' experience with multi-level borehole drilling and completions
- At least 5 years' experience with atoll borehole drilling
- At least 2 years' experience with a JACRO-2000 drill rig, or similar
- Experience with Kiritimati hydrogeology and similar atoll environments
- Experience with shipping of goods in the Pacific islands
- Provision of necessary supplies, equipment and parts

The Contractor must provide the CVs of the personnel that will carry out the drilling work which should include details of similar work previously undertaken. The Bidder must clearly indicate the name of one person in charge.

M. Scope of Bid Price and Schedule of Payments

- The value of the contract will be based on milestones/outputs outlined in the table below.
- The terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.

Milestone/deliverables	Deadline	% payment
Upon signing of Contract	Start of contract	20%
On receipt of freighting documents for all materials to be shipped to Kiritimati Island	3 months after contract signing	20%
On completion of 11 boreholes	6 months after contract signing	50%
On satisfactory preparation of rig for shipment to Tarawa	7 months after contract signing	10%
TOTAL		100%

N. Annexes to the Scope of works

Please see attached *Annex to the Scope of Works: Summary data for Kiritimati Island usable monitoring boreholes and standpipes*

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Evaluation criteria & Score Weight

A two-stage procedure will be utilised to evaluate the proposals, with evaluation of the technical proposal being completed prior to any financial proposal being opened and compared.

The competencies which will be evaluated are detailed in [Part 3](#).

The evaluation matrix below also reflects the obtainable score specified for each evaluation criterion (technical requirement) which indicates the relative significance or weight of the items in the overall evaluation process.

The technical component, which has a total possible value of 700 points, will be evaluated using the following criteria.

Evaluation criteria	Score Weight (%)	Points obtainable
Organisational requirements		
Brief evidence of the bidder's relevant experience must be submitted. Bidders shall provide details of two contracts that demonstrate their track record in completing works contracts similar to this Proposal. The bidder should provide contact details of two referees for each of the supply works. The contracts must have been completed or substantially completed within the last 8 years.	Mandatory requirements Bidders will be disqualified if any of the requirements are not met.	
Technical requirements		
Multi-level borehole drilling and completions		
At least 10 years' experience with multi-level borehole drilling and completions	20%	210
Atoll borehole drilling		
At least 5 years' experience with atoll borehole drilling	20%	140
Supplies, equipment and parts		
Provision of necessary supplies, equipment and parts	20%	70
JACRO-2000 drill rig		
At least 2 years' experience with a JACRO-2000 drill rig, or similar	15%	105
Kiritimati hydrogeology		
Experience with Kiritimati hydrogeology or similar atoll environments	15%	105
Pacific shipping		
Experience with shipping of goods in the Pacific islands	10%	70
Total score	100%	700
Qualification score	70%	490

4.2 Financial evaluation

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the works and financial incentives and benefits provided to SPC. The lowest financial proposal will be awarded maximum 300 points and other financial offers and incentives will be awarded points as per the formula below:

$$\text{Financial Proposal score} = (\text{Lowest Price} / \text{Price under consideration}) \times 300$$

Part 5: PROPOSAL SUBMISSION FORMS

Annex 1: BIDDER'S LETTER OF APPLICATION

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required works for the sum as may be ascertained in accordance with the Financial Proposal attached herewith and made part of this proposal.

We acknowledge that:

- SPC may exercise any of its rights set out in the Request for Proposal documents, at any time;
- The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
- The Request for Proposal documents are a summary only of SPC's requirements and is not intended to be a comprehensive description of them;
- Neither the lodgement of the Request for Proposal documents nor the acceptance of any tender nor any agreement made subsequent to the Request for Proposal documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the Request for Proposal documents, or since the date as at which any information contained in the Request for Proposal documents is stated to be applicable;
- Excepted as required by law and only to the extent so required, neither SPC, nor its respective officers, employees, advisers or agents will in any way be liable to any person or body for any loss, damage, cost or expense of any nature arising in any way out of or in connection with any representations, opinions, projections, forecasts or other statements, actual or implied, contained in or omitted from the Request for Proposal documents.

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded on the basis of the Technical and Financial Components proposed.

For the Bidder: *[insert name of the company]*

Signature:

Name of the Bidder's representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

Annex 2: CONFLICT OF INTEREST DECLARATION

INSTRUCTIONS TO BIDDERS

What is a conflict of interest?

A conflict of interest may arise from economic or commercial interests, political, trade union or national affinities, family, cultural or sentimental ties, or **any other type of relationship or common interest between the bidder and any person connected with the contracting authority** (SPC staff member, consultant or any other expert or collaborator mandated by SPC).

Always declare a conflict

The existence of a potential or apparent conflict of interest does not necessarily prevent the bidder concerned from taking part in a tender process. **However, the declaration of the existence of such a conflict by the persons concerned is essential and allows SPC to take appropriate measures to mitigate it and prevent the associated risks.**

Bidders are therefore invited to declare any situation, fact or link which, to their knowledge, could generate a real, potential or apparent conflict of interest.

Declaration at any time

Conflicts of interest may arise at any time during the procurement process or the implementation of a contract (e.g. new partner in the project) or as a result of a change in personal life (e.g. marriage, inheritance, financial transaction, creation of a company). If such a relationship is found and could be perceived by a reasonable person as likely to influence a decision, a declaration of the situation is necessary. In case of doubt, a conflict situation must be declared.

Declaration for any person involved

A declaration must be completed for each person involved in the tender (principal representative of the bidder, possible subcontractors, consultant, etc.)

Failure

Failing to declare a potential conflict of interest may result in the bidder being refused a contract or placed on SPC's list of non-responsible suppliers.

DECLARATION

I, the undersigned, *[name of the representative of the Bidder]*, acting in the name and on behalf of the company *[name of the company]*, declare that:

<input type="checkbox"/>	To my knowledge, I am not in a conflict-of-interest situation
<input type="checkbox"/>	There is a potential conflict of interest with regard to my <i>[Choose an item]</i> . relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned</i> , although, to the best of my knowledge, this person is not directly or indirectly involved in any stage of the procurement process
<input type="checkbox"/>	I may be in a conflict of interest with regard to my <i>[Choose an item]</i> relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned</i> , as this person is, to the best of my knowledge, directly or indirectly linked to the procurement process
<input type="checkbox"/>	To my knowledge, there is another situation that could potentially constitute a conflict of interest: <i>[Describe the situation that may constitute a conflict of interest]</i>

In addition, I undertake to:

- declare, without delay, to SPC any situation that constitutes a potential conflict of interest or is likely to lead to a conflict-of-interest;
- not to grant, seek, obtain or accept any advantage, whether financial or in kind, to or from any person where such advantage constitutes an unfair practice or an attempt at fraud or corruption, directly or indirectly, or constitutes a gratuity or reward related to the award of the contract;
- to provide accurate, truthful and complete information to SPC in connection with this procurement process.

I acknowledge that I and/or my company and/or my business partners who are jointly and severally bidding on the **RFP 22-4025** may be subject to sanctions such as being placed on SPC's list of non-responsible vendors, if it is established that false statements have been made or false information has been provided.

For the Bidder: *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

Annex 3: INFORMATION ABOUT THE BIDDER AND DUE DILIGENCE

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

VENDOR INFORMATION			
Are you already registered as an SPC vendor?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', please complete the form. If 'Yes', do you have any information to update?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please complete the form. If 'No', sign directly the form without completing it			
1. Please provide information related to your entity.			
Company name	<i>[Enter company name]</i>	Address	<i>[Enter address]</i>
Director/CEO	<i>[Enter name of the executive person]</i>	Position	<i>[Enter position of the executive person]</i>
Business Registration/License number	<i>[Enter company registration/license number (or tax number)]</i>		
Date of business registration	<i>[Enter date of business registration]</i>		
Country of business registration	<i>[Enter country of business registration]</i>		
Status of the entity:			
<input type="checkbox"/> For-profit entity (company), <input type="checkbox"/> NGO, <input type="checkbox"/> International organisation, <input type="checkbox"/> Government body, <input type="checkbox"/> University, <input type="checkbox"/> Association, <input type="checkbox"/> Research Institute, <input type="checkbox"/> Other: <i>[insert details]</i>			
2. Please provide the following documents (or any other relevant documents according to your national legislation) to verify the legal existence of the entity, the authority of its officer and proof of its address:			
<input type="checkbox"/> Evidence of the power of attorney or board resolution granted to the officer to transact business on its behalf or any other document delegating authority <input type="checkbox"/> Certificate of business registration/license <input type="checkbox"/> Memorandum, Articles or Statutes of Association <input type="checkbox"/> Telephone or electricity bill in the name of the entity <input type="checkbox"/> Bank statement bearing the name of the entity			
3. How many employees does your company and its subsidiaries have?		<i>[provide answer]</i>	
4. Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. If 'no', what type of business insurance do you have?		<i>[provide answer]</i>	
6. Are you up to date with your tax and social security payment obligations?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Is your entity regulated by a national authority?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If you answered 'yes', please specify the name:</i>		<i>[Insert name of the national regulation authority]</i>	
8. Is your entity a publicly held company?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Does your entity have a publicly available annual report?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Please send SPC your audited financial statement from the last 3 financial years if available</i>			

DUE DILIGENCE			
10. Does your entity have foreign branches and/or subsidiaries?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If you answered 'yes' to the previous question, please confirm the branches.</i>			
• Head Office & domestic branches		<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Domestic subsidiaries		<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Overseas branches		<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Overseas subsidiaries		<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Does your entity provide financial services to customers determined to be high risk including but not			

limited to:					
Foreign Financial Institutions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Casinos	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cash Intensive Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Foreign Government Entities	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Non-Resident Individuals	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Money Service Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Other, please provide details:			[Provide details]		
12.If you answered 'yes' to any of the boxes in question 11, does your entity's policies and procedures specifically outline how to mitigate the potential risks associated with these higher risk customer types?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'yes', please explain how:			[Provide explanation]		
13.Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect fraud, corruption, money laundering or terrorist financing activities?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'yes', please send SPC your policy in English.					
14.Does your entity have an officer responsible for anti-corruption, or anti-money laundering and counter-terrorism financing policy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please state that officer's contact details:			[Insert name and contact details of your officer in charge]		
If 'no', what process does your entity have in place to prevent and detect money laundering or terrorist financing activities?				[provide answer]	
15.Has your entity or any affiliated entity ever filed for bankruptcy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
16.Have any of the entity's current or former directors or CEO filed for bankruptcy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
17.Has your entity ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of any laws or regulations, including those relating to money laundering or terrorism financing?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'yes', please provide details:			[Provide details]		
18.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 any laws or regulations, including those relating to money laundering or terrorism financing?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'yes', please provide details:			[Provide details]		

SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)

19.Does your entity have a written policy, controls and procedures to implement its Social and Environmental Responsibility (SER) commitments?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please send SPC your policy in English.					
Does your Policy cover the followings?					
<input type="checkbox"/> Child protection <input type="checkbox"/> Human rights <input type="checkbox"/> Gender equality <input type="checkbox"/> Social inclusion <input type="checkbox"/> Sexual harassment, abuse or exploitation <input type="checkbox"/> Environmental responsibility					
Please, outline the major actions you have undertaken in these areas:			[provide answer]		
20.Does your entity have an officer responsible for Social and Environmental Responsibility (SER)?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please state that officer's contact details:			[Insert name and contact details of your officer in charge]		
If 'no', what process does your entity have in place to ensure your social and environmental responsibility?				[provide answer]	

I declare that the particulars given herein above are true, correct and complete to the best of my knowledge, and the documents submitted in support of this form are genuine and obtained legally from the respective issuing authority.

I declare that none of the funds received or to be received by my company will be used for criminal activities, including financing terrorism or money laundering.

By sending this declaration to SPC, I agree that my business and personal information may be used by SPC for due diligence purposes. I also understand and accept that SPC will treat any personal information it receives in connection with my proposal in accordance with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

For the Bidder: *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

Annex 4: TECHNICAL PROPOSAL SUBMISSION FORM

INSTRUCTIONS TO BIDDERS

The Technical Proposal Submission Form is a table that includes the technical criteria (based on the scope in Part 3) on which bidders will be scored. This table will be used by the Technical Evaluation Committee to score the technical proposals received.

Technical Requirements	
<i>Evaluation criteria</i>	<i>Response by Bidder</i>
Experience and specified personnel/sub-contractors	
Experience: Brief evidence of the bidder's relevant experience must be submitted. Bidders shall provide details of two contracts that demonstrate their track record in completing works contracts similar to this Proposal. The bidder should provide contact details of two referees for each of the supply works. The contracts must have been completed or substantially completed within the last 8 years.	Experience: <i>[insert details of relevant experience]</i>
	Details for three references:
	1. Client's name: <i>[insert name of client 1]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	Scope of work summary:
	2. Client's name: <i>[insert name of client 2]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	Scope of work summary:
Personnel: Driller and, if applicable, any other support staff. Please include CVs with your proposal.	Details about personnel/sub-contractors
	Driller's experience: Support staff experience (if applicable):
Multi-level borehole drilling and completions	
At least 10 years' experience with multi-level borehole drilling and completions	<i>[Bidder's answer]</i>
Atoll borehole drilling	
At least 5 years' experience with atoll borehole drilling	<i>[Bidder's answer]</i>
JACRO-2000 drill rig	
At least 2 years' experience with a JACRO-2000 drill rig, or similar	<i>[Bidder's answer]</i>
Kiritimati hydrogeology	
Experience with Kiritimati hydrogeology or similar atoll environments	<i>[Bidder's answer]</i>
Pacific shipping	
Experience with shipping of goods in the Pacific	<i>[Bidder's answer]</i>

islands	
Supplies, equipment and parts	
Provision of necessary supplies, equipment and parts – see Table 3 and text above Table 1 (please specify quantity, brands/makes, origin and references of proposed materials)	

For the Bidder: *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

Annex 5: FINANCIAL PROPOSAL SUBMISSION FORM

INSTRUCTIONS TO BIDDERS

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

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

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

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

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

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

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

BIDDER'S FINANCIAL PROPOSAL – WORKS

<i>Cost Schedule – RFP 22-4025</i>				
Cost Description	Unit	Unit Price [AUD]	Quantity	Total Amount [AUD]
Drilling operator and other international personnel	Day			
Local workers	Day			
Materials for boreholes – refer Table 3 in Scope of Works	Lump sum		1	
Additional drilling and other equipment – refer to text above Table 1 in Scope of Works (please list and add more rows if needed)				
Logistics, transport, freight and insurance – delivery duty paid (DDP)	Lump sum		1	
Contingencies (if applicable)				
Total [AUD]				

Note: please do not include **travel costs, accommodation, and meals** for the driller, as these will be covered by SPC as per the SPC Travel Policy. As of July 2022, the SPC per diem (daily subsistence allowance) for short-term stays on Kiritimati is AU\$200 per day.

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer. Bidders will be deemed to have satisfied themselves, before submitting their proposal, taking into account all that is required for the full and proper performance of the contract and to have included all applicable costs in their rates and prices.

For the Bidder: *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

