

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Kiritimati Island Water and Energy Program
Nature of the services	Preferred Service Providers: Procurement and technical surge support – water and energy projects
Location:	Home based with potential travel to Kiritimati Island, Kiribati
Date of issue:	11/09/2024
Closing Date:	25/09/2024
SPC Reference:	RFQ24-7040

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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).

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.

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 Quotation (RFQ) Process

At SPC, procurement valued at more than EUR 2,000 and less than or equal to EUR 45,000 requires an evaluation of at least three quotations to determine the offer that provides the best value for money through a Request for Quotation (RFQ) process.

This RFQ sets out SPC's requirements for a project and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information.

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

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

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

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 quotation to be considered, it is important that you provide all the prescribed information by the closing date and in the format specified.

2.2 Submission Instructions

You must **submit your quotation and all supporting documents** in English and as an attachment to an email sent to jakew@spc.int and with the subject line of your email as follows: **Submission RFQ24-7040**. The email should also be copied to rfq@spc.int.

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- Technical and Financial proposal template completed (including 1-page proposal)
- Consultant's CV submitted

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

Bids will be evaluated on the basis of information received by **11.45PM Fiji Time GMT +12 on 25/09/2024**.

2.3 Evaluation & Contract Award

Each quotation validly received will be assessed against the evaluation criteria matrix set out in [Part 4](#). Any changes in the evaluation criteria will result in the RFQ process being re-issued.

SPC may award the contract once it has determined that a bidder has met the prescribed requirements and the bidder’s proposal has been determined to be substantially responsive to the RFQ documents, provide the best value for money (highest cumulative score) and best serve the interests of SPC.

In the event of a bid being accepted, procurement will take place under SPC’s [General Terms and Conditions of Contract](#) and depending on the value or nature of the procurement, the award will be made by issuing a purchase order or a signed and dated contract, or both.

2.4 Key Contacts

Please contact SPC should you have any doubt as to what is required or if we can help answer any questions that you may have.

SPC’s Kiritimati Island Program Coordinator will be your primary point of contact for this RFQ and can be contacted at jakew@spc.int. You should copy any communications into rfq@spc.int.

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 RFQ process, at any point where there is phone call or other conversation, SPC expects to keep a file note of the exchange, with all forms of communication with prospective bidders to be retained as source documents for the procurement of the services.

2.5 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
RFQ sent to potential vendors	11/09/2024
RFQ closing date	25/09/2024
Award of Preferred Supplier Agreement (PSA)	16/10/2024
Release of Terms of Reference (ToR)	Anytime within the PSA validity period
Award and commencement of first Implementation Contract	Maximum 12 months after PSA award
PSA renewal	10 – 12 months after PSA award, dependent on performance and project requirements
Conclusion of PSA	1 year from the signature and renewable for up to an additional 3 years after a performance assessment

2.6 Legal and compliance

Confidentiality: Unless otherwise agreed by SPC in advance or where the contents of the RFQ are already in the public domain when shared with the bidder, bidders shall at all times treat the contents of the RFQ 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 RFQ 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 RFQ process. **In support of your response to this RFQ, you must submit to SPC [the Conflict-of-Interest Declaration form](#) available on our procurement page website: <https://spc.int/procurement>.**

Breach of this requirement can result in SPC terminating any contract with a successful bidder.

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.

No offer of contract or invitation to contract: This RFQ 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 RFQ. SPC will handle any personal information it receives under the RFQ in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

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 RFQ process.

2.7 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: TERMS OF REFERENCE

A. Background/context

Kiritimati Island water supply

Kiritimati Island is subject to the most variable rainfall of any inhabited island of the Pacific, and highly vulnerable to severe drought periods associated with La Niña occurrences. Administered by the Ministry of Line and Phoenix Islands Development (MLPID), Kiritimati Island is a key investment and development hub of Kiribati. It is a low-lying coral atoll with an approximate area of 388 km² rising to only around four meters above sea level, and a rapidly growing 2024 population of roughly 8,000 people. Given the current lack of water availability and associated public service provision on Kiritimati, SPC are working closely with MLPID to equitably and sustainably scale-up the current groundwater supply infrastructure (from lens to customer), while exploring supplementary water resources (e.g. desalination) and building local capacity to strategically integrate them into the Island's water supply portfolio.

Kiritimati Island electricity supply

Roughly 40% of Kiritimati's population have access grid electricity, which is plagued by regular blackouts primarily due to aging diesel generators and increased power demand resulting in MLPID's Electrical Division (ED) and Power Division (PD) load shedding by taking selected grid zones offline as needed. Kiritimati's northwest corridor, where over 90% of the population reside, is connected via a mini grid comprising medium-voltage 11 kV pole-mounted power lines supplied by 913 kW combined diesel generator capacity (though considerably derated due to age and lack of service) and a 150 kW solar PV array. Poland village in the southwest, with a fast-growing population of roughly 600 people, is supplied by a small hybrid system with 48 kW diesel generator, 36 kW solar PV and 213 kWh battery capacity. The system is underperforming due to control issues.

Kiritimati Island water and energy projects

The Kiribati Island Water and Energy Program is being delivered through SPC's Kiritimati Island Project Management Unit (PMU) in partnership with Government of Kiribati (GoK). Three projects are presently delivered under the program:

- The *Safe and Sustainable Drinking Water for Kiritimati Island* project (SSDWKI).
 - Funded by the European Union (EU; EUR6.2M) and New Zealand's Ministry of Foreign Affairs and Trade (MFAT; NZD 2M or EUR 1.2M), this EUR 7.4M project is supporting GoK to increase access to safe and sustainable drinking water on Kiritimati Island by:
 - i. Improving evidence-based management of water resources
 - ii. Increasing access to safe and reliable drinking water supply
 - iii. Strengthening capacity to operate, maintain and manage safe efficient and accountable water supply systems
 - Implementation period is from July 2020 to November 2026.
- The *Extending Access to Safe and Secure Drinking Water on Kiritimati Island* project (EASSDWKI).
 - Funded by MFAT, this NZD 2.5M project is being delivered in parallel and complementary to SSDWKI with focus on:
 - i. Further expansion of water supply and reticulation infrastructure

- ii. Strategic GEDSI support
 - iii. Supplementary water resources (particularly desalination to augment the island's long-term water supply portfolio)
 - iv. Institutional capacity building.
- The project commenced in June 2024 with implementation period ending June 2027.
- The *Electrification of Kiribati's Line Islands Powered through Solar Energy* project (EKLIPSE).
 - Funded by Government of Australia's Department of Foreign Affairs and Trade (DFAT), this AUD 2.9325M project supports GoK energy security, renewable energy and energy efficiency goals through improved:
 - i. Electricity supply capacity, reliability and affordability
 - ii. Energy demand-side management, efficiency and behaviours
 - iii. Capacity of public electricity service utility people and processes
 - iv. Equitable access to electricity, both on- and off-grid
 - The project will be delivered primarily on Kiritimati Island, with off-grid installations in Tabuaeran (Fanning) and Teraina (Washington) islands. Implementation is from June 2024 to June 2027.

Further funding and projects may come online in the coming years to leverage economies of scale available through the current program.

B. Purpose, objectives, scope of services

Delivery of the Kiritimati Island Water and Energy Program will require considerable technical and operational resources to effectively and sustainably achieve desired outputs and outcomes. This is particularly the case given the revised implementation modality whereby most works will be undertaken locally rather than outsourced to external contractors. This means that SPC's procurement, administrative and technical support requirements will be notably greater than originally envisaged, and capacity of SPC's PMU and support teams will be stretched. SPC are seeking competent and qualified Preferred Service Providers (PSPs) to engage under Preferred Supplier Agreements (PSAs) to provide surge support of varying intensity and scope throughout the implementation phases of each project. PSPs will be working predominantly behind the scenes (remote work) to allow the PMU to dedicate much needed time to on-island coordination, stakeholder engagement and capacity building activities. Support will be required for various activities though primarily for procurement and technical assistance for both water and energy project activities.

Procurement support

PSPs will be engaged to expedite procurement activities, including:

- Development and/or review of bills of quantities for procurement of goods (often based on detailed design drawings)
- Drafting and/or review of procurement documentation for works, goods and services
- Participation in technical evaluation committees
- Preparation of bid evaluations for medium-value purchases
- Sourcing of quotes for low value purchases of materials, tools and equipment.

Technical support

Remote technical surge support will be required at certain times for:

- Review and critique of water and electrical system designs and construction methodologies
- Assistance with preparation of knowledge sharing and training materials
- Development of household surveys
- Data analysis, consolidation and presentation
- Review of and technical input to reports
- Review (and potential development of) of as-constructed design drawings
- Review of and contribution to funding proposals and concept notes
- Consolidation of lessons learned and best practices.

On-island technical assistance may be required if there is a suitable match between TA skills and availability and on-island capacity gaps. Should this be the case, SPC will cover travel and per diems for the PSP to travel to Kiritimati (if not already on-island), as per SPC Travel Policy. Such on-island scope may include:

- Assistance with delivery of technical and institutional capacity building activities (water, energy and public utility focus)
- Site supervision of construction activities
- Stakeholder surveys (energy audits, GEDSI-WASH/energy analyses, feedback, monitoring)
- Development of community water resource management plans
- Day-to-day logistics and operational oversight.

Note that the services listed above may be extended to other projects and Pacific island countries where SPC operates, should there be a clear fit between the PSP's skills/experience and project needs.

PSPs can be individual consultants, or organisations with one or more experienced personnel who can draw from institutional knowledge and support services.

C. Timelines

SPC intend to establish medium- to long-term contracts with PSPs (under framework PSAs) depending on their experience, capabilities, availability, location and the scope to be undertaken. It is expected that PSAs with eligible PSPs will be signed in early Q4 2024, with specific Terms of References (ToRs) developed and contracts commencing shortly after. SPC's PSA mechanism enables an initial contract duration of up to 12-months, with renewal for later contracts possible under the same PSA for an additional three years (up to four years maximum PSA validity period) dependent on PSP performance and the need for their skills and capacity to support project delivery.

PSPs will be expected to be home based for most or all time charged to the project and sufficiently equipped with necessary office equipment. Should there be a clear match between PSP skills and experience and on-island TA needs in alignment with this TOR, the PSP may be invited to support program delivery on-island for a short period of time (e.g. 2 – 3 weeks), on one or more occasions.

Initial contracts will likely be 11 – 12 months long, with possibility for longer contracts should the PSA be extended (for up to three additional years; noting the current portfolio of projects has an end date of mid-2027). Once the PSA is established and ToRs developed and shared, PSPs will have the opportunity to discuss and negotiate the scope, duration and timing of the proposed services with the SPC Program Coordinator.

D. Reporting and contracting arrangements

Preferred Service Providers (PSPs) shall be responsible to SPC Kiritimati Island Water and Energy Program Coordinator. Should the PSP be engaged for another project and location under the same PSA, SPC will amend the contractual arrangements to align with the scope/location required.

After PSA award, PSPs will be sent ToRs by the SPC Program Coordinator against which the PSP shall issue a brief proposal. Once the proposal is approved by SPC an approved purchase order of contract will be issued by SPC before the start of the assignment.

PSPs may be expected to provide regular reports at a frequency agreed with the SPC Program Coordinator, plus technical support documentation and recommendations as needed. Timesheets including a brief summary of daily or hourly scope achieved will need to accompany invoices.

PSPs will be expected to openly engage and share information and resources with SPC and the Government of Kiribati, and other contracted resources as appropriate.

E. Skills and qualifications

Bidders are required to provide a brief (maximum 1 page) proposal highlighting their skills, experience, availability and capability to provide procurement and technical services for the Kiritimati Island Water and Energy Program.

Using the template provided in Part 5 of this RFQ, bidders are also required to provide a brief proposal highlighting compliance, knowledge and previous experience in the following areas and attributes.

- Experience in design, construction, operation and maintenance of water and/or electricity supply systems
- Experience with procurement (all stages) and contract management
- Experience in management of water and/or electrification projects
- Tertiary qualification in engineering, energy, management or applicable equivalent
- Experience with water and/or power utility operations
- Experience building technical, operational and institutional capacity of local counterparts.

Given multiple PSPs may be engaged through this RFQ process, applicants particularly strong in certain competencies and not in others are encouraged to apply (along with those strong in all areas) as the surge support scope will be allocated to the most attractive PSP (based on cost, availability, skill, experience and rapport) for the given task.

F. Scope of bid price and schedule of payments

- The rates quoted by the bidder:
 - Should represent best value for money.
 - Should be valid and remain fixed for a period of one year from the date of award of PSA.
 - As per Section 22 of SPC's [General Terms and Conditions of Contract](#), while SPC is exempt from tax in Kiribati, the financial proposal is to take into account all expenses the consultant incurs in the development of their professional activity (e.g. insurance, internet, applicable income taxes in the applicant's country of residence for tax purposes, etc.) when setting up their professional fee/rate. Travel expenses are not to be included in the financial proposal (Part 6). Should the PSP be required to travel to site, travel fees and per diem (DSA) will be paid by SPC as per SPC Travel Policy.
- If the services are required by SPC within a year of signing of the PSA, the PSP shall provide the services at the PSA rate.

- If there is a change in the Price for reasons beyond the PSP's control, SPC should be advised promptly and upon approval by SPC, the contract rate shall be amended.
- Consultancy fees shall be paid in accordance with the provisions of a contract with SPC upon submission and acceptance of invoices and timesheets by the PSP. Invoices to be submitted no more frequently than monthly.

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Competency Requirements & Score Weight

The evaluation matrix below 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.

Competency requirements	Score weight (%)	Points obtainable
- Technical and Financial Proposal templates completed - Consultant's CV submitted		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirement 1: Proposal (max. 1 page) highlighting your skills, experience, availability and capability to provide procurement and technical services for the Kiritimati Island Water and Energy Program	15%	150
Technical requirement 2: Experience in design, construction, operation and maintenance of water and/or electricity supply systems	15%	150
Technical requirement 3: Experience with procurement (all stages) and contract management	10%	100
Technical requirement 4: Experience in management of water and/or electrification projects	10%	100
Technical requirement 5: Tertiary qualification in engineering, energy, management or applicable equivalent	10%	100
Technical requirement 6: Experience with water and/or power utility operations	5%	50
Technical requirement 7: Experience building technical, operational and institutional capacity of local counterparts	5%	50
Total Technical Scores	70%	700
Maximum Financial Score	30%	300
Total Score	100%	1000