Request for Tender



Construction of an Audio-Visual Room for the Ministry of Cultural Development

Reference No.: 141542

Date of Release: June 23 2015

Ministry of Finance and Economic Management

**DEVELOPMENT COORDINATION DIVISION**

## Glossary and Definitions

|  |  |
| --- | --- |
| Term | Explanation |
| RFT | Request for Tender |
| Tender Management Team | The team that is responsible for the management of this Tender, including the evaluation and administrative functions |
| Evaluation Committee | The group of people within the Tender Management Team that will evaluate this Tender |
| Manual | The Cook Islands Government Financial Policies and Procedures manual |
| MCD | Ministry of Cultural Development |

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## Introduction

The Cook Islands has a new relationship with the Republic of Korea in which development assistance utilizing national systems has now become available. Funding has been agreed for a project to build the audio visual capacity of the Ministry of Cultural Development (MCD) in preparation for the 50th anniversary celebrations, July 2015.

Under the proposed arrangement, the Development Coordination Division of the Ministry of Finance and Economic Management will coordinate the project with the implementing agency, the Ministry of Cultural Development.

## Summary of Requirement

Through this RFT, the Development Co-ordination Division (DCD) of the Ministry of Finance and Economic Management (MFEM) wishes to implement a programme of development assistance funded by the Republic of Korea Government. This RFT is for the construction of an audio-visual recording and production equipment room. The RTF requires that the room be constructed beside the Ministry of Culture’s existing sound studio situated on the stage in the Auditorium, Rarotonga. The new audio-visual room will replace the existing room which will be used for other purposes.

## Submission of Tender/Offer

Original hard copy tenders shall be in a sealed envelope marked “Confidential” and addressed to:

 Construction of Audio-Visual Equipment Room Tender 2015

Reference No: 141542

Peter Tierney, Manager,

Development Coordination Division

P.O. Box 120

Rarotonga, Cook Islands

Telefax and electronic proposal will not be accepted. Tenders must be submitted by the due date in the form specified in Appendix A. If tenders do not comply with the format contained in Appendix A, they will not be accepted. All proposals and related documentation in respect of this RFT must be in the English language.

The envelope must have the name of the tenderer, the contact person and the contact details clearly visible on the back. The envelope should be delivered by deposit into the Tender Box located at the Development Co-ordination Division, Rarotonga, Cook Islands

Tenders close at 3:00 pm on Thursday the 9th of July 2015. The tenderer is responsible for ensuring that the tender is placed in the Tender Box by the closing time. Late tenders will not be accepted.

**Joint Proposals**

Any joint proposal must:

* identify all of the parties to the proposal;
* state the nature of the relationship between the parties for the purpose of the joint proposal;
* specify which requirements each party will be responsible for delivering;
* identify the structure and systems that support joint governance, accountability and financial and contract management;
* and be signed by all parties.

If there is more than one party comprising the Tenderer, each such party acknowledges and agrees that if its tender is accepted, its obligations to DCD comprised in the tender bid shall be owed by all parties comprising the Tenderer jointly and by each such party severally.

In this RFT, a reference to a Tenderer shall include each party comprising the Tenderer, if there is more than one party.

**Non-Resident Tenderers**

If the Tenderer is a foreign company or the tender includes a foreign company, an application for approval to carry out business in the Cook Islands must be sought from the Business Trade and Investment Board (BTIB). Any fees associated with the registration are to be covered by the bidder.

**Contact Officer**

Negotiations will not be permitted between the Tender Team and any prospective tenderers during the tender advertising period. However, prospective tenderers may seek clarification of the tender documents prior to submitting their tenders. Any enquiries in relation to this tender should be directed to the Contact Officer identified below. Tenderers should note that to ensure no disadvantage to any tenderers, responses to questions pertaining to this RFT will be circulated to all those who have registered their interest.

Any enquiries in relation to this tender should be directed to the Contact Officer at the address given below.

Name of Person: Boyd Ellison
Title: Tender Manager
Address: Vaimaanga
Phone: +682 22226 mob +682 54221
E-mail: boyd@akairoconsulting.com

## Selection Process

All tenders deposited in the Tender Box by the Closing Time will be considered. Tenders submitted in the form specified in Appendix A to this RFT will then proceed to the evalaution stage. Failure to comply with the standard conditions will result in immediate exclusion from the Evaluation process.

Evaluation of the responses to this RFT will be in accordance with the Evaluation Criteria described in Appendix C.

## Notification of Acceptance

Tenders shall remain open for acceptance and shall not be withdrawn for a period of sixty (60) working days from the Closing Date of the tender. Unsuccessful tenderers shall be notified in writing by the Principal or their representative within 10 working days of acceptance of the successful tender.

If no tender is accepted by the Principal within twenty (20) working days after the Closing Date, each tenderer will be notified in writing by the Principal or their representative whether their tender is still under consideration or is no longer being considered.

If there are no successful tenders, the Principal will notify the Tenderers that no tender has been accepted and may do any of the following:

* Invite all Tenderers to provide additional information;
* Re-advertise the tender extending the closing date for submissions;
* Tenderers may either re-tender or provide additional information to support their existing tender already received but not accepted by the Principal.

The Principal shall not be bound to accept the lowest priced tender or the highest scored tender or any tender. When the preferred tender has been identified by the Tender Team, the Principal will invite the Tenderer to enter into negotiations based on the draft contract at Appendix D to this RFT. Only when the parties have agreed to the terms of the contract and executed the contract will the Principal issue to the successful tenderer a Letter of Acceptance.

The Principals decision shall be final and no correspondence will be entered into. Subject to the provisions of the Official Information Act, Tenderers will not be entitled to see evaluation documents. Complaints may be lodged under section 41-43 of the Purchase and Sale of Goods and Services policy.

The Tender Team reserves the right to contact referees and/or customers regarding the performance of the tenderer as it may pertain to this RFT.

The tenderer must confirm their acceptance of the terms of the contract for services attached at Appendix D. If the tenderer is unable to agree to any clause, it must set out in a table form the clause reference, reason why the tenderer cannot accept it and proposed alternative wording.

## Probity

No gifts or entertainment of any nature will be permitted between any parties involved throughout the tender process, including: tenderers or potential tenderers, tender team members, evaluation team members, the Head of Ministry, or any other member or organisation that may have an involvement with any aspect of the tender process.

## Confidentiality

Drawings, Specifications, Schedules and written technical information supplied to Tenderers shall not be used for purposes other than the preparation of a Tender without the approval of the Principal. Information submitted by a Tenderer shall be regarded as confidential and shall not be disclosed to a third party except with the prior written agreement of the Tenderer.

## Statement of Requirements

The tenders should include information on how the tenderer will accomplish the following specific activities.

* Source the materials described in the Tender Specifications
* Construct the AV Room before the required deadline to be negotiated with the successful tenderer .
* Meet the strict timelines of the project.

As well as carrying out the above activities, the Contractor will also be expected to provide ‘As Built’ drawings following the completion of the AV room.

##

## Conditions of Tendering

Any offer that does not meet the terms specified in the Standard Conditions below is **non‑conforming** and will not be evaluated.

Standard Conditions

1. Tenders must be completed in the format contained in Appendix A of this RFT. If offers do not comply with this format, they will not be accepted.
2. Tenders must be deposited in the required form in the Tender Box by the closing time as specified in theSubmission of Tender Offer above.
3. All proposals and related documentation in respect of this RFT must be in the English language.
4. Tenders must be presented in hard copy format only and delivered in a sealed envelope to the location specified in Submission of Tender offer above. Telefax and electronic proposals will not be accepted.
5. The Tenderer must tender for the whole of the contract works as specified in Appendix B.
6. All prices quoted must be inclusive of freight landed in Rarotonga.

The Principal may ask the Tenderer to provide a list of proposed subcontracts and subcontractors before accepting the tender.

The Principal may ask the Tenderer to provide additional information during the tender evaluation. The Tenderer must supply that information in the form and within the time stated in the Principal’s request.

It is the responsibility of the tenderer to carry out any site visits that are necessary.

**Tender to be Based on Documents**

The tender must be in the required format and must include all information asked for in the tender documents.

The Tenderer must prepare the tender in accordance with the tender documents which shall include notices sent to the Tenderer before the close of tenders.

The Tenderer must tender on a lump sum basis for the project. The amount tendered must be stated on the tender submission and on the trade summary if one is provided.

**Information supplied by Tenderer**

The Principal may contact the Tenderer’s referees, competitors, or customers to enquire about the previous performance of the Tenderer, and/or make any other enquiries about the Tenderer as the Principal deems necessary.

**Delivery Schedule**

The tenderer is required to submit, on placement of the tender application, a proposed delivery schedule outlining the days and the duration, considered necessary to complete the contract work from the time of execution of the contract to the contract completion including delivery of the equipment to the specified destination.

The Tenderer should identify any risks to completing the contract within their proposed timeline and measures to address those risks.

The delivery schedule costs must be for the consignment specified in the tender documents and /or any amendments to the consignment specifications issued in writing by the Principal prior to the closing date of the tender submission.

Upon awarding the contract, it is deemed that the Tenderer has assessed the tender requirements and that all costs both direct and indirect to complete the consignment have been included in the tendered price.

APPENDICES

APPENDIX A

Form of Tender

Peter Tierney, Manager,

Development Coordination Division

P.O. Box 120

Rarotonga, Cook Islands

Having examined the Tender Documents in relation to Tender Reference no 151452 and dated / /2015, released by the Development Coordination Division, we submit the following offer.

We offer to complete, handover to the Principal and remedy defects in the whole of the said Tender Specifications in conformity with these Tender Documents for the sum of NZD$\_\_\_\_\_\_\_\_\_\_.\_\_ stated exclusive of Value Added Tax, together with such other sums as may be ascertained in accordance with the Contract.

We undertake to complete and handover the whole of the Contract Works/Goods/Services within the period stated in the Conditions of Tendering.

We agree to abide by this Tender for a period of sixty (60) days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted by you at any time before the expiry of that period.

Unless and until a Contract Agreement is prepared and executed, this Tender together with your written acceptance thereof, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any Tender you may receive.

We understand that no contract shall come into existence, and no legal or other obligations shall arise between us and you (or between us and any other agent of the Principal) in relation to the conduct, outcome or otherwise of the Tender process, prior to and apart from your acceptance of our Tender.

We understand that you may contact the referees nominated by us in this offer and make whatever enquiries you deem necessary regarding our financial health and ability to deliver the Contract Works/Goods/Services. Further, during the assessment stage we understand and agree that you may request specific information from all tenderers in order to assist your assessment. We acknowledge that a failure to provide such information may result in disqualification from the process.

We provide the following information required to be submitted with this Tender:

* Completed Schedule of Prices
* Proposed Subcontractors *(if relevant)*
* Preliminary Delivery Programme
* List of Referees you may contact in relation to this offer.

|  |  |
| --- | --- |
| Signature: |  |
| Printed Name: |  |
| Position Held: |  |
| Tenderer: |  |
| Address: |  |
|  |  |
|  |  |
| Date: |  |
| E-mail:  |  |
| Phone No.: |  |
| Facsimile No.: |  |

**General Information**

Please complete the following. Use additional pages if required.

|  |  |
| --- | --- |
| Company Legal Name:  |  |
| Company Registration Number:  |  |
| RMD Number:  |  |
| Contact Person  |  |
| Physical Address  |  |
| Postal Address  |  |
| Telephone Number  |  |
| Fax Number  |  |
| Email Address  |  |
| Idemnity Insurance Details  |  |
| Statement of Company’s General Expertise |  |
| a). Describe details of Construction experience.  |
| b). Include on separate page a work plan, timelines and proposed construction details to meet the specified deadlines in the Tender Documents. |
|  c).Describe any risk that could impede the contract and ways to address these.  |

Schedule of Prices

Please refer to the Tender Specifications for a more detailed breakdown of the items listed below.

**Audio-Visual Room**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Quantity** | **Unit Cost** | **Total Cost** |
| Materials  |  |  |  |
| Labour  |  |  |  |
| Electrical  |  |  |  |
| Air conditioning  |  |  |  |
| Other  |  |  |  |
| Public liability insurance  |  |  |  |
|  |  | **TOTAL PROJECT COST** |  |

The submitted price should include all costs associated with sourcing and supplying the materials. The Supplier is not entitled to claim expenses, surcharges or margins or disbursements except if otherwise agreed in advance and in writing by the Government.

All costs should be exclusive of VAT.

**Proposed Subcontractors**

|  |  |
| --- | --- |
| Name: |  |
| Company: |  |
| Address: |  |
|  |  |
|  |  |
| E-mail Address: |  |
| Phone No.: |  |
| Facsimile No.: |  |
| Works/Skills to be performed. |  |
| Educational/Technical Qualifications: |  |
| Work Experience: |  |

Preliminary Delivery Programme

Please include a timeline to complete the project. Consideration should be given to potential impacts on the timeline such as the availability of equipment, delays in delivery or other external factors. The deadline for the construction of the AV room will be negotited with the Head of Ministry of Culture, Mr Sonny Williams. Oversite of the contruction will be undertaken by a delegate from the Ministry of Cultural Development

**Referees who may be Contacted**

|  |  |
| --- | --- |
| Name: |  |
| Company: |  |
| Address: |  |
|  |  |
|  |  |
| E-mail Address: |  |
| Phone No.: |  |
| Facsimile No.: |  |
| Nature of Relationship with Tenderer: |  |

|  |  |
| --- | --- |
| Name: |  |
| Company: |  |
| Address: |  |
|  |  |
|  |  |
| E-mail Address: |  |
| Phone No.: |  |
| Facsimile No.: |  |
| Nature of Relationship with Tenderer: |  |

APPENDIX B

Tender Specifications

**Description**

The Audio Visual production Room is to be constructed and completed to a high standard. It is located in the Auditorium on the wing of the stage. The building is a single room office on 125 x 125mm poles and attached to adjacent office structure. Plans have been included with the tender documents.

External cladding is 18mm H3 with 12mm ply for the inside wall and ceiling linings. There are 2 x 1000mm high x 800mm wide single sliding aluminium powder coated windows and 1 x 1980mm high x 810mm wide solid core door. The floor and roof cladding are 18mm thick tongue and groove H3 treated ply with a storage area on the roof inside a parapet wall. The walls are 100mm wide with 75 x 50 studs at 300mm c/c, alternative off-set of 25mm with R2.2 insulation for sound proofing. Wall and ceiling finishing as per the schedule of quantities.

Fittings and fixtures are to be built and installed as per the schedule. A 4.7kw wall mounted air conditioning unit, and including opening and electrical connection are to be installed. Electrical Services are to be also installed as per the plan by registered electrical contractors.

The building will involve some preparatory work including the removal of existing cupboards to be reinstalled once the room has been completed. Paint finishes are included in the schedule.

The floor will be covered in carpet tiles. Please refer to the schedule of works which follow. For all electronic copies plans will be on a separate PDF or can be uploaded from the MFEM procurement website.

Schedule of materials and works

|  |  |  |
| --- | --- | --- |
| **1 Demolition** | **No** |  **unit**  |
| Remove wooden balustrades at top stair landing and walkway and store for use on top level |  | sum |
| Remove wooden balustrades to stairs and store for use later |  | sum |
| Remove existing storage lockers and store for reinstallation |  | sum |
| Remove existing external wall linings to expose framing |  | sum |
|  |  |  |
| **2 Substructure** | **No** |  **unit**  |
|  |  |  |
| 125 x 125 RS H5 post bracketed to existing conc sub-floor | 2 | m |
| EV for floor cut-outs for posts | 2 | No |
| B55 bowmac bracket to conc floor and post | 4 | No |
| 150 wide Dpc to last | 2 | m |
| M12 x 150mm engineers bolts to last | 6 | No |
| M12 x 100mm Gavl Dyna bolts | 8 | No |
| 250 x 50 blocks fixed to posts under stage floor | 4 | m |
| M12 x 260mm galv engineers bolts to last | 4 | No |
| 50 x 50 x 3mm washers to last | 8 | No |
| 2/250 x 50 blocking nailed together to existing floor joists under stage | 4 | m |
| M12 x 350mm galv engineering bolts to last | 6 | No |
| 50 x 50 x 3mm washers to last | 12 | No |
| 40 x 18 D4S moulding around post holes |  | m |
| 2/150 x 50 blocking nailed together to underside of bearer fixed between studs of existing wall | 2 | m |
| 100 x 50 top plate blockiing to last | 2 | m |
| 2/300 x 50 nailed together bearers | 2 | m |
| B48 bowmac L bracket to post bearer connection each side  | 4 | No |
| M12 x 130mm engineers bolts to last | 10 | No |
| EV to check out beam for B48 bracket | 2 | No |
| 300 x 50 bearer tie beam | 1 | m |
| B554 angle bracket to last | 2 | No |
| M6 x 75mm coach screws to last | 8 | No |
| B175 angle bracket to internal corner of tie beam | 2 | No |
| M12 x 120 engineers bolts to last | 2 | No |
| 50 x 50 x 3mm washers to last | 2 | No |
| M12 x 75mm engineer bolts through tie beam | 2 | No |
| 50 x 50 x 3mm washers to last | 2 | No |
|  |  |  |
| 200 x 50 floor joists at 400 cc | 11 | m |
| 150 x 50 blocking to last at 1200 cc | 4 | m |
| 200 x 50 boundary joist | 2 | m |
|  |  |  |
| 9mm fibrolite sub-ceiling to underside of floor joists |  | m2 |
| 30mm half round moulding to last | 2 | m |
| 18mm quad to ceiling |  | m |
|  |  |  |
| **3 Flooring** |  |  |
| 18mm ply T&G flooring |  | m2 |
| 5mm dia min. continuous bead of Gib Soundseal to floor joists and blocking beneath last |  | m |
|  |  |  |
| **4 FRAME** | **No** |  **unit**  |
|  |  |  |
| 100 x 50 bottom plate |  |  m  |
| 100 x 50 bottom plate nogs to existing wall for bottom plate |  | m |
| 50 x 50 nogs to existing wall |  |  m  |
| 100 x 50 studs | 12 |  |
| 75 x 50 studs at 300c/c, alternative off-set 25mm | 34 |  m  |
| 2/100 x 50 lintels | 2 |  m  |
| 100 x 50 trimming stud | 4 |  m  |
| 100 x 50 sill | 1 |  m  |
| 100 x 50 sill trimmer | 2 |  m  |
| 100 x 50 jack stud | 6 |  m  |
| 100 x 50 top plate |  |  m  |
| 100 x 50 top plate nogs to existing wall |  |  m  |
| 2/150 x 50 nailed together nogs to existing wall |  |  m  |
| 45 x 45 nogs to upmost existing wall |  |  m  |
| 100 x 50 studs to parapet wall 800mm min at 600c/c | 23 |  m  |
| 100 x 50 top plate to last |  |  m  |
| 150 x 50 handrail to last |  |  m  |
|  |  |  |
| **5 ROOF** |  |  |
|  |  |  |
| **Roof frame** | **No** |  **unit**  |
| 200 x 50 rafters | 7 |  m  |
| 200 x 50 stringer | 1 |  m  |
| 150 x 50 blocking at 1200 c/c | 4 |  m  |
| 200 x 50 facia | 2 |  m  |
| 18mm Ply roofing |  |  m2  |
|  |  |  |
| **Exterior finish** | **No** |  **unit**  |
|  |  |  |
| 18mm ply to exterior walls |  |  |
| Sides | 2 | m2 |
| End | 1 | m2 |
| 5mm dia min. continuous bead of Gib Soundseal to studs and plates |  | m |
| 75 x 25 vertical battens to exterior corners | 4 | m |
| ditto to ply/ existing wall flush joint | 2 | m |
| Flush finish silicone sealant to joints in ply | 11 | m |
| 75 x 20 door architrave |  | m |
| Ev for rake cutting | 2 | m |
|  |  |  |
| **6 Paint** | **No** |  **unit**  |
| 1 coat primer undercoat and 2 acrylic enamel top coats to ply |  | m2 |
| Ditto to door both sides and edges |  | m |
| 18 mm ply to exterior parapet wall |  | m2 |
| 1 coat primer undercoat and 2 acrylic enamel top coats to parapet wall ply |  | m2 |
| Sand 125 x 125 RS post to receive paint finish | 8 | m |
| 1 coat primer undercoat and 2 acrylic enamel top coats to 125 x 125 posts, 0-150mm wide |  | m |
|  |  |  |
| **7 Windows and Exterior Doors** | **No** |  **unit**  |
|  |  |  |
| 1000 x 800 aluminium single sliding windows- incl fitting, quote from Cook Island Steel | 2 | No |
| 100 x 25mm dry dressed radiata window liner | 4 | m |
| ditto top/bot | 4 | m |
| EV for ripping last to width |  | sum |
| 1980 high x 810 wide solid core door |  | No |
| 85mm zinc plated butt hinges | 3 | No |
| 150 x 25mm dry dressed radiata door jamb |  | m |
| EV for ripping last to width |  | sum |
| Entrance lock set to door | 1 | No |
| 40 x 10mm planted stop to jamb |  | m |
| 1 undercoat primer and 2 top coats of acrylic enamel to door both sides and door jamb | 2 |  m2  |
| Door stop | 1 | No |
|  |  |  |
| **8 Balustrades** | **No** |  **unit**  |
|  |  |  |
| Cut and fit stored balustrades to stairs | 1 | sum |
|  |  |  |
| **9 Floor finishes** | **No** |  **unit**  |
|  |  |  |
| Sand floor to receive carpet tiles |  | m2 |
| 500 x 500 carpet tiles |  | m2 |
| Carpet bar to doorway |  | m |
|  |  |  |
| **10 Interior Wall finishes** | **No** |  **unit**  |
|  |  |  |
| 12mm ply to interior wall (sides) including existing wall | 4 | m2 |
| 5mm dia min continuous bead of Gib Soundseal to studs, nogs and plates |  | m |
| 5mm dia min. continuous bead of Gib Soundseal between bottom edge and floor perimeter of internal linings |  | m |
| Sound insulation batts to wall framing |  | m2 |
| 60 x 10mm single bevel skirting |  | m |
| 40 x 10 single bevel architrave  |  | m |
| 40mm bevelled cornice |  | m |
| 30mm half round to joints in ply |  | m |
| 18mm quad to internal corners | 4 | m |
|  |  |  |
| **Paint** | **No** |  **unit**  |
|  |  |  |
| 1 coat primer undercoat and 2 acrylic top coats to ply walls | 2 | m2 |
| ditto sides | 2 | m2 |
| 1 coat primer undercoat and 2 acrylic top coats to ply window liners | 2 | m |
| 1 coat primer undercoat and 2 acrylic top coats to skirting, architrave and cornice |  | m |
|  |  |  |
| **11 Ceiling finishes** | **No** |  **unit**  |
|  |  |  |
| 45 x 45 ceiling battens at 600 c/c |  | m |
| 12mm ply to ceiling |  | m2 |
| 30mm half round to joints |  | m |
| 1 coat primer undercoat and 2 acrylic top coats to ceiling and scotia  |  | m2 |
|  |  |  |
| **12 Fittings and fixtures** | **No** |  **unit**  |
| Bench approx 2250 long x 950 wide x 800 high with 4 hinge doors and intermediate 750 wide shelf. See plans for further details | 1 | LS |
| Shelving unit approx 2000 long x 1375 overall height x 300 wide, includes intermediate shelves and vertical dividing panels. See plans for further details. | 1 | LS |
| Desk approx 1450 long x 600 wide x 750 high with 40mm min thick work surface. See plans for further details | 1 | LS |
| Free standing bench, approx 2000 long x 800 wide x 750 high, includes intermediate shelf. See plans for further details.  | 1 | LS |
|  |  |  |
| **13 Heating and Ventilation** |  |  |
|  |  |  |
| 4.7kw Wall mounted Air conditioning unit, includes opening and electrical connection |  | LS |
|  |  |  |
| **14 Electrical Services** |  |  |
|  |  |  |
|  Undertaken by a CI registered electrician as per plans |  | 1 |
|  |  |  |
| **15 Benches and Units**  | **No** |  **unit**  |
|  |  |  |
| Bench approx 2250 long x 950 wide x 800 high with 4 hinge doors and intermediate 750 wide shelf. See plans for further details |  |  |
| 18mm ply top (36mm thick) | 2 | m2 |
| shelf | 1 | m2 |
| Bottom | 1 | m2 |
| Sides | 2 | m2 |
| Base | 2 | m2 |
| Back | 1 | m2 |
| Screws | 1 | sum |
| Glue | 1 | sum |
|  |  |  |
| Polyurenthane 3 coats |  | m2 |
|  |  |  |
| Shelving unit approx 2000 long x 1375 overall height x 300 wide, includes intermediate shelves and vertical dividing panels. See plans for further details. | **No** |  **unit**  |
|  |  |  |
| Top and bot | 2 | m2 |
| Sides | 2 | m2 |
| Dividers | 2 | m2 |
| Shelves | 3 | m2 |
|  |  |  |
| Polyurenthane |  | m2 |
| Screws |  | sum |
| Glue |  | sum |
|  |  |  |
| Desk approx 1450 long x 600 wide x 750 high with 40mm min thick work surface. See plans for further details | **No** |  **unit**  |
|  |  |  |
| Top (36mm thick) | 2 | m2 |
| Sides | 2 | m2 |
| Back | 1 | m2 |
| Sub frame | 1 | m2 |
| Polyurenthane |  | m2 |
| edges |  | m |
| Screws |  | sum |
| Glue |  | sum |
|  |  |  |
| Free standing bench, approx 2000 long x 800 wide x 750 high, includes intermediate shelf. See plans for further details.  | **No** |  **unit**  |
|  |  |  |
| Top (36mm thick) | 2 | m2 |
| Shelf | 1 | m2 |
| Dividers | 2 | m2 |
| 50 x 50 legs | 4 | m |
| Shelf supports | 6 | m |
|  |  |  |
| Polyurenthane |  | m2 |
| edges |  | m |
| Screws |  | sum |
| Glue |  | sum |

APPENDIX C

Evaluation Criteria

In accordance with clause 24.5 of the Manual, Tenders that do not meet the Standard Conditions are deemed non‑compliant and will not be considered.

#### Standard Conditions

|  |  |
| --- | --- |
| 1. Tender is completed in the format contained in Appendix A of the RFT.
 |  |
| 1. Tenders must be deposited in the required form in the Tender Box by the closing time specified in the RFT
 |  |
| 1. Proposal and related documentation must be in the English language.
 |  |
| 1. Tenderers must tender to provide the whole of the works/goods/services specified in the RFT.
 |  |
| 1. Tenders must be presented in hard copy format only.
 |  |
| 1. All prices must be in NZ dollars and inclusive of freight landed in Rarotonga
 |  |

#### Special Conditions

The following is an overview of the awarding criteria to be used to determine the successful tender applicant.

The scoring of each tender application will be determined by an Evaluation Committee which shall be established at the start of the selection process. Scores will be based on the information provided in the submitted Tender.

|  |  |
| --- | --- |
| Award Criterion | Weight |
| Locally established company Locally supplied resources (labour and/or materials) |  20 |
| Relevant experience  |  10 |
| Ability to meet deadlines |  10 |
| **Total Non-Price Elements** | **40** |
| Price | 60 |
| Total Weighted Scores | 100 |

A weighted criteria methodology will apply to the evaluation of this RFT. Applications will be scored for each component above on a 0 to 5 scale as follows;

5 Exceeds Requirements

4 Satisfactory

3 Meets Requirements with one minor “area of concern”

2 Meets Requirements with several minor “areas of concern”

1 Meets Requirements with major “areas of concern”

0 Unsatisfactory

The tenderer may provide additional documents or information to support their application

**Risk**

The Evaluation Committee will conduct a Risk Assessment for each Tender submitted. This will identify the most significant risks presented by the Tender and consider the likelihood of the risk occurring; the consequence of that risk; and the ability of the tenderer to address the potential risks in order to meet the terms of the contract. The mitigated risk will be determined to form an overall measure of the risk represented by each Tender.

The Risk Mitigation Strategy may result in the inclusion of specific clauses in the executed contract. Therefore, a Tender considered to be High Risk might still be selected subject to the Tenderer’s willingness to accept the proposed contract amendments.

APPENDIX D

Draft Contract

Please see attachment