



## Request for Quotes: Project Works Supervisor, Arutanga Harbour Dredging Project

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The Cook Islands Investment Corporation (CIIC) is inviting quotations for the role of Project Works Supervisor for the Arutanga Harbour Channel Dredging project. The role requires a person with extensive knowledge of the Aitutaki environment, strong organization, and communication ability to effectively manage the day-to-day dredging operations. The Supervisor will run the daily project operations on the ground on behalf of the PMU, working closely with the Project Manager, CIIC and key stakeholders.

This assignment is expected to be carried out by a local Consultant with the necessary competencies.

The details of the role is contained in *Attachment 1 Terms of Reference*.

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<b>Deadline for submission of quotes:</b>	3.00pm (CI Time) Monday 14 June 2021 (CI Time)
<b>Indicative contract start date:</b>	1 July 2021
<b>Contract Period:</b>	Approximately 12 months

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### Conditions of Quotation

#### 1. Contents of this RFQ

This RFQ consists of:

- Conditions of Quotation
- Attachment 1: Terms of Reference
- Attachment 2: Assessment Criteria
- Attachment 3: Pricing Template
- Attachment 4: Conflict of Interest Declaration

The successful applicant will be engaged under a consultancy arrangement. Refer to the Cook Islands Government *Conditions for a Consultancy Agreement* on <http://procurement.gov.ck/wp-content/uploads/2016/10/Conditions-for-a-Consultancy-Agreement.pdf> for the applicable terms and conditions.

#### 2. Quotation Requirements

Quotations must be addressed to:

Cook Islands Investment Corporation  
Avarua  
Rarotonga  
Subject line: Project Works Supervisor for Arutanga Harbour Dredging project

Quotations may be sent by email to [ciic.projects@cookislands.gov.ck](mailto:ciic.projects@cookislands.gov.ck) or hand delivered in a sealed envelope to the CIIC office located next to Prestige Furnishing in Takuvaive.

**Applications are due by 3pm, Monday 14 June 2021, CI Time.**

Applications must contain the following:

1. Cover letter highlighting as a minimum, understanding of the role, relevant experience, availability and main personal attributes,
2. Pricing Template (Attachment 3),
3. Detailed CV and the names and contact information of two (2) referees, and
4. Conflict of Interest Declaration (Attachment 4).



### **3. Communications regarding this RFQ**

All correspondence and questions relating to this RFQ must be in writing via email and directed to the Nominated Contact:

Anne Taoro, GFDD Manager  
Cook Islands Investment Corporation  
Rarotonga, Cook Islands  
Email address: [anne.taoro@cookislands.gov.ck](mailto:anne.taoro@cookislands.gov.ck)

During the RFQ period, respondents must not contact any CIIC staff member in relation to this RFQ, or any other person associated with the RFQ, other than the person listed above.

### **4. Confidentiality**

CIIC will treat all quotes in confidence. Respondents are advised that CIIC is subject to the Official Information Act 2008. CIIC cannot guarantee that information marked as Commercial – In Confidence can be protected if CIIC receives a request for information under the OIA.

### **5. The RFQ Process**

CIIC reserves the right to change, suspend, cancel or reissue this RFQ, or the contents of the RFQ documentation at any time.

CIIC shall have no liability for any information it provides, or for any cost or loss to any respondent, in the event that this RFQ is cancelled, suspended, changed or reissued.

CIIC reserves the right to negotiate without restriction with respondents after the close of the RFQ on any matter contained in the quote, without disclosing this to any other person. CIIC reserves the right to accept or reject any, or all quotes, and to cancel the RFQ process, at any time, thereby rejecting all quotes, prior to any contract being awarded.

### **6. Evaluation of Quotes**

Quotes will be assessed against the criteria outlined in Attachment 2: Assessment Criteria. CIIC reserves the right to clarify or request additional information from any respondent before accepting any quote and to implement additional processes to evaluate the quote. The lowest priced quote, or any quote, will not necessarily be accepted.

Each respondent shall be notified in writing as to whether or not it has been successful as soon as possible. CIIC reserves its absolute discretion in the evaluation and selection process.

### **7. Subject to Contract**

Quotes are submitted on the basis that no binding legal relations with CIIC are created unless and until a formal written contract is signed by both CIIC and the successful respondent. The acceptance by CIIC of any quote, whether with or without negotiation, shall not create binding legal relations between CIIC and the party whose quote has been accepted or which is being negotiated with CIIC.

If, in the opinion of CIIC, and at CIIC's sole discretion, none of the quotes submitted are acceptable, CIIC reserves the right to enter into negotiations with one or more of the respondents for a satisfactory offer.

### **8. Governing law**

This RFQ is governed by Cook Islands law, and the Cook Islands courts have exclusive jurisdiction to all matters relating to this RFQ.

### **9. Contract Negotiations**

Both parties agree to negotiate in good faith, and on successful conclusion of negotiations the preferred Respondent will sign a formal contract with CIIC.



## Attachment 1: Terms of Reference

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### About this document

This document specifies the Terms of Reference for the Project Works Supervisor for the Arutanga Harbour Channel Dredging project.

### Background and purpose

The Cook Islands Investment Corporation, Cook Islands Ports Authority (CIPA) and Aitutaki Island Council intend to commence the dredging of the Arutanga harbour channel, in Aitutaki. The dredging work entails widening and deepening the current channel to enable safe passage for lifeline shipping services and new tourism development opportunities, for the people of Aitutaki. The dredging of the channel forms part of the broader long-term Orongo Development Masterplan prepared in 2011. For the immediate short-term, the channel dredging is the priority. Other proposed seaward improvements under the Orongo Masterplan such as the widening of the marina and harbour basin, have been placed on hold and will be reviewed in the near future.

The project will increase the channel width from 10 metres to 15 metres and draft from 2-3 metres to 5 metres. The existing channel is too narrow and has insufficient depth, posing risk to CIPA barge and cargo from international service vessels.

The volume of material to be dredged equates to approximately 70,000m<sup>3</sup>. The dredged material is proposed to be used in and around the Port area and in other projects.

A 50T excavator with a customised extra-long boom and heavy duty cutter head was purchased specifically for the dredging work. This is due to arrive in Aitutaki in May 2021. The implementation of the dredging work is planned to be carried out by machinery operators on Aitutaki. The dredging work will be carried out under the supervision of the Project Management Unit comprising of a Project Manager, Works Supervisor, and local engineers.

Further consultations with the Aitutaki Island Council, local community, and other stakeholders will take place prior to the dredging work commencing. The necessary engineering reports required by the National Environment Services is currently being prepared.

The implementation period is approximately eleven (11) months commencing in July 2021.

### Responsibilities

The Project Works Supervisor will report to the Project Manager.

Typical responsibilities of the Project Works Supervisor include:

- Managing the day-to-day activities of the Project on the ground, including site works, site safety, environmental management, work and operator scheduling, machinery & equipment maintenance, contract works management, and other delegated activities;
- Participating and representing the PMU if required at Governance Group meetings;
- Reporting on progress of deliverables, providing recommendations to the GG or feedback as necessary.
- Reporting on daily progress and issues to the Project Manager and CIIC, seeking additional support, resources and other requirements;
- Preparing, or as appropriate assisting with the preparation of work plans and budgets, progress reports, completion reports and other reports that may be required by key stakeholders;
- Effectively managing risks to the project with a particular focus on the environment, quality, assets maintenance, and site safety; and
- Coordination of works, schedules and inputs with Aitutaki Port managers.



The Project Works Supervisor will work collectively and collaboratively as a key member of the Project Management Unit (PMU) alongside the Project Manager, GFDD Manager, and Engineers.

## General Requirements of the Works Supervisor

The Project Works Supervisor will have indepth understanding of the Aitutaki environment (landscape, climate, weather patterns, marine/coastal, private and public sector) and be able to communicate effectively across all levels.

He or she is expected to have a high level of autonomy, supervisory of dredging operations including plant and equipment maintenance and site safety management.

The Project Works Supervisor will be based in Aitutaki for the majority of the project duration.

### **Qualifications and personal attributes**

The following qualifications and personal attributes are expected:

- Relevant formal qualifications, for example, engineering or environmental degree or equivalent
- At least 3 years of work experience in the field of civil works projects
- Proven civil works experience and technical ability to manage a dredging operation
- Effective interpersonal, management and negotiation skills proven through successful interaction with stakeholders, including senior government officials, Island Councils, and communities
- Demonstrated ability in team management and collaboration
- Computer literacy

## Remuneration and Working hours

The Project Works Supervisor is expected to be in Aitutaki from July 2021 until Project completion. Working hours will be dictated by the daily work schedules, to be finalised prior to dredging works commencement. Fees shall be paid for hours worked.



## Attachment 2: Assessment Criteria

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No.	Assessment Criteria	Weighting (%)
1	Availability to undertake assignment during the prescribed period	Pass/Fail
2	Understanding of project and role requirements, environment, and potential challenges	30%
3	Relevant personal qualifications and experience	30%
4	Cook Islander (Aitutaki resident will be scored higher)	20%
5	Value for money	20%
Total		<b>100%</b>



## Attachment 3: Pricing Template

All amounts are to be in New Zealand dollars and to be exclusive of CI Value Added Tax.

### Fees

No.	Item	Fees (NZ\$) (fixed)	Invoice due date
1	Hourly fee		Monthly

### 2. BUDGET FOR EXPENSES (e.g. Travel, goods, per diems and associated services)

Expense	Detail	Cost	Quantity	Amount

TOTAL EXPENSES

NZ\$

Note: CIIC only pays Expenses on a reimbursement basis.



## Attachment 4: Conflict of Interest Declaration

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A conflict of interest arises if you or a close family member has an interest e.g. is a board or committee member or is employed in a senior position in the Government agency that wants to purchase the goods or services relating to this RFQ process.

In submitting this Quote I declare:

- That I understand an actual, potential or perceived conflict of interest may arise in participating in this quote process and that I am obliged to declare any such conflict of interest.
- That in submitting this information that I have either declared any potential conflicts of interest or that I am not aware of any situation or issue that would conflict with the interest of the CIIC.
- If a conflict of interest arises at any time before the selected Respondent has been awarded the contract, I will advise the CIIC immediately.
- I have personally completed this declaration on behalf of the Respondent and declare that the submitted Quotes provided are true and correct.

I declare that I have a potential conflict of interest as follows:

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I will manage this conflict of interest by:

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Declared by:

Signature

Date

Full Name

Position (if Company)