



Infrastructure Cook Islands

Request for Quote & Terms of Reference

Te Puka Sanitation Upgrade Asset Data Collection

Contract No. CKQ202101, Date of Release: 22 March 2021



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1 Overview

1.1 About this document

This document specifies the terms of reference (TOR) for technical services relating to the asset data collection and investigation works for the Te Puka Sanitation Upgrade on Rarotonga in the Cook Islands.

Interested suppliers are requested to submit a proposal and quotation to undertake the scope of works outlined within this request for quote (RFQ), TOR and the associated documents.

1.2 Background

The Te Puka Sanitation system is located in Te Puka, Nikao and services the waste water needs of a number of residential properties in the area as well as several public facilities and commercial office buildings and Tereora College.

The Te Puka Sanitation system collects waste water from these properties and facilities which is reticulated via gravity flow and pump to a treatment system (the Tereora Enviroflow) located adjacent to Ara Metua on the backroad at Tereora College.

The Te Puka Sanitation system has not operated to required standards during various periods throughout its operation and continues to cause negative impacts in the local community and environment relating to smell, poor treatment quality and the uncontrolled discharges of waste water into the receiving environment. This is as a result of a number of factors including but not limited to inadequate monitoring, operation & maintenance of the system and its components coupled with, unplanned modifications and substantial ingress of stormwater into the system which is significantly affecting the performance and operation of the system.

It is proposed to undertake a review of the Te Puka Sanitation system assets and operation to determine appropriate scope and requirements for the proposed upgrade and future operation of the system. As part of this work asset data collection and investigation of the existing assets and their operation is required. This will assist in the determination of the extent and scope of works required in the short term to address immediate operation and environmental issues. And in the longer term to facilitate the requirements for the wider design and upgrade of the system.

The Cook Islands Government through Infrastructure Cook Islands (ICI) is seeking suitably qualified supplier to undertake the asset data collection and investigation works for the Te Puka Sanitation Upgrade on Rarotonga in the Cook Islands.

The required scope of services is as detailed below and is to be read in conjunction with the other sections of the RFQ, TOR and supporting documents.



1.3 RFQ timeline

The timeline for this RFQ is as below.

| Description | Date |
|---------------------------------------|--|
| Publish date | 22 March 2021 |
| Site visits | Refer to Section 2.9 |
| Deadline for questions from Suppliers | 2 Working days prior to Closing . |
| Closing Time | 12:00pm (mid-day), Monday, 5 April 2021 |

All dates and times are in Cook Islands.

1.4 How to contact us

All enquires must be directed to our Contact Officer. Infrastructure Cook Islands will manage all external communications through this Contact Officer.

Our Contact Officer is:

| | |
|----------------------|--------------------------------------|
| Name | Solomona Solomona |
| Phone Number | +(682) 20321 |
| Email address | solomona.solomona@cookislands.gov.ck |

All questions specific to this RFQ or the RFQ process, terms and conditions should be submitted to the Contact Officer.

1.5 RFQ Registration

Prospective suppliers should register their interest to participate in this RFQ process by registering on the Cook Islands Government E-Government Procurement portal at:

<https://in-tendhost.co.uk/adbprocurementnetwork/asp/Home>

In order to participate in the RFQ process you will need to register as a supplier on the Portal. As part of registration you will need to specify relevant "Business Categories" for your business. This RFQ will be listed under the following category:



| | |
|-----------------|---------------------------|
| Category | 76121701 |
| Title | Sewage Treatment Services |

Prospective suppliers should include this category when registering on the system.

Should there be any issues registering please advise the Contact Officer as soon as possible and alternative registration processes will be advised. The Contact Officer will acknowledge receipt of the registration.

Only registered suppliers will receive notices directly as and when they are issued. It is the responsibility of the RFQ respondent to ensure they are properly registered for this RFQ. The Principal reserves the right to extend the list of registered suppliers beyond those who register interest in this RFQ.

Once the RFQ is published on the portal any suppliers registered will receive automatic advice of the RFQ and a link to access RFQ documentation via the Electronic RFQ Account. Submission of RFQs will be through the same account.

Suppliers who register after the RFQ is published will receive notification of the RFQ upon registration.

1.6 Submitting your Quotation

Infrastructure Cook Islands requires that your proposal and quotation be submitted in either hard copy and/or electronic copy, as specified below in a single submission including both Price and Non-price attributes.

Infrastructure Cook Islands preference is that submissions are made electronically through the Electronic RFQ Account.

Electronic Copy Submission:

Electronic copy submissions shall be submitted as electronic files. Files being submitted shall be named as below:

| | |
|----------------------------------|---|
| Electronic Copy Quotation | [RFQ title and Reference No-ICI-Suppliers Name-File ? of ?] |
|----------------------------------|---|

Electronic copy submissions shall be submitted through the Electronic RFQ Account by uploading the submission files to the Cook Islands Government E-Government Procurement portal at, the Asia Pacific Public Electronic Procurement Network e-GP System (refer <https://intendhost.co.uk/adbprocurementnetwork.aspx/Home>).

Quotations should be submitted by the RFQ Closing Time. Failure to do so may result in the Proposal being disqualified.

The Proposal shall be submitted in Portable Document Format (PDF). Suppliers should seek approval for any other alternative electronic formats.



If the supplier is not able to access or upload their submission documents through the Cook Islands Government E-Government Procurement portal they should first seek guidance from the user guide using the following link

<https://in-tendhost.co.uk/adbprocurementnetwork/asp/BUYERPROFILES>

or by clicking the “user guides” tab on the portal. Thereafter further guidance may be available through the Contact Officer.

If still not successful the Contact Officer will arrange a secure email RFQ account for the upload of documents. The Electronic RFQ Account will send a confirmation of receipt email in response to your electronic submission and the time of upload will be used to confirm the date and time of upload. If you do not receive a confirmation of receipt email within five working days please contact the Contact Officer for this RFQ.

Electronic copy submissions may also be provided on a hard drive or USB that are to be submitted as per the hard copy submission requirements.

Submissions sent via fax, will not be accepted.

Hard Copy Submission:

Hard copy submissions shall be provided as one marked original and two marked copies. Submissions shall be packaged and labelled “CONFIDENTIAL” and have the following information clearly exhibited on the outside of the submission:

| | |
|----------------------------|--|
| Hard Copy Quotation | [RFQ title and Reference No] For Infrastructure Cook Islands [RFQ title and Reference No] [Suppliers name] [Closing time and date] |
|----------------------------|--|

Hard copy submissions must be placed in the Tender Box located at the Infrastructure Cook Islands Office, Main Road, Arorangi, by the RFQ Closing Time. Failure to do so may result in the Proposal being disqualified.



2 Scope of Works

The successful supplier will be responsible for the required investigation, data collection, condition assessment and reporting of the various specified components and assets which form the whole of the Te Puka Sanitation system.

The supplier shall provide a report detailing the investigation, data collection and condition assessment of the components and assets including the required deliverables such as; as built, drawings, photos, condition assessments, monitoring and testing and other associated investigation information and data. The report is to include recommendations for the immediate rectification of identified faults and deficiencies in the system as well as the longer term requirements to upgrade the system to meet required on going minimum performance and operational requirements.

2.1 Detailed Scope of Works

The detailed scope of works shall include;

1. Project management and provision of monthly progress reports to the client on the progress of works against the agreed work plan and programme. A final report is also to be provided at the completion of the works. Brief weekly email or similar project updates are also be provided.
2. Undertake an assessment and review of existing reports and information relating to the Te Puka Sanitation System including consultation with key stakeholders, such as ICI, CIIC, MOH, the local community, and other suppliers and Contractors who have undertaken works on the system.
3. Compile minimum design and operational standards including acceptable water quality standards for the Te Puka Sanitation system discharge in consultation with appropriate stakeholders such as MOH, TTV, and ICI etc. Minimum standards are to be reviewed by ICI, for approval. Adopted standards including departures from any applicable standards/regulations and international best practice are to be advised by the supplier.
4. Determine the full extent of the system, including identifying its components and assets as, which properties and facilities including government buildings, school, stadium etc. are currently connected/serviced by the system.
5. Collect and verify asset information for the various components that are identified as part of the system. Information is to include as built information of the component such as location, invert & lid levels, construction details, material type, sizing such as pipe diameter, product name/details etc. This information shall be provided in a suitable format agreed with ICI generally as per the As-built Information and Standards. As a minimum this is to include as built Plans/drawings and details with geo referenced locations, and photos of the asset.

System components include but is not limited to the below:

- a. Wastewater pipes/reticulation
 - b. Property connections
 - c. Wastewater manholes/chambers,
 - d. The Te Puka Pump Station, pump type, control/warning system
 - e. Pump rising main
 - f. Components such as odour filters, air valves, etc.
 - g. The Te Puka Storage tank (as part of the pump station)
 - h. The Tereora treatment plant (Enviroflow)
 - i. Any other components which are part of the Te Puka sanitation systems wastewater collection, reticulation, treatment and discharge.
6. Undertake a condition assessment of the identified components/assets and provide outputs in a suitable format agreed with ICI. As a minimum this is to include condition assessment



details with geo referenced locations, and photos documenting defects/issues in the asset/components. Where faults/defects are observed and they are deemed to need immediate action/rectification due to compromising the operation and performance of the system significantly they are to be advised to ICI immediately along with the suppliers proposed rectification measures.

7. Undertake monitoring of the system to determine its current operation and performance including the reporting of monitoring results:
 - a. The monitoring of wastewater flows by installation of additional flow meters at various locations (to be identified by the supplier) within the system. In addition to determining normal variations in wastewater flows and peak flows, flow monitoring is also to be undertaken during wet and dry weather to determine potential impacts of stormwater ingress and impact on the system.
 - b. Undertake wastewater quality testing to determine the performance of the wastewater treatment during various flow conditions and identify potential impacts to human health and the Environment.
 - c. Initial monitoring is to be undertaken as part of the investigation works and reporting. The supplier is to continue monitoring of flows and wastewater quality over a 12 month period as part of the works and report on the findings every six months.
8. Based on collected information identify the current defects/faults and deficiencies in the system. Provide recommendations for the immediate rectification of significant defects in the system as well as the longer term requirements to upgrade the system to meet and exceed minimum on going performance and operational requirements.
9. The undertaking of any required immediate rectification of identified defects and faults in the system is to be undertaken/commissioned separately to this contract.

Alternatives that enhance the data or associated products, methodology, programme are encouraged and may be submitted with the supplier response, and will be given due consideration by Infrastructure Cook Islands.

Where adopted or proposed standards/specifications depart from applicable standards/specifications and international best practice this is to be detailed within the supplier's proposal.



2.2 Deliverables & Timeframes

The required deliverables are to be provided as part of the scope of works and shall include as detailed below.

Final timeframes and programme will be in agreement with the preferred supplier.

| No. | Output | Description | Indicative Timeframes |
|-----|---|---|---|
| 1 | Work Plan/programme | Develop a work plan and programme for the period of the contract including all deliverables and outputs. | 5 working days following signing of contract. |
| 2 | Project Management and Project Progress Reporting | Project management and provision of monthly progress reports to the client on the progress of works against the agreed work plan and programme. A final report is also to be provided at the completion of the works. Brief weekly email or similar project updates are also be provided. | Weekly, Monthly and at completion of the works. |
| 3 | Minimum design and operational standards | Compile minimum design and operational standards including acceptable water quality standards for the Te Puka Sanitation system discharge in consultation with appropriate stakeholders such as MOH, TTV, and ICI etc. Minimum standards are to be reviewed by ICI, for approval. | Week 4 |
| 4 | Wastewater Property Service Plan | Plan/drawings of properties and facilities which are serviced by the Te Puka Sanitation System. | TBC with Supplier |
| 5 | Asset Data/As built information | Collect and verify asset information for the various components that are identified as part of the system. Information is to include as built information of the component such as location, invert & lid levels, construction details, material type, sizing such as pipe diameter, product name/details etc. This information shall be provided in a suitable format agreed with ICI generally as per the As-built Information and Standards. As a minimum this is to include As built Plans/drawings and details with geo referenced locations, and photos of the asset. | TBC with Supplier |
| 6 | Condition Assessment information | Undertake a condition assessment of the identified components/assets and provide outputs in a suitable format agreed with ICI. As a minimum this is to include condition assessment details with geo referenced locations, and photos documenting defects/issues in the asset/components. | TBC with Supplier |



| | | | |
|---|--|--|--|
| 7 | Flow Monitoring & Wastewater Quality Testing | Reporting of flow monitoring and wastewater treatment quality testing during various flow conditions including normal variations in wastewater flows, peak flows, wet and dry weather flows. | Initial investigation, 6 months, 12 months |
| 8 | Final Reporting | Provide a compiled report including the above outputs and any identified defects/faults and deficiencies in the system. Provide recommendations based on the minimum design and operational standards for the immediate rectification of significant defects in the system as well as the longer term requirements to upgrade the system to meet and exceed minimum on going performance and operational requirements. | Week 10 |

2.3 Minimum Design & Operational Standards

As part of the suppliers scope minimum design and operational standards including acceptable water quality standards for the Te Puka Sanitation system discharge are to be confirmed in consultation with appropriate stakeholders such as MOH, TTV, and ICI etc. These are to be reviewed by ICI, for approval. Adopted standards including departures from any applicable standards/regulations and international best practice are to be advised by the supplier.

Specific Design and durability standards relating to the Te Puka Sanitation system should include but are not limited to:

- Minimum design life of 50 years, for any new or significant upgrades to structures. Structures shall be sufficiently durable to ensure that, without reconstruction or major renovation, it will continue to fulfil its intended function throughout the design life.
- The design loads/volumes are to account for all anticipated current and future usage.
- The design is to take account of effects of events such as cyclones, high wind, flooding and sea surges as well as allowance for the impact of climate change. The system shall be able to withstand these effects and either continue to operate or be operational again following only minor maintenance works.
- The design is to allow for the safe and efficient operation of the system as well as the undertaking of routine and reactive maintenance activities during the design life of the system.
- Readily available standardised components such as pumps, valves, pipes etc. which are able to be utilised on a consistent basis across the system and future sanitation systems in the Cook Islands.

2.4 Photographic imagery

Photographic imagery is to be provided for all identified assets where it is physically able to be taken. Images are to be provided electronically and are to include date taken and location as part of the meta data.

2.5 Survey Control

All survey data used or provided as part of the works shall be in accordance with the appropriate local system. Deliverables shall be provided in terms of:

Geodetic datum: WGS 84,



Projection: Universal Transverse Mercator Zone 4 South

Vertical datum: Rarotonga Mean Sea Level.

2.6 As-built information and asset data handover

The supplier plays a significant role in ensuring that the ICI's asset information accurately reflects the assets in the field. The supplier shall record and report to ICI on assets and components of the Te Puka Sanitation System. This shall include:

- Addition of assets created by works completed previously or as part of the contract
- Addition of assets not on the database that have been found;
- Updates/verification of existing assets;
- Deleting assets no longer existing or removed.

The as-built drawings and asset data, shall comply with this clause.

As-built drawings and asset data must be submitted for all specified assets.

As-built drawings and asset data information that does not meet the Infrastructure Cook Islands standards will be returned to the originator for correction and re-submission. Projects will not be considered complete until the as-built drawings and asset data has been received, checked and approved by Infrastructure Cook Islands.

Where applicable, the Contractor will be supplied with electronic versions of the construction drawings to assist in the preparation of the as-built drawings.

For all Infrastructure Cook Islands projects (both new and renewal), construction drawings (if not already with Infrastructure Cook Islands) and as-built drawings together with the asset data information must be submitted.

2.6.1 As-built Information and Standards

As-built drawings are to be provided in accordance with below specification.

For all projects (new and renewal), as-built drawings must be provided in digital format (DWG or DXF) files), as well as one hard copy of the as-built drawing(s).

For digital plans:

- a) All dimensions must be in millimetres, and all levels and lengths in metres.
- b) All locational data must be plotted in WGS84, Zone 4 South.
- c) Infrastructure Cook Islands will require all graphical data to be located / plotted to the following accuracy:
 - X & Y coordinates $\pm 100\text{mm}$
 - Z coordinates $\pm 50\text{mm}$ (e.g. lid level) in terms of the MSL Datum, Avatiu Tide gauge
 - Invert levels $\pm 20\text{mm}$

The hard copy of the as-built drawing (generated from the digital format) must include:

- A signed certification statement by the responsible person or professional engineer or surveyor.
- Submitted on standard ISO metric plan sheets, drawn at scales 1:100, 200, 250, 500 or 1000 as appropriate or as specified by Infrastructure Cook Islands.



- The information should fit on one sheet at a legible and suitable scale where possible. If this is not possible at A3 size, multiple plan sheets must be submitted with an index sheet.
- Hard copy plans may be saved and submitted in portable document format (pdf) for ease of transmission.

If a validating process for existing assets included already in the ICI asset data base is specified, an accurate hard copy asbuilt drawing (sketch or aerial photo with appropriate dimensions or locations marked from the existing known assets) and asset information may be acceptable.

For all ICI projects, Infrastructure Cook Islands Asset Management team must be contacted to obtain the latest information and requirement for the provision of as built and asset information.

Existing assets, and assets that must be removed or abandoned must be shown on all as-built drawings with appropriate comments noting that they have been removed or abandoned.

2.7 Relevant Information/documentation

ICI are aware of existing information and documents which provide background or information to the projects required scope. This information has been provided as part of the Additional information to this TOR. Please note that additional information may be available which ICI is unaware of or has not been included.



3 Proposal Requirements

Suppliers are to detail as part of their proposal how they will successfully deliver the scope of works contained within this TOR and RFQ.

3.1 Suitable Suppliers

Established suppliers that can demonstrate successful delivery of projects similar to this, which include experience in the Pacific and Cook Islands.

As the successful supplier you will be contributing to infrastructure planning and development to meet the needs and aspirations of the people of the Cook Islands.

3.2 Key Competencies

- Familiarity with Cook Islands Government national systems, in particular local wastewater treatment requirements/regulations and legislation, survey and control systems.
- Strong interpersonal skills with ability to work under pressure, to meet deadlines and to establish and maintain effective working relationships with people of different backgrounds
- Excellent communication skills, with ability to express ideas clearly, concisely and effectively, both orally and written.
- Demonstrated experience and understanding of, wastewater reticulation and treatment systems, survey, control systems and GIS data acquisition including international best practice and quality assurance.
- Experience at a senior level in the successful management and delivery of data acquisition projects.
- Proficiency in Microsoft Office, CAD software.
- Proven ability and experience in similar projects.
- Proven experience within the Pacific Islands, preferably in the Cook Islands and Rarotonga.
- It would be considered advantageous if a member of the team is able to speak Cook Islands Maori and is familiar with Cook Islands cultural and land issues.

3.3 Performance Standards

ICI is committed to Health & Safety the preservation of the environment, objectives of the Environment Act 2003 and good employer principles required under the Employment Relations Act 2012. As a result of this we require Consultants and contractors to comply with all Health & Safety, Environmental and Employment laws, including requirements and conditions contained within this RFQ.

The resulting contract will be managed and assessed by the client, ICI. Quality standards adopted must comply with international good practice and published standards. Delivery standards will be reviewed and endorsed by ICI. Ongoing conformance with quality, design and reporting standards will be accessed as the works progress.

The supplier is required to abide by the Cook Islands Government Public Sector Code of Conduct in particular to carry out their duties in a professional, transparent, participatory and culturally appropriate way.

The supplier is to undertake the works in accordance with all the applicable Cook Islands law, regulations and procedures

3.4 Site visit

Each supplier shall be deemed to have inspected the Site and informed themselves sufficiently of the site constraints relating to the Contract works when submitting a proposal. Where a supplier has not



or is unable to visit the site they shall still be deemed to have inspected the Site and informed themselves sufficiently for the purposes of submitting a proposal.

3.5 Governance and Management

The Cook Islands Government will facilitate the project through ICI who will contribute support and dissemination of information as well as providing project oversight and support to the successful supplier.

The successful supplier will report to the client, ICI.

3.6 COVID-19

The impact of the ongoing global COVID-19 pandemic to the undertaking of the required services is an identified risk to the project and services. Please note that if this risk did eventuate and depending on the circumstances and the impact on the contract, this will be worked through in good faith with the supplier to enable delivery of the required contract works in a fair and reasonable manor. This may include reduction of required scope, altered delivery programmes and other measures.

Suppliers are requested to base their proposals on the current impacts and restrictions due to COVID-19 and to identify innovative solutions and work methods within their proposal to enable the works to be progressed given the current global situation.



4 Information to be submitted by Suppliers

The following information is to be completed and submitted by each Supplier to demonstrate their ability to successfully deliver the contract works to the standard and quality outlined in this RFQ.

4.1 Company Information

| | |
|--------------------------------|--|
| Trading name* | [insert the name that you do business under] |
| Full legal name (if different) | [if applicable] |
| Physical address | |
| Postal address | |
| Registered office | |
| Business website | |
| Registration number | |
| Country of residence | |
| VAT registration number | |

4.2 Supplier's Point of Contact

| | | |
|-----------------------------|---|--|
| Contact Person for this RFT | [name of the person responsible for communicating with Infrastructure Cook Islands] | |
| Position | | |
| Phone number/ Mobile number | | |
| Email address | | |

4.3 Local Involvement/Support

The Supplier's proposed extent of local business involvement and use of local resources on this project.

It is ICI's intention to be a socially responsible organisation and, where possible we will use Suppliers who will increase the proportion of the workforce that live locally, have access to recognised skills training and understand their responsibility and legal requirements as good employers.

ICI encourages its suppliers to support local communities by contributing to local projects and initiatives that consider the wider impacts of responsible procurement. Where international Suppliers are undertaking works within the Cook Islands the use of local resources where possible is strongly encouraged.



Describe how you will assist in this objective. Please include the extent of any local involvement/support to be undertaken as part of the works.

4.4 Contract Terms

Suppliers are to advise as part of their proposal where services or scope will vary from that contained within this TOR and RFQ.

The Supplier's departures and acceptance of the Contract terms will be assessed by the completion of the Statement of Departures in section 4.10 below.

4.5 Methodology and Programme

Suppliers are requested to submit their methodology for the achievement of the, outcomes and outputs included within this RFQ and TOR.

Overseas based suppliers may elect to spend a portion of the project in the Cook Islands to undertake the required scope of works. Travel including all associated costs will be borne by the suppliers and is to be included within the suppliers provided costs to undertake the services.

The impact of the ongoing global COVID-19 pandemic to the undertaking of the required services is to be considered as per section 3.6.

A work plan/programme is to be provided with the supplier's proposal outlining the key activities, required inputs, outputs and time frames for the completion of activities. The work plan is to be finalised following awarding of the works and is to be approved prior to commencement of any substantive works.

4.6 Capability

Outline the relevant technical experience, skills and qualifications/training of key personnel, including key staff, who will work on this project.

The nomination of key personnel by the Supplier will be taken by Infrastructure Cook Islands as a representation by the Supplier that the listed personnel will be used to deliver the Contract Works.

4.7 Experience/Track Record

Outline the suppliers experience and record of delivering similar works or services to the quality standards required, on time and within budget.



4.8 Price

Suppliers are requested to submit their price as part of their proposal for the completion of the full required scope of services, outcomes and outputs included within this TOR and RFQ.

The Supplier is required to include all costs required to undertake the full scope of works and required deliverables including materials, travel cost, per diems and other administrative costs and profit etc. to undertake the whole scope of the works detailed within the RFQ. The Supplier shall be responsible for meeting all costs relating to their staff and equipment during the undertaking of the Services.

| No. | Output | Description | Price (NZD) |
|-----|---|--|-------------|
| 1 | Project Management and Project Progress Reporting | Project management and provision of progress reporting. | |
| 2 | Minimum design and operational standards | Compile minimum design and operational standards including acceptable water quality standards. | |
| 3 | Wastewater Property Service Plan | Plan/drawings of properties and facilities which are serviced by the Te Puka Sanitation System. | |
| 4 | Asset Data/As built | Collect verify and report asset information for the various components that are identified as part of the system. | |
| 5 | Condition Assessment | Undertake a condition assessment of the identified components/assets and provide outputs in a suitable format agreed with ICI. | |
| 6 | Flow Monitoring & Wastewater Quality Testing | Reporting of flow monitoring and wastewater treatment quality testing. | |
| 7 | Final Reporting | Provide a compiled final report including findings and recommendations. | |
| | | Total Lump Sum Price (excluding VAT) | |
| | | VAT | |
| | | Total Lump Sum Price (including VAT) | |



4.9 Form of Quotation

| | |
|-------------------|--|
| RFQ Name: | Te Puka Sanitation Upgrade Asset Data Collection |
| Reference Number: | CKQ202101 |

Supplier’s Acknowledgment

1. Having examined the Request for Quotation (RFQ) Documents for the above named Contract Works, we offer to carry out, supply, construct, complete, deliver and remedy defects in the whole of the said Contract Works in conformity with these RFQ Documents for the sum of _____ (\$NZ _____) exclusive of VAT or such other sums as may be ascertained in accordance with the Contract.
2. This sum includes full allowance for Notice(s) to Suppliers (Addenda) No(s).....
3. I/we undertake to complete and deliver the whole of the Contract Works comprised in the RFQ Documents within the time stated in the Special Conditions of Contract, or such other time ascertained in accordance with the RFQ Documents.
4. This quotation is valid for the Offer Validity Period.
5. The information provided is true, accurate and complete and not misleading in any material respect.
6. The quotation does not contain intellectual property that will breach a third party’s rights.
7. I/we have secured all appropriate authorisations to submit this quotation, to make the statements and to provide the information in the quotation and I/we am/are not aware of any impediments to enter into a Contract to carry out and complete the Contract Works.
8. I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and the quotation may result in the quotation being eliminated from further participation in the RFQ process and may be grounds for termination of any Contract awarded as a result of the RFQ.
9. Until a Contract Agreement is prepared and executed, this quotation together with your written acceptance thereof, shall constitute a binding contract between us as Contractor and the Principal.
10. I/we understand that Infrastructure Cook Islands is not bound to accept the lowest priced, highest scoring or any quotation received.
11. I/we authorise Infrastructure Cook Islands to seek an opinion from our banker regarding our ability to undertake the Contract.
12. I/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 suppliers in order to assist your assessment. We acknowledge that a failure to provide such information may result in disqualification from the process.
13. I/we understand that no legal or other obligations shall arise between the Supplier and Infrastructure Cook Islands in relation to the conduct or outcome of the quotation process unless and until that Supplier has received written notification of the Acceptance of its quotation.
14. I/we attach the information to be submitted with this quotation.
Supplier to list any additional quotation information below.



Name of Supplier:

Print name and title of authorised signatory:

Signed by authorised signatory of the Supplier:

Date:



4.10 Statement of Departures

- There are no departures from the requirements of the RFQ documents.
- or
- There are departures from the requirements of the RFQ documents.
- There are changes proposed to the Conditions of Contract.
- Our Quotation is based on certain assumptions.

Please list below all departures from the standard requirements of the RFQ and list all assumptions on which your Quotation is based. Please also list any changes you request to the Conditions of Contract.

Departures from the requirements of the RFQ documents are described in the attached table.

| Description of the departure | RFQ document reference | RFQ document reference |
|------------------------------|------------------------|------------------------|
| | | |
| | | |

The assumptions on which our Quotation is based are described in the attached table.

| Assumptions | Quotation reference |
|-------------|---------------------|
| | |
| | |
| | |

The proposed changes to the Conditions of Contract are described in the attached table.

| Contract Reference | Change proposed |
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Name of Supplier's Representative:

Signed by authorised signatory of the Supplier:

Name/Title of authorised signatory:

Date:



4.11 Conflict of Interest Declaration

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 Quotation process.

In submitting this Request for Quotation I declare:

- I understand that 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.
- I confirm 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 Principal.
- If a conflict of interest arises at any time before the selected supplier has been awarded, I will advise the Contact Officer or the Principal immediately.
- I have personally completed this declaration on behalf of the Supplier(s) 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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DECLARATION

By signing this declaration the signatory below represents, warrants and agrees that he/she has been authorised by the Supplier to make this declaration on its behalf.

In the case of unincorporated joint venture (JV) or consortium, where one person has or will sign the Quotation and any subsequent Contract on behalf of an unincorporated JV/ consortium, the Supplier shall submit written evidence of the authority from each JV party to sign on its behalf.

Signature:

Full name:

Title / position:

Date:

Name of organisation:

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