



Letter of Invitation REQUEST FOR QUOTATION

Ministry of Infrastructure and
Sustainable Energy
PO Box 498
Tarawa
Republic of Kiribati

To Whom It May Concern,

The Ministry of Infrastructure and Sustainable Energy invites Quotations from Tenderers to supply the Goods described in this Request for Quotation (RFQ) as below.

Procurement No: RFQ-27-G003-22
Issue Date: 15/06/22
RFQ Closing Date: 29/06/22 – 17h00 UTC+12 (Tarawa Time)*
Procurement Title: Request for Quotation (RFQ) for Tanimainiku Seawall materials

This RFQ consists of the following documents, in addition to this letter, in separate files:

- Instructions on how to submit a Quotation
- Time Schedule for the RFQ/procurement process
- Specification of Goods to be supplied
- Evaluation Criteria and Method
- Special Contract Conditions for the Supply of Standard Goods
- General Contract Conditions for the Supply of Standard Goods
- Certificate of Compliance Form

A Supplier will be selected based on the competitive procurement procedure described in this RFQ.

Sincerely,

Mr Farran Redfern
MISE Secretary

Official email address: procurement@msep.gov.ki or rtetabo@finance.gov.ki

** Please note that late submissions will not be considered*



**REQUEST FOR QUOTATION
INSTRUCTIONS ON HOW TO SUBMIT A QUOTATION
for Standard Goods**

Procurement No: RFQ-27-G003-22



Instructions on how to submit the Quotation

I. General Instructions

The **Ministry of Infrastructure and Sustainable Energy**, hereinafter referred to as “Procuring Entity”, invites Tenderers to submit Quotations for the Project as fully described in this RFQ. Please follow the instructions below in completing your Quotation. The language of Quotations shall be English.

The Procuring Entity may: (a) reject any or all Quotations, (b) accept other than the lowest cost Quotation, (c) accept more than one Quotation, (d) accept alternative Quotations, (e) waive informalities and minor irregularities in Quotations received, and (f) cancel this RFQ.

The Quotation should contain the Tenderer's best financial and technical conditions. The Procuring Entity reserves the right (but is not under obligation) to enter into discussions with one or more Tenderers in order to obtain clarification or additional details, to suggest refinements in the Technical component or other aspects of the Quotation. The Procuring Entity reserves the right to request additional data, information, discussions, or presentations to support part of, or an entire, Quotation.

Quotations and possible Questions shall have been completely, legibly and in full received by the Procuring Entity, to the official email address, no later than the latest date and time specified for submission. It is the full responsibility of the Tenderer to secure that the submitted documents are completely delivered to the Procuring Entity on time. For example, failure of or delay on the Internet or a Tenderer's email system, or technical incompatibility, are not valid reasons for lateness or incompleteness. **Quotations or Questions, or parts thereof, delivered after the latest date and time for submission will not be opened or considered.**

By responding to this RFQ, the Tenderer accept this RFQ's policies and procedures, including the Specification describing the goods to be delivered. Tenderers shall have no claim whatsoever or right to any kind of compensation or reimbursement for preparation of their Quotation, whether or not it is successful.

Participating Tenderers shall not use or disclose any information, data, or documents they obtained from the Procuring Entity in the course of procurement process for any purpose other than for preparing and participating in the procurement process. Documents submitted in Quotations will be used for evaluation purposes and will not be returned.

Official email address

The official email address is procurement@mfep.gov.ki. All correspondence regarding this RFQ shall be submitted to this address, and this address only. No copies to other staff of the Procuring Entity shall be submitted in parallel.



- a) Signed letters in PDF format.
- b) Documents and spreadsheets in MS Office 2010 format (or later versions) or ISO-compliant Open Document Format for Office Applications (Open Document). Font size shall be no smaller than 10.
- c) Diagrams and drawings in Visio 2010 or PowerPoint Office 2010 format (or later versions) or ISO-compliant Open Document Format for Office Applications (Open Document).

Other means of submission

For any other means of submission, i.e. delivery in hard copies, by mail, by hand or by courier, they shall be in closed and sealed envelopes or parcels, marked as follows;

**Secretary
Ministry of Finance & Economic Development
Bairiki, Tarawa
Republic of Kiribati**

**Attn: Chief Procurement Officer
Tender No: 27-G003-22**

II. Quotation Documents Required to be Submitted

Please do not submit generic marketing materials, broadly descriptive attachments, or other general literature. Responses to this RFQ must consist of and be limited to the following, with c and d in separate files, clearly named with the RFQ number and "Technical component" and "Financial component" respectively, as described above:

- a) Cover letter
- b) Business Registration for Overseas Suppliers only
- c) Tax Clearance letter from Tax Office signed and stamped
- d) Certificate of Compliance Form
- e) Technical component
- f) Financial component, including annual financial reports

The file name of documents related to any of the above shall include the reference to which of a, b, c or d, it belongs to.

All Quotations must indicate that they are valid for no less than forty-five (45) days from the last day for submission of the Quotation. The Procuring Entity will make its best effort to complete the evaluation and award procedures promptly. If the Procuring Entity wishes to extend the validity period of the Quotations, a Tenderer which does not agree has the right not to extend the validity of their Quotations, and thereby be excluded from the evaluation.

Cover letter

The cover letter in PDF format must contain:



III. Contract Award

After the evaluation procedure, the Tender representing the best Value for Money will be awarded the Contract and the non-successful Tenderers will be informed.

IV. Complaints

Should a Tenderer not be successful and have relevant cause to disagree with the award decision, the Tenderer may submit a written complaint, which shall be received before the date and time specified in the Award Letter submitted to all Tenderers. A complaint shall be submitted to the Procuring Entity, have valid ground and must clearly account for the reasons for the disagreement. Complaints received after the last date and time will not be considered.

V. Contract finalisation

After the complaints period has expired, the Procuring Entity may, at its sole discretion, invite the awarded Tenderer for Contract finalisation. If a Contract has not been concluded after a reasonable time, the Procuring Entity may terminate the attempt to sign a Contract with the awardee and invite the Tenderer whose Quotation received the second highest score to finalise a Contract.

The Tenderer must be aware that the mere act of submission of a Quotation, in and of itself, implies that the Tenderer accepts the terms and conditions of the General Contract Conditions which are attached to the RFQ. The Tenderer shall not be allowed to alter the terms of the Contract. If the Tenderer is not able to abide by the terms of the Contract, it may request for a change of the terms in the Quotation or by written request. However, for the sake of equal treatment of all Tenderers, it should be clarified that no material changes will be accepted by the Procuring Entity.



REQUEST FOR QUOTATION TIME SCHEDULE FOR THE RFQ/PROCUREMENT PROCESS

Procurement No: RFQ-27-G003-22



REQUEST FOR QUOTATION SPECIFICATION OF STANDARD GOODS

Procurement No: RFQ-27-G003-22



Description of the Goods

Refer to **Annex B** attached herewith for list all items to be Tendered.

(This part may be replaced by a proprietary Supplier description)

Annex B:

Ref	Description	Specification	Quantities	Unit
1	Cement 40kg	Portland (GP)	484	bags
2	Sandbag	Size 300x150x100 (small bag)	2428	pcs
3	Shovels	Long Shovel (sharp end)	5	pcs
4	Wheel barrow	Normal Wheel Barrow	2	Pcs



REQUEST FOR QUOTATION EVALUATION CRITERIA AND METHOD STANDARD GOODS

Procurement No:

RFQ-27-G003-22

Evaluation of technical components

A Tender will be rejected at this stage if it fails to respond to important aspects of the Specification. The detailed technical evaluation criteria and possible scores for each are as follows:

Major Criteria	Details & Sub-Criteria	Possible Score
Firm/consortium's experience and reputation with similar supply of Goods	<ul style="list-style-type: none">Reference from at least 2 clientsCompany background and profile relating to the supply of the relevant items.	20
Delivery time	<ul style="list-style-type: none">Earliest delivery date of the procured items.	30
Proof of availability of stock and clear specification	<ul style="list-style-type: none">Catalog, brochures and Recent photos of items to be supplied.Shipping documents.	50
Total Possible Technical Score		100

The separate result of the technical evaluation will be the accumulated score obtained for each Tender multiplied with the weight of the technical component, 70 %, as defined above:

$$tv = ts * tw, \text{ where:}$$

tv = total technical value

ts = technical result (technical score)

tw = technical weight in % (technical weight)

This is integrated in the final evaluation of technical and financial components, below.

Evaluation of financial components

The total possible score for the financial component is 30 points. The maximum number of points assigned to financial component shall be allocated to the lowest priced Tender. All other financial Tenders shall receive points in inverse proportion according to the following formula:

$$p = y * (x / z), \text{ where:}$$

p = points for the financial Tender being evaluated

y = maximum number of points available for the financial Tender

x = price of the lowest priced Tender

z = price of the Tender being evaluated

This is integrated in the final evaluation of technical and financial components, below.

Evaluation of technical and financial components for total scoring

To determine which Tender that presents the best Value for Money, the score for the technical component is added to the score for the financial component. The totally highest score after this is the best Tender. The formula used for the complete and final evaluation is:

$$E = (ts * tw) + (tc / lc), \text{ where}$$

E = evaluation result for the relevant Tender

ts = technical result (technical score)

tw = technical weight in % (technical weight)