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## Letter of Invitation

### REQUEST FOR QUOTATION

[Ministry of Education]  
Bikenibeu, Tarawa  
Republic of Kiribati

To Whom It May Concern,

The MOE invites Quotations from Tenderers to provide services described in this Request for Quotation (RFQ) as below.

**Procurement No: 23-W004-23**

**Issue Date: 29/09/2023**

**RFQ Closing Date: 23/10/2023 5pm UTC+12 (Tarawa Time)\***


**Procurement Title: Request for Quotation (RFQ) for Fence construction to KGV compound.**

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

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

Sincerely,

  
For MOE Secretary

Official email address: [procurement@mfep.gov.ki](mailto:procurement@mfep.gov.ki)

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



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

**Procurement No: 23-W004-23**



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## Instructions on how to submit the Quotation

### I. General Instructions

The [Ministry of Education], 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](mailto: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.





### **Mandatory requirements**

The Certificate of Compliance Form, separately included in this RFQ, contains the mandatory requirements, with which the Tenderer, including each member of the consortium, joint venture or other type of association (where the Quotation is submitted by a consortium, joint venture or other type of association) must comply. Therefore, the Certificate of Compliance Form must be signed and attached to the Quotation, certifying that the Tenderer, including each member of the consortium, joint venture or other type of association, complies with all the mandatory requirements. Failure to comply with all the requirements set out below will result in rejection of the Quotation.

### **Clarification and amendment of RFQ documents**

Any participating Tenderer may request further clarification on matters pertaining to this RFQ by submitting questions in writing, using Documents in MS Office 2010 format (or later versions) or ISO-compliant Open Document Format for Office Applications (Open Document), via email to the official email address, with the following noted in the subject line: **Tenderers name – RFQ Number – Questions**. Pdf format is not accepted. Please, refer to the time schedule for the due date for submission of questions.

The Procuring Entity has a policy to treat all Tenderers equally. Please do not contact other Procuring Entity personnel to discuss the RFQ. Any answers from other Procuring Entity personnel shall not be valid, unless confirmed in accordance with the process for Questions and Answers here described. If the Procuring Entity finds out that a Tenderer has tried to get information from other Procuring Entity personnel, the Procuring Entity reserves the right to disqualify a Quotation from such Tenderer having obtained unfair advantages. Questions on the substance of the RFQ will be answered (without identifying the source of inquiry) on the Procuring Entity website: [Tender List | Central Procurement Unit](#) or in the case of a direct invitation, directly to all invited Tenderers. See the time schedule for the date when the Procuring Entity will release any clarifications and/or amendments.

### **Method of submission and Quotation format**

All Quotations must be submitted in electronic version, unless otherwise specified in the RFP, via email to the official email address, with the following noted in the subject line: **Tenderers name – RFQ Number – Quotation** followed by the name of the respective **component a-d**, as defined below, i.e. marked – **Cover letter**, – **Certificate**, – **Technical Proposal** or – **Financial Proposal**, in addition to the above.

### **Electronic submission**

Quotation documents exceeding 2 MB must be compressed, using a standard zip format openly available in the market. In case the Quotation exceeds 2MB, Tenderers may alternatively send multiple emails, with the same marking.

Format of documents submitted shall be as follows:



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- 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 form.at (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 above.

*To: Secretary of Ministry of Finance and Economic Development (MFED),  
Bairiki,  
Tarawa.*

*Attention to Central Procurement Unit (CPU)  
Tender Number: 23-W004-23*

## **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) Certificate of Compliance Form (must be signed)
- c) Valid Business license and Certify Business Registration
- d) Tax Clearance
- e) Technical component
- f) Financial component, including annual financial reports

1) Financial Standard Form (spreadsheet form submitted with this RFP)

2) Annual financial reports: the Tenderer shall provide Annual Financial Reports from the previous 3 years. If the Tenderer has been operative less than three years, the Annual Financial Reports from the years of operation

The file name of documents related to any of the above shall include the reference to which of a, c, e or f, 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:

- a) Name and address of the Tenderer;
- b) Name, title, telephone number, and e-mail address of the person authorized to commit the Tenderer to a Contract;
- c) Name, title, telephone number, and e-mail address of the person (one person only) to be contacted regarding the content of the Quotation, if different from above;
- d) A signature of this letter by a duly authorized representative of the Tenderer.

## **Certificate of Compliance Form**

A signed declaration, including that the Tenderer commits to the terms described in their Quotation and assumes responsibility for any pre-contract costs incurred during the Tender and Contract finalisation phases.

## **Technical component**

In preparing the Technical component, Tenderers are expected to examine the documents constituting this RFQ in detail. Material deficiencies in providing the information requested may result in rejection of a Quotation.

The Tenderer must provide the following information with the RFQ:

- A. Description of the goods and related services
- B. Delivery Time schedule
- C. Tenderer's references

The Technical component shall not include any information regarding the Financial component.

## **Financial component**

In preparing the Financial component, Tenderers are expected to take into account the requirements and conditions outlined in the RFQ documents. The Financial component shall include the following:

- a) Price structure and pricing details in AUD<sup>1</sup>;
- b) Life-cycle costs, as requested in the Specification;
- c) Tenderer may be subject to local taxes (such as value added or sales tax, duties, fees, levies) under the Contract. The Tenderer shall include and clearly show all expected taxes in the Financial component.

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<sup>1</sup> Please note that, even though the Quotation should be submitted in AUD, the fees in the Contract may in exceptional cases be paid in another currency, if agreed in advance. For evaluation purposes, the Quoted price should be in AUD.





### **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.





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# **REQUEST FOR QUOTATION TIME SCHEDULE FOR THE RFQ/PROCUREMENT PROCESS**

**Procurement No: 23 – W004 – 23**



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### Time Schedule for the RFQ/procurement process

The Procurement will follow the timeline below for this RFQ. Any changes to this timeline will be sent directly to Tenderers who have been specifically invited to submit a Tender. Please note that the dates set forth in 5-9 are target dates and may be adjusted.

Event	Responsible Party	Date and time, KST*
1. Launch and publication of RFQ	Procuring Entity	29/09/23
2. Last date for questions about RFQ	Tenderer	29/09/23 (16:00)
3. Last date for answers to questions and/or to amend the RFQ	Procuring Entity	03/10/2023
4. Last date for submission of Quotation	Tenderer	23/10/23
5. Evaluation finalized	Procuring Entity	25/10/2023
6. Award of Contract	Procuring Entity	26/10/2023
7. Contract Terms and Conditions	Procuring Entity/Tenderer	09/11/2023
8. Contract signing	Procuring Entity/Tenderer	10/11/2023
9. Contract/Project start date	Tenderer	13/11/2023

\* Kiribati Standard Time (Tarawa Time) GMT+12 – Quotations or Questions, or parts thereof, delivered after the latest date and time for submission will not be opened or considered.

**REQUEST FOR QUOTATION  
SPECIFICATION OF STANDARD GOODS**

**Procurement No:23-W004-23**



## Specification

### Background

The Project is basically the construction of the new fence to KGV boundary. This project is vital as it is the first stage to KGV New Dormitory Project and it has been implemented last year but unfortunately the former contractor unable to finish the project. Therefore, MOE decided to move forward and hope to complete this first milestone as soon as possible with expectations that the project must be completed before the end of this year.

### Requirements

All supporting documents must be written in English.

Tenderers must provide their own BOQ based on the design provided. (Labour cost only)

Tenderers must provide their Work-Plan along with duration to complete the project.

Tenderers must provide a Valid licence (Construction).

Tenderers must provide a Tax Clearance.

### Delivery Time

..... DAYS (Should be related to the Work-Plan)

### Description of the Works

*Here, list all items to be Tendered*

*(This part may be replaced by a Procuring Entity or proprietary Contractor description)*

Main activity	Description	Price to be tendered
1		
2		
3		
4		
5		
6		
7		
8		
9		



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## Tenderer’s References

### Relevant similar deliveries carried out in the last five years

Please, provide information on each delivery for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Works delivered	Reference	Contact details	Value



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# **REQUEST FOR QUOTATION EVALUATION CRITERIA AND METHOD STANDARD GOODS**

**Procurement No: 23 – W004 – 23**



## **Evaluation criteria and method**

From the last time and date of submission of the Tenders to the time the Contract is awarded, if any Tenderer wishes to contact the Buyer on any matter related to its Tender, it should do so via email to the official email address.

Tenders will not be opened by the Buyer until after the deadline for submission of Tenders. In case of separate submissions of a Technical and Financial component, the Technical Component will be opened at one opening event, normally the day after the submission date, be listed in an opening protocol, submitted to, and thereafter be evaluated by the Evaluation Committee, without unnecessary delay. The Evaluation Committee, which has been appointed in accordance with the Buyer's Procurement Laws, will first perform a Technical Evaluation. The Tenders that have passed the Technical Evaluation will thereafter be subject to a Financial Evaluation, which includes a calculation of the total scoring for both the Technical and the Financial Evaluation, in accordance with the formula presented below. The Financial Component will not be opened until after the Technical Evaluation is finalized, and then by a corresponding procedure.

In case Tenders are allowed to be in one submission, only, the above will apply, except for the separate openings.

Selection will be based on the following process. The total possible score for the Technical component is maximum 100 points. 70 % of the score received in the technical evaluation will be added to the obtained financial score, which is maximum 30 points, and calculated as described below.

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## 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
Costing of the Service provided	<ul style="list-style-type: none"><li>• BOQ</li></ul>	40
Delivery time	<ul style="list-style-type: none"><li>• A clear Work-Plan with duration to complete the project</li></ul>	20
Other criteria	<ul style="list-style-type: none"><li>• Previous experiences of the Contractor</li></ul>	20
Other criteria	<ul style="list-style-type: none"><li>• Valid Licence</li><li>• Tax Clearance</li></ul>	20
<b>Total Possible Technical Score</b>		<b>100</b>

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:

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

E = evaluation result for the relevant Tender

ts = technical result (technical score)

tw = technical weight in % (technical weight)

lc = cost of the lowest financial Tender (lowest cost)  
tc = cost of the Tender being evaluated (tender cost)  
fw = financial weight

## **Equal scoring result**

In the case of equal results of the total scoring between two or more Tenders, the following shall apply:

1. The highest technical score is awarded the Contract
2. If still equal, the equally scored Tenderers will be invited to submit a 'Best and Final Tender' on the financial component
3. Should the above, very exceptionally, not result in determining the best value for money, the award of a Contract will be decided by drawing of lots