



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Kiritimati Island Water Projects
Nature of the services	Technician to assist with wind pump installation, rehabilitation and capacity building on Kiritimati Island
Location:	Kiritimati Island, Kiribati
Date of issue:	1/04/2025
Closing Date:	14/04/2025
SPC Reference:	RFQ25-7788

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Part 1: INTRODUCTION

1.1 About the Pacific Community (SPC)

The Pacific Community (SPC) is the principal scientific and technical organisation of the Pacific region, established by treaty in 1947 with the signing of the *Agreement Establishing the South Pacific Commission* (the Canberra Agreement).

Our unique organisation covers more than 20 sectors and is renowned for knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience and conservation of plant genetic resources for food security.

For more information about SPC and the work that we do, please visit our website: <https://www.spc.int/>.

1.2 SPC's procurement activities

SPC's procurement activities are guided by the principles of high ethical standards, value for money, open competition and social and environmental responsibility and are carried out under our Procurement Policy.

For further information or enquiries about SPC's procurement activities, please visit the procurement pages on our website: <https://www.spc.int/procurement> or email: procurement@spc.int

1.3 SPC's Request for Quotation (RFQ) Process

At SPC, procurement valued at more than EUR 2,000 and less than or equal to EUR 45,000 requires an evaluation of at least three quotations to determine the offer that provides the best value for money through a Request for Quotation (RFQ) process.

This RFQ sets out SPC's requirements for a project and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information.

Your participation confirms your acceptance of SPC's conditions of participation in the RFQ process.

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

SPC invites you to submit a quotation to deliver the services as specified in [Part 3](#).

SPC has compiled these instructions to guide prospective bidders and to ensure that all bidders are given equal and fair consideration. Please read the instructions carefully before submitting your bid. For your quotation to be considered, it is important that you provide all the prescribed information by the closing date and in the format specified.

2.2 Submission Instructions

You must **submit your quotation and all supporting documents** in English and as an attachment to an email sent to Jake Ward at jakew@spc.int and with the subject line of your email as follows: **Submission RFQ25-7788**. The email should also be copied to rfq@spc.int.

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- Technical and Financial Submission Forms completed
- Technician's CV submitted

- Business registration submitted

Your submission must be clear, concise and complete and should only include a quotation and information that is necessary to respond effectively to this RFQ. Please note that you may be marked down or excluded from the procurement exercise if your submission contains any ambiguities or lacks clarity.

Bids will be evaluated on the basis of information received by **11.59 FJT on 14/04/2022**.

2.3 Evaluation & Contract Award

Each quotation validly received will be assessed against the evaluation criteria matrix set out in [Part 4](#). Any changes in the evaluation criteria will result in the RFQ process being re-issued.

SPC may award the contract once it has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be substantially responsive to the RFQ documents, provide the best value for money (highest cumulative score) and best serve the interests of SPC.

In the event of a bid being accepted, procurement will take place under SPC's [General Terms and Conditions of Contract](#) and depending on the value or nature of the procurement, the award will be made by issuing a purchase order or a signed and dated contract, or both.

2.4 Key Contacts

Please contact SPC should you have any doubt as to what is required or if we can help answer any questions that you may have.

Jake Ward will be your primary point of contact for this RFQ and can be contacted at jakew@spc.int. You should copy any communications into rfq@spc.int.

Details will be kept of any communications between SPC and bidders. This assists SPC to ensure transparency of the procurement process. While SPC prefers written communication in the RFQ process, at any point where there is phone call or other conversation, SPC expects to keep a file note of the exchange, with all forms of communication with prospective bidders to be retained as source documents for the procurement of the services.

2.5 Key Dates

Please see the proposed procurement timetable in the table below. This timetable is intended as a guide only and while SPC does not intend to depart from the timetable, it reserves the right to do so at any stage.

STAGE	DATE
RFQ sent to potential vendors	1/04/2025
RFQ Closing Date	14/04/2025
Award of Contract	12/05/2025
Commencement of Contract	12/05/2025
Conclusion of Contract	12/05/2026

2.6 Legal and compliance

Confidentiality: Unless otherwise agreed by SPC in advance or where the contents of the RFQ are already in the public domain when shared with the bidder, bidders shall at all times treat the contents of the RFQ and

any related documents as confidential. SPC will also treat the information it receives from the bidders as confidential.

Conflict of interest: Bidders must take all necessary measures to prevent any situation of conflict of interest. You must notify SPC in writing as soon as possible of any situation that could constitute a conflict of interest during the RFQ process. If you have any familial connection with SPC staff, this must be declared, and approval will then be sought for you to engage in the RFQ process. **In support of your response to this RFQ, you must submit to SPC the [Conflict-of-Interest Declaration form](https://spc.int/procurement) available on our procurement page website: <https://spc.int/procurement>.**

Breach of this requirement can result in SPC terminating any contract with a successful bidder.

Currency, validity, duties, taxes: Unless specifically otherwise requested, all proposals should be in AUD and must be net of any direct or indirect taxes and duties, and shall remain valid for 120 days from the closing date. The successful bidder is bound by their proposal for a further 60 days following notification they are the preferred bidder so that the contract may be awarded. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during this period.

No offer of contract or invitation to contract: This RFQ is not an offer to contract or an invitation by SPC to enter into a contract with you.

Privacy: The bidder is to comply with the requirements of applicable legislation and regulatory requirements in force for the use of personal data that is disclosed for the purposes of this RFQ. SPC will handle any personal information it receives under the RFQ in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

Warranty, representation, assurance, undertaking: The bidder acknowledges and agrees that no person has any authority to give any warranty, representation, assurance or undertaking on behalf of SPC in connection with any contract which may (or may not) follow on from this RFQ process.

2.7 Complaints process

Bidders that consider they were not treated fairly during any SPC procurement process may lodge a protest. The protest should be addressed to complaints@spc.int. The bidder must provide the following information: (1) full contact details; (2) details of the relevant procurement; (3) reasons for the protest, including how the alleged behaviour negatively impacted the bidder; (4) copies of any documents supporting grounds for protest; (5) the relief that is sought.

Part 3: TERMS OF REFERENCE

Technician to assist with wind pump installation, rehabilitation and capacity building on Kiritimati Island

A. Background/context

The EU and MFAT funded *Kiritimati Island Water Projects* are being implemented by The Pacific Community (SPC) in partnership with the Ministry of Line and Phoenix Islands Development (MLPID) and other Government of Kiribati (GoK) stakeholders.

This is the third major water project on Kiritimati Island in the past 25 years. The first, the AusAID funded Kiritimati Water and Sanitation Project (KWASP), was implemented by the Overseas Projects Corporation of Victoria (OPCV) in the late 1990s and early 2000s. Part of the KWASP scope included installation of 15 groundwater infiltration galleries (in Decca, Four Wells, Banana and New Zealand Airfield freshwater lenses), eight of which were fitted with Yellowtail wind pumps with 10-foot windwheels and 40-foot towers supplied by WD Moore & Co.

In 2013, an Aermotor wind pump donated by Rotary was installed at Banana freshwater lens.

The second major water project was the SPC implemented, and EU and NZ MFAT funded Improved Drinking Water Supply for Kiritimati Island Project (IDWSKIP) from 2014 to 2018. Additional to new gallery construction and solar pump installations, IDWSKIP involved the relocation and rehabilitation of several of the Yellowtail wind pumps, including replacement/repair of wind wheels, towers and pump assemblies.

The current Kiritimati Island Water Projects are a continuation of the IDWSKIP and are underway with construction works for the new and upgraded water systems. Project scope involves:

- **Decommissioning** some old Yellowtail wind pumps. These pumps are not deemed suitable for rehabilitation and/or they shade the solar pump PV generator adjacent to the respective wind tower. Usable parts from these pumps will be kept as spares for the operational wind pumps.
- **Rehabilitation** of wind pumps deemed suitable for ongoing operation. This will likely include 1 Aermotor and up to 6 Yellowtail wind pumps.
- **Installation** of a new 10-foot Southern Cross wind pump on 30-foot tower at Banana freshwater lens.

Kiritimati has an excellent wind resource with consistent Easterly trade winds throughout the year (especially during La Nina-induced dry periods), and pumps should be capable of pumping on average ≥ 15 kL/d during these periods. However, as of March 2025, none of the wind pumps on Kiritimati Island are fully operational due to a lack of parts and appropriate maintenance.

MLPID's crane will be used to assist with the decommissioning, rehabilitation and installation of wind pumps, as needed. All rehabilitated wind pumps will have their towers and wind wheels painted and repaired as needed, gearboxes filled with oil, drive rod assemblies replaced if needed, furling pull-out wires replaced, leather buckets replaced and other works as per advice from the wind pump TA.

Wind pump parts were procured from RGD Corp in 2023/2024 to undertake the above works, as per the list below.

#	Item	Unit	Qty
	1. Southern Cross sub-assemblies		
1.01	30ft high 3-post hot-dip galvanised tower to suit a 10ft Southern Cross Windmill, with anchors, ladder and safety platform	set	1

1.02	10ft Southern Cross windmill 3-post (gearbox, wheel, tail and stub tower) with hot-dipped GI fan blades and brackets	set	1
1.03	30ft tower connecting drive rods with cross guides and forks	set	2
2. Yellowtail sub-assemblies			
2.01	Yellowtail complete 10ft windwheel with hot-dipped GI fan blades and brackets	set	4
2.02	Yellowtail 40ft tower connecting drive rods with cross guides and forks	set	6
3. Gearbox Parts			
3.01	White metal bearings for Yellowtail 10ft gearbox (set of 4)	set	2
3.02	Crosshead spindle for Yellowtail 10ft gearbox	ea.	2
3.03	Shell Omala 150 Oil - 20L drum	drum	4
4. Tower parts			
4.01	3 anchor posts, 6 anchor plates HDGI (50/50/5 angle iron) with SS bolts, compatible with 30ft Aermotor tower	set	1
4.02	Furling pull-out wire rope with grips, SS, 3 - 4mm x 13m	length	9
4.03	Pull-out/furl handle for Yellowtail tower	ea.	2
4.04	Cold galvanised paint, brushable, for tower and windwheel, 4L	tin	9
4.05	SS bolt with nut for Yellowtail tower (M10)	ea.	90
5. Pumping sub-assemblies			
5.01	3" x 12" stroke cast iron syphon pump, with brass pump and 1-3/8" x 12" compensator, with SS baseplate bolts	set	5
5.02	Intake: 2"-foot valve F, 2 x 2" x 50mm PE M adaptor, 2" PE elbow, 2" PE pipe for up to 4m deep setting	set	8
5.03	Outlet: 2" plastic air chamber with 2 x 2" horizontal check valves, 2" tee with 3/4" offtake, 2" nipples	set	6
6. Pump parts			
6.01	1-3/8" x 12" stroke brass compensator complete	set	2
6.02	1-3/8" leather compensator buckets	pair	45
6.03	3" leather pump buckets	pair	30
6.04	White compensator rod centralizing bush	ea.	10

Below are photos of each of the wind pumps to give an indication of their condition and the works required.



Figure 1. Banana gallery 3 west



Figure 2. Banana gallery 3 east



Figure 3. Banana gallery 3 west (Aermotor)



Figure 4. Decca gallery 1 west



Figure 5. Decca gallery 2 east



Figure 6. Decca gallery 2 west



Figure 7. Decca gallery 3 centre



Figure 8. Decca gallery 3 east



Figure 9. Four Wells gallery 3 west

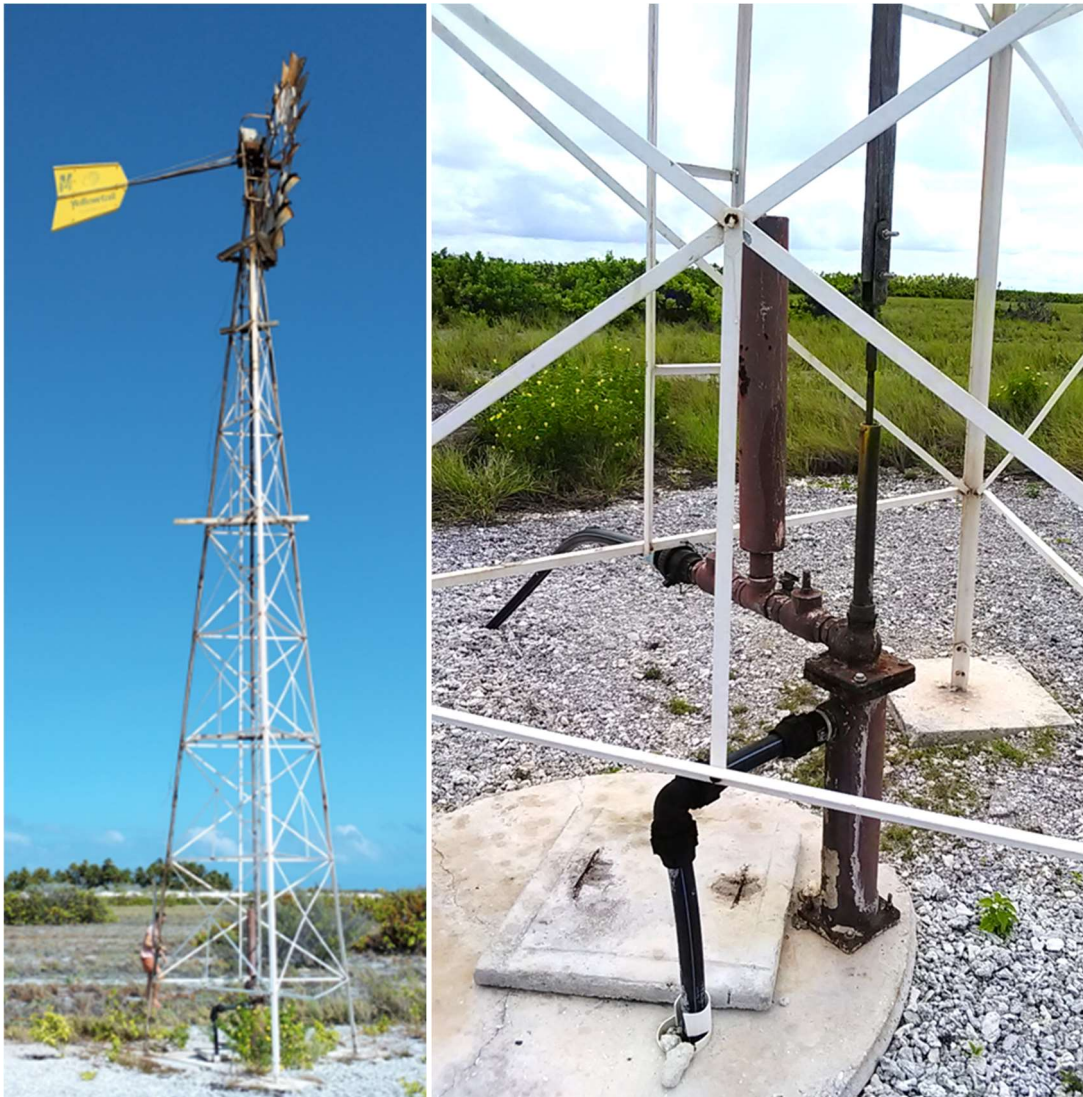


Figure 10. New Zealand Airfield gallery 1 east

B. Purpose, objectives, scope of services

SPC are seeking an experienced wind pump Technician to travel to Kiritimati Island for two weeks to assist MLPID with the installation, rehabilitation, commissioning, decommissioning, operation and maintenance of wind pumps on Kiritimati Island.

The Technician will be required to assess the condition and performance of each wind pump and work with SPC and MLPID to determine the most appropriate approach and locations for repairs and new installations.

During the trip, the Technician will work with MLPID and SPC to complete a brief though practical and contextually appropriate Wind Pump Asset Management and Maintenance Plan for Kiritimati Island.

By the end of the visit, it is expected that most of the necessary installation and rehabilitation works will be complete and MLPID's Water and Sanitation Division (WSD) staff will have the capacity and appropriate plan to complete remaining works and undertake ongoing maintenance activities.

C. Timelines

Within two months of contract signing, the Technician will be expected to travel to Kiritimati for two weeks to support MLPID with installation and rehabilitation works, while training applicable staff on appropriate operations and maintenance (O&M) and asset management protocol.

A. Travel and accommodation on Kiritimati Island

Bids should include flights and on-island expenses (accommodation, meals incidentals, etc.) for the Technician who will travel to Kiritimati Island for two weeks.

Fiji Airways flights from Fiji and Hawaii to Kiritimati Island run weekly, arriving and departing each Wednesday.

Contractors are recommended to stay at Sunset Horizon Fishing Lodge in Ronton (\$80 per night) or The Villages Hotel in Tabwakea (\$100 per night). Meals at both – breakfast, lunch and dinner – cost roughly an additional \$50 to \$80 per day.

SPC will provide transport for the Technician to undertake the required services on-island, plus airport pick-up and drop-off (if not included as part of the accommodation package).

SPC can assist with booking accommodation.

SPC does not provide or reimburse insurance for Contractor travel or health, professional indemnity or any other risks or liabilities that may arise during the Contract. SPC is also not responsible for any arrangements or payments related to visas, taxes or duties for which the Contractor may be liable.

B. Reporting and contracting arrangements

The Technician will work under the direct supervision of SPC's Program Coordinator on Kiritimati Island.

Travel costs, accommodation, and meals are the responsibility of the Contractor and to be included in the Financial Proposal.

Expenses associated with provision of wind pump installation, operation, maintenance and training materials and equipment should be included in the financial proposal. WSD are equipped with standard hardware tools, though any specialty tools should be included itemised in the bid.

C. Skills and qualifications

Bidders are required to provide a brief (maximum 2 pages) proposal highlighting the intended approach and methodology to support installation, rehabilitation, operations, maintenance and technical training activities on-island.

Bidders are also required to complete the Technical Proposal table, using the template in Part 4, highlighting compliance, knowledge, skills and previous experience in the following areas and attributes.

- At least 10 years practical experience in wind pump parts and service provision, especially of Yellowtail, Southern Cross and Aermotor make.
- Experience working with and effectively building technical and operational capacity of water supply authorities.
- Contextually appropriate methodology to undertake the required services.

D. Scope of Bid Price and Schedule of Payments

- The rates quoted by the bidder should represent best value for money.
- As per Section 22 of SPC's [General Terms and Conditions of Contract](#), while SPC is exempt from tax in Kiribati, the financial proposal is to take into account all expenses the Contractor incurs in the development of their professional activity (e.g. insurance, internet, applicable income taxes in the applicant's country of residence for tax purposes, etc.) when setting up their fees/rates.
- Travel expenses are to be included in the Financial Proposal.
- Fees shall be paid in accordance with the provisions of a contract with SPC upon submission and acceptance of invoices and completed Wind Pump Asset Management & Maintenance Plan by the Contractor.
- Payment for provision of services will be 100% upon successful completion of the trip and associated deliverables, unless agreed otherwise between the Contractor and SPC during the contract award stage.

Milestone/deliverables	Deadline	% payment
Completion of technical assistance (2-weeks on-island) supporting wind pump installation, rehabilitation, operation, maintenance and training, including preparation of a contextually appropriate Wind Pump Asset Management and Maintenance Plan for Kiritimati Island with key stakeholders	3 months from contract signing	100%

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Competency Requirements & Score Weight

The evaluation matrix below reflects the obtainable score specified for each evaluation criterion (technical requirement) which indicates the relative significance or weight of the items in the overall evaluation process.

Competency Requirements	Score Weight (%)	Max points obtainable
- Technical and Financial Submission Forms completed - CV submitted - Business registration	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
1. Practical experience: At least 10 years of practical experience in wind pump parts and service provision, especially of Yellowtail, Southern Cross and Aermotor make. (50%)	50%	500
2. Capacity building: Experience working with and effectively building technical and operational capacity of water supply authorities. (10%)	10%	100
3. Methodology: Contextually appropriate approach to wind pump installation, rehabilitation and capacity building on Kiritimati Island. (10%)	10%	100
Technical Score	70%	700
Financial Score	30%	300
Total Score	100%	1000