



RFQ-

Letter of Invitation REQUEST FOR QUOTATION

Ministry of Infrastructure and Sustainable
Energy
P.O. Box 498
Betio
Tarawa
Republic of Kiribati

To Whom It May Concern,

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

Procurement No: RFQ-27-ss001-22
Issue Date: 15/06/22
RFQ Closing Date: 29/06/22 – 1700hrs UTC+12 (Tarawa Time)*
Procurement Title: Request for Quotation (RFQ) for the South Tarawa Road Cleaning Service

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

- Instructions on how to submit the Quotation
- Time Schedule for the RFQ/procurement process
- Specification of Services to be provided
- Evaluation Criteria and Method
- Specific Contract Conditions for the provision of Standard Services
- General Contract Conditions for the provision of Standard Services
- Certificate of Compliance Form
- Availability of Financial Resources form

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

Sincerely,


Dr. Farran Redfern
MISE Secretary

Official email address: 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 Services

Procurement No: RFQ-27-ss001-22



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Instructions on how to submit the Quotation

I. General Instructions

The **Ministry of Infrastructure and Sustainable Energy (MISE)**, hereinafter referred to as “the 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 ascertain 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, is not a valid reason 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 Terms of Reference describing the services to be performed. 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.



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- 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.

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
- c) Technical component
- d) Financial component

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:

- 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.



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REQUEST FOR QUOTATION TIME SCHEDULE FOR THE RFQ/PROCUREMENT PROCESS

Procurement No: RFQ-27-ss001-22



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REQUEST FOR QUOTATION SPECIFICATION OF STANDARD SERVICES

SOUTH TARAWA ROAD CLEANING SERVICE

Procurement No: RFQ-27-ss001-22



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Cleaning Activities

The Contractor or community shall be responsible for the following cleaning activities (depending on the lot). More details regarding the activities and their frequency of implementation can be found in the *Routine Road Maintenance Manual*. Copies of the manual are available with the Civil Engineering Section at MISE and will be provided upon request.

Table 1: Description of Work for Roadway and Road-sides Cleaning (Betio-Buota-Temaiku) Paved roads only

Roadway

- **Clearing the roadway:** Any sand, garbage, vegetation or other material is removed from the road surface, kerbs, bus bays and the footpaths to allow vehicles and pedestrians to pass easily. Holes in the kerbs are cleaned so water can flow through them to the drains. Swales are cleaned so water can flow through them.
- **Cleaning weepholes:** Weepholes in seawalls and causeways are cleaned so water can drain freely and flow away from the road surface and shoulder.
- **Controlling vegetation:** Vegetation encroaching onto the roadway is cut to avoid damage and improve drainage and visibility. Low hanging branches are cut to allow vehicles to pass safely.
- **Repairing road shoulder:** Any depressions, rills or cuts in the road shoulder are filled with coral gravel and compacted.
- **Waste disposal plan:** Plan including sites for disposing off all waste materials and sand collected or cleared from the road and road accessories.

Here, list all items to be Tendered

(This part may be replaced by a proprietary Service Provider description)

Road Sectors to be Tendered

Tenders should specify the **Road Sector** as outlined in the table below indicating **Cost** and **Delivery Time** (how soon the work can commence):-

Sector	Village	Length in Km	Location Details	Price of Tender	Delivery Time
SECTOR A					
A.1	Betio	6.2	KHL new restaurant-junction at MTC		
	Total Sector A	6.2			
SECTOR B					
B.1	Bairiki	1.4	Mary's Motel-Teken rental house		
B.2	Nanteitera Causeway	0.6	Teken-Nanikai west (first hump)		



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REQUEST FOR QUOTATION EVALUATION CRITERIA AND METHOD STANDARD SERVICES

Procurement No:

RFQ-27-ss001-22

Evaluation of technical components

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

Major Criteria	Details & Sub-Criteria	Possible Score
Community's experience and reputation in similar assignments	<ul style="list-style-type: none">• Technical Tender and supporting documentation showing relevant experience in the field of road cleaning.• Track record showing understanding of the plan and how to undertake the tasks requested in this tender.	25
Methodology	<ul style="list-style-type: none">• Methodology shows a sound understanding of the works required and how to execute them effectively and within schedule.	50
Trucks, tools, personal protection equipment (PPE) and labour force	<ul style="list-style-type: none">• Availability or evidence of availability of the tools, transport, personal protection gears and labour force to execute the tasks requested in the tender.	25
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:



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.