RFT AM 13648

Part D

Response Forms

Invitation title: Construction services for the MISE Office

Invitation Reference Number: RFT AM 13648

Offer submitted by: <Company name>

Instructions to Tenderers for completing this template:

1. You must respond to all sections of this template within the specified fields, in the format requested.
2. Where necessary, any supporting material (e.g. spreadsheets, certificates) should be attached to the back of this template (clearly labelled) and referred to in the relevant field.
3. Complete and sign the Tenderer's Declaration

You declare that in making Your Offer:

a) You understand and accept that Your Offer is subject to the provisions contained in Part A - Procurement Process Guidelines.
b) Your fixed lump sum includes for all requirements in Part B – Specifications and Part C – Draft Contract Agreement, unless stated otherwise in writing.
c) You have checked your submissions for errors or omissions.
d) You have declared any conflict of interest that you may have.
e) You have checked any electronic files contained in Your Offer and that these are free from viruses.
f) You undertake to keep Your Offer open for the Validity Period specified in the Reference Schedule of Part A - Procurement Process Guidelines.

Dated this day <insert date> ..... <Insert year>

Signed for and on behalf of **<insert name of Tenderer>**:

Authorised Person Signature .....

Authorised Person Name: .....

Signature of Witness: .....

Witness Name: .....

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Mandatory Criteria (Sections 1 to 7)

1 Tenderer Information

Trading Name	<insert name>
Registered Name	<insert name>
Company Tax Identification Number	<insert TIN>
Address of registered office	<insert address>
Type of entity (e.g. company, trust, partnership, sole trader, other)	<insert entity>
Ultimate Holding Company	<insert entity or N/A if not applicable>
Key Personnel (e.g. directors, chief executive officer, principal of business etc.)	<insert names and positions>
Telephone	<insert phone number>
Website	<insert URL>

2 Contact Details

Contact Person	<insert name>
Position	<insert position>
Address	<insert address>
E-mail	<insert email address>
Telephone	<insert phone number>

3 Company Registration & Profile

Please provide copies of your Business License or Company Registration Certificate and Company Profile and confirm that they have both been attached in the text box below.

Have you attached a copy of your Business License or Company Registration Certificate?	☐ Yes ☐ No
Have you attached a copy of your Company Profile?	☐ Yes ☐ No

4 Financial Viability

You, the Tenderer are required to demonstrate that you have the financial viability to deliver Tetra Tech International Development's Requirements. The following questions apply to your business, its parent or any associated entities or any director(s), including any consortium members and partners where relevant.

If the answer to any of the following questions is 'yes', provide an explanation.

4.1 Financial History

- Are there any significant events, matters or circumstances which have arisen within the past 12 months that could significantly affect your operations? Have there been any:
  - Bankruptcy and/or de-registration actions;
  - Insolvency proceedings (including voluntary administration, application to wind up, or other like action) either actual or threatened, against you in the past three years? If so, what (if any) remedial action has been taken?; or
  - Ineligibility listing on the World Bank Listing of Ineligible Firms and Individuals

If you answered "Yes" to any of the questions above, please provide details:

4.2 Default/Other Factors

Are You currently in default of any agreement, contract, order or award that would or would be likely to adversely affect your financial capacity to deliver Tetra Tech International Development's Requirements? Are there any other factors which could adversely impact on your financial ability to successfully perform the Works?

If you answered "Yes" to any of the questions above, please provide details:

4.3 Tax Registration

Please provide a copy of your Certificate of Tax Registration and confirm that it has been attached in the text box below.

Have you attached a copy of your Certificate of Tax Registration?	☐ Yes ☐ No

4.4 Audited Financial Statements

Please provide copies of audited Company Financial Statements from last three financial years and confirm they have been attached in the text box below.

Have you attached copies of your last 3 Financial Statements?	☐ Yes ☐ No

5 Conflict of Interest

Do you have any actual, potential or perceived conflict of interest, including existing commercial agreements or relationships with the nominated Principal, Donors, Government Stakeholder Partners or Consultants?

Do you have any actual, potential or perceived conflicts of interest to declare?	☐ Yes ☐ No

If you answered "Yes" to the question above, please provide details:

6 External Resources

6.1 Consortia/Partnerships/Subcontractors

If You are a member of a consortium or partnership, then You must detail which parts of Tetra Tech International Development's Requirements that each entity comprising the consortium or partnership will provide and how the entities relate to each other.

Leave this section blank if not applicable.

Partner 1:	
Trading Name	<insert name>
Registered Name	<insert name>
Tax Identification Number	<insert number>
Address of registered office	<insert address>
Contact Person	<insert name and title >
Telephone	<insert phone number>
Type of Relationship	<insert relationship (e.g. consortium, partnership, subcontractor>
Period of association	<insert period>
Goods/Services to be provided	<insert goods/service>
Estimated value of Goods/Services	<$>

<insert additional table/s for additional Partners>

7 Compliance Statements

7.1 Safeguarding commitment

Refer attached documents for:

- *Child Protection Policy*
- *Prevention of Sexual Exploitation, Abuse and Harassment Policy*
- *Safeguarding Code of Conduct (signed by all workers)*
- *Vendor Code of Conduct (signed by the Contractor business owner)*

We confirm we have read and understood the Safeguarding documents.	☐ Yes ☐ No
We confirm we will be able to meet and implement the requirements outlined by the Safeguarding documents.	☐ Yes ☐ No

Outline any concerns and/or anticipated needs for support in meeting the requirements of the above documents:	<enter text here as required>

7.2 Compliance with Part C – Draft Contract

Does Your Offer comply with all terms of the proposed Contract?	☐ Yes ☐ No

If your Offer does not comply with some or all of the terms of the contract, you must provide a compliance statement against those clauses stating 'does not comply' (**N**) or 'will comply subject to conditions' (**P**).

You must provide reasons for the partial compliance or non-compliance.

Contract Clause No.	Compliance (N / P)	Explanation/comment

7.3 Statement

Unless otherwise noted above, the Contractor accepts the provisions contained in Part A – Procurement Process Guidelines, Part B – General and Technical Specifications, Part C – Draft Contract, Part D – Response Forms, and offers to perform the Works in accordance with Parts B, C and D included in the Request for Tender (RFT) for the amount set out in this Offer.

The Contractor undertakes to comply with any reasonable request of Tetra Tech International Development for additional information to enable Tetra Tech International Development to undertake its due diligence, including in relation to a full assessment of the Contractor's financial viability.

Company:	
Authorised Person Name:	
Authorised Person Signature:	
Date of signing:	
Address:	
Email:	

Evaluated Response (Sections 8 to 11)

8 Prior Experience and References (25%)

8.1 Past Experience

Detail four (4) previous or current projects of a similar nature and size to the Works, from the past five (5) years.

Project 1:			
Role:	☐ **Prime Contractor**	☐ **Sub-contractor**	
Client:			
Contract Value:			
Commencement: (MM/YYYY)		**Completion: (MM/YYYY)**	
Name of associated firm(s), if any:			
Project Description:			
Scope of Services provided:			
Client Contact Details *(if able to supply as reference)*			
Images			

<insert additional table/s for additional Projects>

Alternatively, or in addition to above table, attach Project Profiles (with above information clearly identifiable) as an annex to this document.

9 Capacity and Capabilities (35%)

9.1 Key Personnel & Subcontractors

Detail how the Contractor will provide appropriate technical and supervision skills to cover and manage all required construction tasks and technical areas, including overall management of works.

This response will test and evaluate the Contractor's (1) ability to identify key tasks to address the scope of works, (2) ability to manage and coordinate overall work teams, and (3) availability of key appropriate personnel with experience and qualifications to lead completion of the works.

Note, Plumbers and Electricians must be registered with MTCIC and PUB as per Kiribati legislation.

Technical Area / Construction Task	**<insert>**	
Lead Position	e.g. Site Engineer	☐ **Employed Directly** *or* ☐ **Subcontractor** Trading Name:
Name	<insert details>	
Reporting Arrangement *Including on-site vs. offsite support presence*	<insert details>	
Qualifications	<insert details>	
Professional Experience	<insert summary – e.g. previous projects, time in position>	
Scope of Proposed Duties and Responsibilities for this Project *If Subcontractor, also include proposed value of works*	<insert description of duties and responsibilities>	

<insert additional table/s for additional technical areas / construction tasks>

9.2 Equipment Availability

The Contractor must indicate availability of the below essential equipment for the project. Where applicable, identify the appropriate size and/or of equipment to demonstrate understanding of requirements to address the scope of works. Where possible, attach documentary evidence of ownership, lease arrangements or hire agreements.

ITEM DESCRIPTION	OWNED	LEASED / HIRED	DETAILS *(Including size, number, other specific considerations per contractor's assessment)*
Excavator	☐	☐	
Forklift	☐	☐	
Forklift Ramp	☐	☐	
Site Generator	☐	☐	
Tip Truck	☐	☐	
Hand Tools	☐	☐	
Power Tools	☐	☐	
Laser Level	☐	☐	
Concrete Mixer	☐	☐	
Concrete Tools	☐	☐	
Scaffolding (for up to and including two storeys)	☐	☐	
Other (per Contractor's recommendations)	☐	☐	

9.3 Risk Identification and Mitigation

In the below table, identify potential risks to the implementation of the Works and proposed mitigation strategies. These should demonstrate the Contractor's ability to develop policies and plans, and the ability to foresee, manage and adapt to minimize risks and maximise opportunities throughout project life.

These may include the logistical challenges of the remote site location and associated supply chain, programmatic challenges including inclement weather and access limitations, price inflation forecasting, etc.

RISK DESCRIPTION	PROPOSED MITIGATIONS
E.g. Logistical / program challenges	*E.g. Redundancy / back up planning*

9.4 Health & Safety, Quality Assurance

The Contractor must indicate approach to managing and achieving high standards in both health and safety, and quality assurance by completing a summary response for each of the below questions.

How do you set and achieve high standards in maintaining health and safety of work staff, site visitors and members of the community?	
How do you set and achieve high standards in providing quality end-products? **How do you ensure good records are available as evidence of the quality achieved to meet project requirements?**	

9.5 Construction Program

Provide a proposed construction program for the Works, including line-item details for tasks such as mobilisation, site establishment, permits and approvals, detailed work stages and practical completion.

Have you attached a construction program?	☐ Yes ☐ No

10 Supporting International Development Priorities and Outcomes (15%)

10.1 Managing Environment and Social Safeguarding

Safeguarding refers to the measures and practices put in place to **protect individuals and communities**, especially groups experiencing vulnerability form abuse, harm, neglect, and exploitation. It involves creating safe environments, promoting well-being, and ensuring that people are treated with respect and dignity.

It aims to **prevent harm and respond appropriately** to concerns or incidents to ensure the safety and protection of individuals and the environment. This includes:

- Zero tolerance to sexual exploitation, abuse, harassment, child abuse, modern slavery, and retaliation related to safeguarding.
- Commitment to being a child-safe environment and addressing the gendered drivers of violence against women and children.
- Ensuring all individuals are treated with dignity and respect, regardless of location or role**.**

Describe the Contractor's experience and/or planning with regards to meeting Donor (DFAT) safeguarding requirements, and commitment to further development.

How have you adapted to meet Donor safeguarding requirements in the past? **If no previous experience, describe how you would adapt and implement strategies to meet Donor safeguarding requirements?**	
Are you willing to work with Te KAI to learn and establish / upgrade safeguarding processes and documents? **If yes, how much capacity does your team have to be available for learning and development?** (e.g. dedicated safeguards staff member)	☐ Yes ☐ No If yes, further details:
If available, please attach your company safety, environment, safeguarding or quality policies or manuals – *Note availability or lack of availability of policies will not be evaluated as part of the response.*	☐ Attached ☐ Not available

10.2 Gender Equality, Disability and Social Inclusion (GEDSI)

As part of the Te KAI Program, all projects are required to actively and consciously work towards gender equality, disability and social inclusion outcomes.

What is your understanding of GEDSI?	
What existing strategies and/or initiatives do you currently have in place to promote GEDSI? **How do you propose to implement strategies or initiatives to support GEDSI outcomes under this Project?**	
Are you willing to work with Te KAI to maintain and improve your company's GEDSI initiatives? **If yes, how much capacity does your team have to commit to these initiatives?**	☐ Yes ☐ No If yes, further details:

11 Financial Proposal (25%)

11.1 Cash Flow Management

What strategies and systems do you have in place to manage and ensure healthy cash flow throughout a project?	

11.2 Pricing

The Tenderer is required to review all provided RFT documents and prepare a fixed price, lump sum financial proposal ('Tender Price'). The Tender Price is to be inclusive of all costs e.g. inclusive of all workhours, staff, mobilisation and leave logistics, transport, accommodation, office equipment, hoarding, communications, overheads, and all government fees, taxes and imposts.

Tenderer must use the provided ***Template Pricing Schedule*** to submit their Financial Proposal.

Submit the ***Template Pricing Schedule*** as a separate attachment.

Also included in the ***Template Pricing Schedule*** is a tab for the Tenderer to provide a Schedule of Rates as part of the Financial Proposal.

Please be aware that early or up-front payments will require an appropriate bank guarantee.

Have you completed and attached the Template Pricing Schedule?	☐ Yes ☐ No
Declare the profit and overhead percentage applied to pricing in the Template Pricing Schedule in the Summary sheet *Note that this percentage will be fixed in Schedule 1 of the Contract upon Award*	%