



REQUEST FOR QUOTES

CIIC PROJECT TEAM – MANIHICI TUKAO CMC RENOVATIONS

The Cook Islands Investment Corporation is inviting applications from competent tradesmen with relevant skills & expertise to be part of the CIIC Project Team to Manihiki to undertake renovation works to the Tukao Cyclone Management Centre (CMC).

This project is for approximately 3 to 4 months, commencing mid-January 2023.

CIIC is looking to contract up to four (4) persons/contractors, in the following areas of expertise:

- Electrical installer
- Plumber/drain-layer
- Builder

The details of the work requirements are contained in *Attachment 1 Terms of Reference*.

Deadline for submission of quotes: Monday 12 December 2022, 4pm (CI Time)

Indicative contract start date: 9 January 2023

CONDITIONS OF QUOTATION

1. Contents of this RFQ

This RFQ consists of:

- Conditions of Quotation
- Attachment 1: Terms of Reference
- Attachment 2: Application Form and CV
- Attachment 3: Conflict of Interest Declaration
- Attachment 4: Conditions of Contract

2. Communications regarding this RFQ

All correspondence and questions relating to this RFQ must be in writing via email and directed to the Nominated Contact:

Amber Numanga
Cook Islands Investment Corporation
Email: amber.numanga@cookislands.gov.ck
Ph: (682) 23139

During the RFQ period, respondents must not contact or communicate with any CIIC staff member in relation to this RFQ, or any other person associated with the RFQ, other than the person listed above. Unauthorised contact will most likely invalidate you from the RFQ process.

3. Quotation contents

Quotes must comprise of the following documents:

1. Application Form and CV (refer to Attachment 2),
2. A completed Conflict of Interest Declaration (refer to Attachment 3)

All quotes must be firm offers and may not be withdrawn for a period of 30 calendar days following the deadline for submission of quotes.



CIIC requires that all quotes conform to these *Conditions of Quotation*, and reserves the right to reject any non-conforming quote.

4. Submission of Quotes

Quotes must be received by the deadline specified on the front page of this RFQ, or it may not be considered.

Quotations may be submitted by email to ciic.projects@cookislands.gov.ck.

Alternatively, quotes may be delivered in hardcopy in a sealed envelope labelled:

**Amber Numanga
Cook Islands Investment Corporation
Quote for Manihiki Tukao CMC renovations**

5. Confidentiality

Respondents are advised that CIIC is subject to the Official Information Act 2008. CIIC will treat all quotes in confidence however, and dependent on the nature and depth of request, CIIC cannot guarantee that information can be protected if CIIC receives a request for information under the OIA.

6. The RFQ Process

Each respondent shall examine, or be deemed to have examined, the Conditions of Quotation and Terms of Reference supplied by CIIC in writing.

In submitting a quote in response to this RFQ, the respondent accepts and agrees to be bound by these Conditions of Quotation.

All costs of preparing and submitting the quote shall be borne by the respondent.

CIIC reserves the right to change, suspend, cancel or reissue this RFQ, or the contents of the RFQ documentation at any time.

CIIC reserves the right to negotiate without restriction with respondents after the close of the RFQ on any matter contained in the quote, without disclosing this to any other person.

7. Evaluation of Quotes

Quotes will be assessed against the following criteria:

No.	Assessment Criteria	Weighting (%)
1	Availability to undertake assignment during the prescribed period	Pass/Fail
2	Cook Islander (resident, by descent or business registration) – higher score will be given to applicants of Manihiki descent or with Pa Enuva work experience.	15%
2	Relevant personal qualifications and experience and track record relevant to the role	45%
5	Rate is reasonable to the role	40%
Total		100%

CIIC reserves the right to clarify or request additional information from any respondent before accepting any quote and to implement additional processes to evaluate the quote.

The lowest priced quote, or any quote, will not necessarily be selected as the preferred quote.



Each respondent shall be notified in writing as to whether or not it has been selected as the preferred quote as soon as possible. No quote shall be deemed to be shortlisted unless and until the respondent has been notified by CIIC in writing.

CIIC reserves its absolute discretion in the evaluation and selection process.

8. Subject to Contract

Quotes are submitted on the basis that no binding legal relations with CIIC are created unless and until a formal written contract is signed by both CIIC and the successful respondent.

The acceptance by CIIC of any quote, whether with or without negotiation, or the negotiation with an unsuccessful respondent, shall not create binding legal relations between CIIC and the party whose quote has been accepted or which is negotiating with CIIC.

If, in the opinion of CIIC, and at CIIC's sole discretion, none of the quotes submitted are acceptable, CIIC reserves the right to enter into negotiations with one or more of the respondents to achieve an acceptable quote.

9. Governing law

This RFQ is governed by Cook Islands law, and the Cook Islands courts have exclusive jurisdiction to all matters relating to this RFQ.

10. Contract Negotiations

All parties agree to negotiate in good faith, and on successful conclusion of negotiations the preferred Respondent will sign a formal contract with CIIC.

A contract may be extended if additional work is required, at CIICs sole discretion. Refer to Attachment 4 for the draft Conditions of Contract.



ATTACHMENT 1: TERMS OF REFERENCE

About this document

This document specifies the nature of work to be undertaken on the Manihiki Tukao Cyclone Management Centre (CMC), and the expectations of the contractor(s).

Purpose

CIIC is seeking applications from qualified tradesmen to form its Project Team that will travel to Manihiki on or about January 2023 to implement the renovation works on the Tukao CMC. The Project Team will comprise of six (6) persons. This RFQ process intends to engage up to four (4) persons/contractors. The other two (2) are CIIC personnel.

Expertise requirements

CIIC is seeking persons/contractors to fill the following roles, and to implement the related scope of works. CIIC will consider applicants who possess the minimum qualifications and/or experience stated.

Role	Scope of works	Minimum qualifications/ experience required
Electrical installer	<ul style="list-style-type: none">• Prior to travel, ensure all required materials, tools & equipment and PPE have been packed and mobilised• Undertake removal of existing wiring & fixtures and replace electrical wiring as required, and installation of new fixtures.• Ensure efficient use of materials, and maintenance & safe keeping of materials & equipment• Provide support to Project Team i.e. labour & building where needed.	Registered Electrician under Energy Regulations 2006
Plumber/ drainlayer	<ul style="list-style-type: none">• Prior to travel, ensure all required materials, tools & equipment and PPE have been packed & mobilised• Removal of existing plumbing & fixtures as necessary• Refit and/or and install new fixtures as required• Ensure efficient use of materials, and maintenance & safe keeping of materials & equipment• Provide support to Project Team i.e. labour & building where needed.	Level 4 NZ National Certificate in Drainlaying (or equivalent) and 10 years work experience
Builders	<ul style="list-style-type: none">• Prior to travel, ensure all required materials, tools & equipment and PPE have been packed & mobilised• Undertake various building renovation works including but not limited to roof replacement works, steel de-rusting, painting, timber & concrete works.• Support the work of others i.e. electrical and plumbing	Level 4 NZ certificate in carpentry (or equivalent and/or 10 years construction work experience

A copy of the project scope of works is available upon request to the Nominated Contact Person. All materials, general tools and equipment will be provided by CIIC. Additional/specialised tools will be subject to discussions between CIIC and the contractor(s).

Requirements of the Contractor

It is expected that each Contractor will:

- Effectively and confidently, complete the scope of works of the selected role.



- Work Monday to Friday (except of public holidays), 8 to 9 hours/day, and have the flexibility on occasion, to work extended hours if required to complete specific works/tasks on time.
- Work independently and effectively as a team, supporting the work of others, participating in team meetings, work planning and problem solving.
- Work at heights confidently, identify risks to self and others, and as a team put in place measures to safeguard self and others from harm.
- Perform to the best of his/her ability and have no known health issues that may affect personal performance.
- Avail him/her-self for the full duration of the project- for approximately 4 months.
- Depart Rarotonga on or about 9 January 2023
- Where necessary to travel to other sites (by sea or land) to undertake other CIIC works whilst on Manihiki.
- Uphold Public Service Code of Conduct and values all the while ensuring professionalism in his/her role fore the duration oof the project.
- Confidently work and live in the Pa Enea.
- Legally work in the Cook Islands, and not have any pending court judgements or convictions that may affect personal judgement and/or bring about negative perceptions of the local community.

References

- Public Service Code of Conduct Policy - <https://www.psc.gov.ck/cook-islands-govt-policies>
- Public Service Contracting for Services Policy - <https://www.psc.gov.ck/cook-islands-govt-policies>



ATTACHMENT 2: APPLICATION FORM AND CV

SECTION 1: APPLICANT DETAILS

Job interest	<input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Building
Last Name	
First Name (s)	
Phone no.	
Mobile	
Email	
Address	
Are you of Manihikian descent?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Employment Record relevant to selected job interest:

Employer:	Position held:
From:	To:
Employer:	Position held:
From:	To:
Employer:	Position held:
From:	To:

Work Undertaken that Best Illustrates Capability relevant to job interest (include Pa Enea experience):

Name of project:	
Year:	Location:
Client:	Position held:
Activities performed:	



Name of project:	
Year:	Location:
Client:	Position held:
Activities performed:	
Name of project:	
Year:	Location:
Client:	Position held:
Activities performed:	

Training undertaken (please list):

Year completed	Description of training received	Training provider

Qualifications (please list):

Year completed	Programme / majors	Institution



Professional Referees relevant to work (provide 2):

Name	
Business name & position (if applicable)	
Contact details: phone and/or email	
Name	
Business name & position (if applicable)	
Contact details: phone and/or email	

Authority and Declaration

The information which you supply on this application form is solely to assess your suitability for the contracting in the job or role of interest. Referees may be contacted and other information verified to satisfy CIIC's requirements. Failure to complete all sections truthfully may invalidate your application or be grounds for termination if untruthful statements are uncovered after your application has been successful.

Signature	Date
Full Name	

SECTION 2: PROPOSED FEES

CIIC proposes to pay fees for each hour worked, on a fortnightly basis. Invoices will be required at the end of each fortnight, together with a completed timesheet. Payments will be by direct deposit to the contractor's nominated bank account. In addition, should no work be permitted on a standard working day (excluding Saturdays, Sundays or statutory holidays), CIIC proposes to pay the contractor a day rate to compensate for loss of wages. Fees shall be inclusive of:

- Incidentals
- Service fees (wages & overheads)

Note: CIIC will cover the following:

- Accommodation
- Air travel and transport to-from the job site (at start and end of project)
- Basic meals – lunch and dinner

Hourly fee (for each hour worked)	NZD \$ _____ (exclusive of VAT)
Day rate (no-work days)	NZD \$ _____ (exclusive of VAT)
VAT registered?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes , VAT No.: _____



ATTACHMENT 3: CONFLICT OF INTEREST DECLARATION

A conflict of interest arises if you or a close family member has an interest e.g. is a board or committee member or is employed in a senior position in the Government agency that wants to purchase the goods or services relating to this RFQ process.

In submitting this Quote I declare:

- That I understand an actual, potential or perceived conflict of interest may arise in participating in this quote process and that I am obliged to declare any such conflict of interest.
- That in submitting this information that I have either declared any potential conflicts of interest or that I am not aware of any situation or issue that would conflict with the interest of the CIIC.
- If a conflict of interest arises at any time before the selected Respondent has been awarded the contract, I will advise the CIIC immediately.
- I have personally completed this declaration on behalf of the Respondent and declare that the submitted Quotes provided are true and correct.

I declare that I have a potential conflict of interest as follows:

I will manage this conflict of interest by:

Declared by:

Signature

Date

Full Name

Position (if Company)



ATTACHMENT 4: CONDITIONS OF CONTRACT (DRAFT)

Refer to separate PDF file.