



REQUEST FOR QUOTES

CIIC – PROJECT MANAGEMENT UNIT

TE TAU PAPA O AVARUA-PHASE 1 (TTPA^{P1})

The Cook Islands Investment Corporation is inviting applications from competent contractors and consultants with relevant skills & expertise to be part of the CIIC TTPA^{P1} Project Management Unit (PMU) to undertake various roles toward project implementation.

This project will be implemented over 12 to 15 months, commencing April 2023. A range of personnel and skills are required to undertake project-related tasks on a Full Time basis (role dependent)

CIIC is looking to contract up to five (5) persons, in the following areas of expertise:

- **Project Officer**
- **Junior Legal & Policy Person**
- **Handyman/Gardner**
- **Quantity Surveyor***
- **Senior Structural Engineer****

Please Note: Full Time personnel are sought for these positions however, * will consider Part Time or Intermittent/as needed basis.
**Intermittent/as needed basis Only.

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

Deadline for submission of quotes: **Wednesday 8th March 2023, 4pm (CI Time)**
Indicative contract start date: **From April 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:

Alana Short
Cook Islands Investment Corporation
Email: alana.short@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All quotes must be firm offers and may not be withdrawn for a period of 30 calendar days following the deadline for submission of quotes.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:

Alana Short
Cook Islands Investment Corporation
Quote for Te Tau Papa o Avarua – Phase 1

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	Cook Islander (resident, by descent or business registration)	20%
2	Relevant personal qualifications and experience and track record relevant to the role	40%
3	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 during the Te Tau Papa o Avarua – Phase 1 Project, and the expectations of the contractor/consultant(s).

Purpose

CIIC is seeking applications from qualified and/or experienced persons to fill a number of roles within the Project Management Unit (PMU) to assist in the implementation of the TTPA^{P1} Project.

This RFQ process intends to engage up to five (5) persons/contractors for the TTPAP1 PMU that is led by 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 Work time basis/Duration	Scope of works	Minimum qualifications/ experience required
Project Officer (Full Time) 12 months	The scope of works will generally include but not be limited to one or a combination of, the following: <ul style="list-style-type: none">• Project releases & notices, media and promotions• Other communications strategy activities• Organising consultations and minute taking• Secretariat activities and documentation for Project Advisory Group meetings• Change management activities• Receive and process project related complaints. Maintain the grievance redress mechanism	Certificate in Project Management or Business Studies Minimum 5 years' work experience in Communications or Project Management related field. Demonstrated familiarity with CIG Procurement Policy and activity management system (Tarai Vaka Process)
Junior Legal & Policy Person (Full Time) 12 months	The scope of works will generally include but not be limited to one or a combination of, the following: <ul style="list-style-type: none">• Legal contract review;• Policy development and implementation;• Legal advice on land matters; and• Legal advice on commercial and tenancy matters.	Bachelor of Laws 1.5 years post qualification experience <u>Desirable:</u> Experience in/knowledge of: <ul style="list-style-type: none">• Commercial/contract law• Policy development• The land tenure system in the Cook Islands• Cook Islands language and customs
Handyman/Gardner (Full Time) 12 months	The scope of works will generally include but not be limited to one or a combination of, the following: <ul style="list-style-type: none">• Nursery work and mass plant production• Garden setout, preparations and planting.• Tree trimming, replanting and removals• Garden and grounds maintenance	Minimum 2 years gardening and handyman experience <u>Desirable:</u> Good knowledge of local Cook Islands plant species.



Quantity Surveyor (Full Time, however will consider Part Time or Intermittent/as needed basis) 12 months	The scope of works will generally include one or a combination of: <ul style="list-style-type: none"> • Preparation of cost reports and/or schedule of quantities • Technical advice • Design reviews and/or recommendations • Value and buildability analysis • Whole of life cost estimation • Measure and value analysis (for contract payments) 	Quantity Surveying Degree and 5 years related work experience OR Minimum 10 years experience in cost estimating based on NZS4202
Senior Structural Engineer (Intermittent/as needed basis) 12 months	The Senior Engineer will support the Design and Engineering design team by providing expert support to lead the engineering designs. The scope of services will generally include but not be limited to one or a combination of, the following: <ul style="list-style-type: none"> • Structural design reports • Technical advice on designs and specifications • Design reviews and/or recommendations • Site investigations, inspections, tests and other quality assurance/ performance monitoring required <p>A detailed list of the requirements and delivery dates will be confirmed with the successful candidate at the start of the contract.</p>	Bachelors degree in Engineering (Civil) and minimum 10 years work experience Proficiency in relevant software i.e. CAD or Archicad

A copy of the scope of works for these individual roles is available upon request to the Nominated Contact Person.

Requirements of the Contractor/Consultant

It is expected that each Contractor/Consultant will:

- Effectively and confidently, complete the scope of works of the selected role.
- Work Monday to Friday (except of public holidays), 8 hours/day, and have the flexibility on occasion, to work extended hours if required to complete specific works/tasks on time. (As a standard, unless otherwise negotiated)
- Work independently and effectively as a team, supporting the work of others, participating in team meetings, work planning and problem solving.
- 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 contract term - for approximately 12 months.
- Uphold Public Service Code of Conduct and values all the while ensuring professionalism in his/her role for the duration of the project.
- Work confidently.
- 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	Position:	Time Basis:		
	<input type="checkbox"/> Project Officer	Full Time Only		
	<input type="checkbox"/> Junior Legal and Policy	Full Time Only		
	<input type="checkbox"/> Handyman/Gardner	Full Time Only		
	<input type="checkbox"/> Quantity Surveyor	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Intermittent
	<input type="checkbox"/> Senior Structural Engineer	Intermittent / as needed basis Only		
Last Name				
First Name (s)				
Phone no.				
Mobile				
Email				
Address				
Are you of Cook Islands 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 your job interest:

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



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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 or monthly basis. Invoices will be required at the end of each fortnight, together with a completed tasks log and timesheet. Payments will be by direct deposit to the contractor's nominated bank account.

Hourly fee (for each hour worked)	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

Refer to separate PDF file.