Request for Quotes for the provision of Scaffolding rental to CIIC

The Cook Islands Investment Corporation (CIIC) is inviting quotes from the local business sector for the hirage of scaffolding for current and upcoming project works.

Quotes are sought for the provision of scaffolding when required by CIIC over the next 6 and 12 months.

Quotes are for the supply, delivery, and labour to erect and dismantle it afterwards, together with certification and maintenance during the hire period. Scaffolding is to be dismantled and removed by the supplier on completion of projects or specific work activities.

Quotes received will be assessed against the Assessment Criteria in Attachment 1, and a shortlist of preferred suppliers will be established. The preferred suppliers will be called upon, to provide scaffolding rental to CIIC for various projects or work activities. Quantity available, price and condition will be the determining factors when selecting a supplier for a project or work activity.

When submitting a quote, Respondents confirm and guarantee that it has the stock and capacity to provide and maintain the scaffolding to high standards, including technical competency to certify erected scaffolding according to a recognised international standard.

Quotes shall be submitted for a validity period of either 6 or 12 months, at the discretion of the Supplier.

Quotes shall be submitted in the format contained in Attachment 2.

|  |  |
| --- | --- |
| **Deadline for submission of quotes:** | 4.00pm (CI Time) Thursday 25 January 2025 |
| **Indicative contract start date:** | February 2024 |
| **Quote validity period:** | 6 or 12 months |

# Conditions of Quotation

1. Contents of this RFQ

This RFQ consists of:

* Conditions of Quotation
* Attachment 1: Assessment Criteria
* Attachment 2: Response Forms

1. 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

Asset Development Division

Cook Islands Investment Corporation

Email address: [amber.numanga@cookislands.gov.ck](mailto:amber.numanga@cookislands.gov.ck)

During the RFQ period, respondents must not contact 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 may invalidate you from the RFQ process.

1. Registrations of Interest

Prospective respondents should register their interest to participate in this RFQ process by emailing the abovementioned Contact person.

Only registered respondents will receive notices directly as and when they are issued. It is the responsibility of the respondent to ensure they are properly registered for this RFQ. The Principal reserves the right to extend the list of registered Respondents beyond those who register interest in this RFQ.

1. Notices to this RFQ

Notices to this RFQ, if/when issued, will be uploaded to the CIIC website and E-Government Portal and sent by email to the Registered Respondents at the time notices are issued.

1. Quote contents

Quotes must comprise of completed **Response Forms** – Refer to Attachment 2. Respondents may submit additional information in support of their Quote.

All quotes must be firm offers and may not be withdrawn for a period of 60 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.

1. Submission of Quotes

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

Quotes must be submitted in electronic format only **as a single file in** **pdf format** (or otherwise in a format compatible with Microsoft Office).

**Quotes must be submitted by email to** [**amber.numanga@cookislands.gov.ck**](mailto:amber.numanga@cookislands.gov.ck)

Please ensure that the total size of the required documents and your email is **under** **10 megabytes**. Any email exceeding the 10MB limit may not be accepted by our mail server and will be rejected.

1. Confidentiality

Respondents are advised that CIIC is subject to the Official Information Act 2008. Respondents should mark their quotes “Commercial - In Confidence” if they wish to protect specific information. CIIC will treat all quotes in confidence. CIIC cannot, however, guarantee that information marked as Commercial – In Confidence can be protected if CIIC receives a request for information under the OIA.

1. The RFQ Process

Each respondent shall examine, or be deemed to have examined, the Conditions of Quotation, Terms of Reference and Assessment Criteria and any other information 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 shall have no liability for any information it provides, or for any cost or loss to any respondent, in the event that this RFQ is cancelled, suspended, changed or reissued.

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.

CIIC reserves the right to accept or reject any, or all quotes, and to cancel the RFQ process, at any time, thereby rejecting all quotes, prior to any contract being awarded.

1. Evaluation of Quotes

Quotes will be assessed against the criteria outlined in Attachment 1: Assessment Criteria.

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 accepted.

Each respondent shall be notified in writing as to whether or not it has been shortlisted as a preferred supplier within 30 days of the closing of the due date for submission of quotes.

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

1. 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, or CIIC issues a Purchase Order for the provision of Scaffolding rental to CIIC. Contracts or Purchase Orders will only be signed or issued when the scaffolding is required.

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 for a satisfactory offer.

1. 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.

1. Non-Resident businesses

In order for foreign companies to carry out business in the Cook Islands, prior approval must be sought from the Business Trade Investment Board (BTIB). Information can be found at [www.btib.gov.ck](http://www.btib.gov.ck). Confirmation of registration must be submitted with the Quote.

Attachment 1: Assessment Criteria

Quotes will be assessed against the following mandatory conditions. Quotes that do not meet **all** of the Mandatory Conditions are deemed non-compliant, and will not be shortlisted.

**Mandatory Criterion**

* Quote was submitted electronically
* Quote was completed in full in the format contained in Attachment 2
* Quote was submitted by the due date/time
* All prices are in NZD

Quotes that fail to meet all of the above requirements will be informed immediately and given a set timeframe to respond with further information. The Quote will be rejected should the Contractor fail to respond within the timeframe or to provide a satisfactory response.

Quotes that meet all the requirements will be accepted onto the shortlist as preferred supplier, and advised accordingly within 30 days of the due date / deadline for quotes.

Attachment 2: Response Forms

1. **Respondent Profile**

|  |  |
| --- | --- |
| **Trading name:** |  |
| **Full legal name (if different):** |  |
| **Physical address:** |  |
| **VAT registration number:** |  |
| **Contact person:** |  |
| **Position:** |  |
| **Phone number:** |  |
| **Mobile number:** |  |
| **Email address:** |  |

1. **Pricing Template**

**Hirage Fees:**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Item Type and Size** | **Sets/Quantity available** | **Unit Price (NZD)** |
| a. | e.g. Scaffold set 1 layer 1200Lx600Wx1000H |  |  |
| b. |  |  |  |
| c. |  |  |  |
| d. |  |  |  |
| e. |  |  |  |

**Labour and delivery:**

| **No.** | **Item** | **Unit of measure** | **Unit Price Fees (NZD)** |
| --- | --- | --- | --- |
| a. | Labour per person | Hour |  |
| b. | Delivery charges fixed rate by volume | Load |  |

**Other details:**

| **No.** | **Item** | **Response** |
| --- | --- | --- |
| a. | Validity period for above prices | Please state either 6 or 12 months |
| b. | Available discounts and conditions | Eg. 15% discount offered if quantity hired is more than 5 sets |

1. **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:

|  |  |  |
| --- | --- | --- |
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|  | | |
| I will manage this conflict of interest by: | | |
|  | | |
|  | | |
|  | | |
|  | | |
| Declared by: | | |
| Signature |  | Date |
| Full Name |  | Position (if Company) |