



Request for Proposals (RfP) for the supply, delivery, and installation of a water tank

International Union for Conservation of Nature and Natural Resources

Regional Office for Mexico, Central America and the Caribbean

Country: St. Kitts and Nevis

Name of the Project: Improving Environmental Management through Sustainable Land Management in St. Kitts and Nevis

Budget Line: PA03159.C2 – DR03159.PO

AOP Code: 24-SKN49

Interested Proposers are hereby invited to submit a technical and financial proposal for the aforementioned Consultancy Service Please read the information and instructions carefully because non-compliance with the instructions may result in disqualification of your Proposal from this Procurement.

1. ABOUT IUCN

IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,400 Member organisations and some 18,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.

www.iucn.org

<https://twitter.com/IUCN/>

2. REQUIREMENTS

- 2.1. A detailed description of the services to be provided can be found in Annex 1 (Terms of Reference)

3. CONTACT DETAILS

- 3.1. During the course of this RfP, from its publication to the award of a contract, you may not contact or discuss this procurement with any IUCN employee or representative other than the following contact. You must address all correspondence and questions to the contact, including your proposal.

IUCN Contact: Procurement Officer. Email: Procurement.Ormacc@iucn.org

4. PROCUREMENT TIMETABLE

4.1. This timetable is indicative and may be changed by IUCN at any time. If IUCN decides that changes to any of the deadlines are necessary, that will be informed.

DATE	ACTIVITY
11 September 2024	Publication of the Request for Proposals
21 September 2024	Deadline for submission of questions
27 September 2024	Deadline for submission of proposals to IUCN (" Submission Deadline ")
01 October 2024	Clarification and evaluation of proposals
15 October 2024	Planned date for contract award
20 October 2024	Expected contract start date

4.2. Send an email to the IUCN contact to register an email address to receive notifications or clarifications of this bidding process, bidders in turn will be able to confirm if they intend to submit a Proposal before the deadline indicated above.

4.3. IUCN reserves the right to issue responses to any question to all Bidders, unless the Bidder making the inquiry expressly requests, at the time of inquiry, that it be kept confidential. If IUCN considers the content of the question and/or the answer to be non-confidential, it will inform the Bidder, who will have the opportunity to withdraw the question.

4.4. At any time before the deadline for submitting Proposals, IUCN may amend the RFP and will send all Bidders who have notified their interest or, failing that, registered an email to receive notifications, and it will be disclosed in the media used. For this end.

4.5. If the amendment is substantial, IUCN may extend the deadline for submission of Proposals in order to allow Bidders a reasonable time to take the amendment into consideration in their proposals.

5. PRESENTATION OF THE PROPOSALS

5.1. The Bidder interested in submitting a Proposal must submit the following documents, in the order listed, placing:

- **Company Registration Documents:** A copy of the company's valid registration certificate in their country of operation.
- **Commercial References:** 3 References from previous clients for similar projects.

A. PROPOSAL:

Interested suppliers must submit the following documentation along with their proposals:

- A detailed technical proposal describing the tank specifications, materials, and design features.
- ISO 9001 certification proof.
- A timeline for the production and installation of the tank.
- Cost breakdown, including delivery, installation, and any additional services (such as warranties, after-sales services, etc.).
- Demonstrated experience: Brief description of similar tanks supplied and installed by the company.
- Any other relevant technical information or certifications.

B. FINANCIAL PROPOSAL:

Signed by the Proposer, indicating the value of the Goods in USD in numbers and letters.

- i. **Unit Price and Total Cost:** Suppliers must provide a clear breakdown of the unit price for the water tank, dome roof, and any other associated costs (such as installation, maintenance, etc.). The total cost should include delivery and installation costs to the designated location.
- ii. It will be considered that the prices presented include all the costs of fees, insurance, taxes, obligations and risks that must be considered for compliance with the Terms of Reference. IUCN will not accept charges beyond those clearly indicated in the Financial Proposal and that are eligible for the execution of the Contract.
- iii. **Terms of Payment:** Suppliers must specify their preferred payment terms. Proposals with flexible and favourable payment terms will be viewed more competitively.
- iv. The Bidder will have to assume the payments corresponding to taxes according to regulations in force in its country; You will have to have health and life insurance up to date; and will assume the bank charges by transfer.

5.2. Additional information not requested by IUCN should not be included in the proposal and will not be subject to evaluation.

EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

Administrative Documentation	Evaluation
• Company Registration Documents • 3 References	Pass / No Pass
Technical Proposal	
• Compliance with technical specifications: tank specifications, materials, and design features.	10%
• Compliance with ISO 9001 certification	10%
• Installation and delivery timelines	10%
• Supplier's experience and reputation in providing similar tanks	5%
• Warranty and after-sales support	5%
Financial Proposal	
Price Competitiveness	60%

6. SENDING

6.1. The Proposal must be submitted by email to the IUCN Contact (see Section 2). The subject heading of the email shall be [RfP Reference – Proposer name]. The Proposer name is the name of the company/organisation on whose behalf the proposal is being submitted, or the surname of the Proposer in case is bidding as a self-employed consultant. The proposal must be submitted in PDF format. The Proposer may submit multiple emails suitably annotated, e.g., Email 1 of 3, if attached files are too large to suit a single email transmission. You may not submit your Proposal by uploading it to a file-sharing tool (e.g. Dropbox, Google Drive, etc)

IMPORTANT: Submitted documents must be password-protected so that they cannot be opened and read before the submission deadline. Please use the same password for all submitted documents. After the deadline has passed and within 12 hours, please send the password to the IUCN Contact. This will ensure a secure bid submission and opening process. Please **DO NOT** email the password before the deadline for Proposal submission.

7. ELIGIBILITY

7.1. Not applicable

8. VALIDITY

8.1. The proposal must remain valid and capable of acceptance by IUCN for a period of 60 calendar days following the submission deadline.

9. WITHDRAWALS AND CHANGES

9.1. Proposers may freely withdraw or change their proposal at any time prior to the submission deadline by written notice to the IUCN Contact. However, in order to reduce the risk of fraud, no changes or withdrawals will be accepted after the submission deadline.

10. EVALUATION OF PROPOSALS

10.1. Completeness

IUCN will firstly check your proposal for completeness. Incomplete proposals will not be considered further.

10.2. Technical Evaluation

IUCN will evaluate technical proposals with regards to each of the following criteria and their relative importance:

10.2.1. *Scoring Method*

Proposals will be assigned a score from 0 to 10 for each of the technical evaluation criteria, such that '0' is low and '10' is high. Proposals that receive a score of '0' for any of the criteria will not be considered further.

10.2.2. *Technical Score*

The score for each technical evaluation criterion will be multiplied with the respective relative weight and these weighted scores added together to give the proposal's overall technical score.

10.3. Financial Evaluation and Financial Scores

The financial evaluation will be based upon the full total price submitted. Financial proposals will receive a score calculated by dividing the lowest financial proposal that has passed the minimum quality thresholds by the total price of your financial proposal.

The proposals total score will be calculated as the weighted sum of the technical score and financial score.

The relative weights will be:

Technical:	40%
Financial:	60%

Subject to the requirements in Sections 5 and 7, IUCN will award the contract to the Proposer whose proposal achieves the highest total score.

11. EXPLANATION OF PROCUREMENT PROCEDURE

11.1. IUCN is using the Open Procedure for this procurement. This means that all interested bidders can submit a proposal.

11.2. You are welcome to ask questions or seek clarification regarding this procurement. Please email the IUCN Contact (see Section 2), taking note of the deadline for submission of questions in Section 3.1. Late proposals will not be considered. All proposals received by the submission deadline will be evaluated by a team of three or more evaluators in accordance with the evaluation criteria stated in in this RfP. No other criteria will be used to evaluate proposals. The contract will be awarded to the Proposer whose proposal received the highest

Total Score. IUCN does, however, reserve the right to cancel the procurement and not award a contract at all.

- 11.3. IUCN will contact all Proposers who submitted their proposal to inform them of the outcome of the evaluation. The timeline in Section 3.1 gives an estimate of when the contract award is expected to be completed, however this date may change depending on how long the evaluation of the proposals takes.

12. CONDITIONS FOR PARTICIPATION IN THIS PROCUREMENT

- 12.1. To participate in this procurement, the Proposers are required to submit a proposal, which fully complies with the instructions in this RfP and the Attachments.

- 12.1.1. It is responsibility of each Proposer to ensure the submission of a complete and fully compliant proposal.
- 12.1.2. Any incomplete or incorrectly completed proposal submission may be deemed non-compliant, and as a result will not be considered proceeding further in the procurement process.
- 12.1.3. IUCN will query any obvious clerical errors in a proposal and may, at IUCN's sole discretion, allow a Proposer to correct these, but only if doing so could not be perceived as giving an unfair advantage.

- 12.2. In order to participate in this procurement, the Proposer must meet the following conditions:

- Free of conflicts of interest
- Registered on the relevant professional or trade register of the country in which is established (or resident, if self-employed)
- In full compliance with its obligations relating to payment of social security contributions and of all applicable taxes
- Not been convicted of failing to comply with environmental regulatory requirements or other legal requirements relating to sustainability and environmental protection
- Not bankrupt or being wound up
- Never been guilty of an offence concerning professional conduct
- Not involved in fraud, corruption, a criminal organisation, money laundering, terrorism, or any other illegal activity.

- 12.3. Each Proposer shall submit only one proposal, either individually or as a partner in a joint venture. In case of joint venture, one company shall not be allowed to participate in two different joint ventures in the same procurement nor shall a company be allowed to submit a proposal both on its behalf and as part of a joint venture for the same procurement. A Proposer who submits or participates in more than one proposal (other than as a subcontractor or in cases of alternatives that have been permitted or requested) shall cause all the proposals with the Proposer's participation to be disqualified.

- 12.4. By taking part in this procurement, the Proposer accepts the conditions set out in this RfP, including the following:

- It is unacceptable to give or offer any gift or consideration to an employee or other representative of IUCN as a reward or inducement in relation to the awarding of a contract. Such action will give IUCN the right to exclude you from this and any future procurements, and to terminate any contract that may have been signed with you.
- Any attempt to obtain information from an employee or other representative of IUCN concerning another bidder will result in disqualification.
- Any price fixing or collusion with other Proposers in relation to this procurement shall give IUCN the right to exclude you and any other involved bidder(s) from this and any future procurements and may constitute a criminal offence.

13. CONFIDENTIALITY AND DATA PROTECTION

13.1. IUCN follows the European Union's General Data Protection Regulation (GDPR). The information a Proposer submits to IUCN as part of this procurement will be treated as confidential and shared only as required to evaluate the proposal in line with the procedure explained in this RfP, and for the maintenance of a clear audit trail. For audit purposes, IUCN is required to retain the proposals in its entirety for 10 years after the end of the resulting contract and make this available to internal and external auditors and donors as and when requested.

13.2. In the Declaration of Undertaking (Attachment 3) the Proposer needs to give IUCN express permission to use the information submitted in this way, including personal data that forms part of the proposal. Where a Proposer include personal data of employees (e.g. CVs) in the proposal, the Proposer needs to have written permission from those individuals to share this information with IUCN, and for IUCN to use this information as indicated in 8.1. Without these permissions, IUCN will not be able to consider the proposal.

14. COMPLAINTS PROCEDURE

14.1. If a Proposer has a complaint or concern regarding the propriety of how a competitive process is or has been executed, then please contact sofiamariela.madrigal@iucn.org. Such complaints or concerns will be treated as confidential and are not considered in breach of the above restrictions on communication (Section 2.1).

15. CONTRACT

15.1. The contract will be based on IUCN's template which terms of which are not negotiable.

16. ANNEXES

Annex 1 *Specification of Requirements / Terms of Reference*

Annex 2 *Declaration of Undertaking*

ATTACHMENT 1 TERMS OF REFERENCE

The Regional Office for Mexico, Central America and the Caribbean of the International Union for the Conservation of Nature

(IUCN-ORMACC)

Technical Specifications

Quantity: One (1) water tank

Technical requirements:

- **Tank Material:** Glass fused to steel
- **Roof:** Aluminium dome roof
- **Capacity:** Maximum of 30,000 gallons
- **Design Standards:** The tank should conform to international standards for water storage systems and be certified for potable water use.
- **Corrosion Resistance:** The tank must offer exceptional resistance to corrosion and should require minimal maintenance.
- **Temperature Resistance:** Capable of withstanding a wide range of environmental conditions and temperatures.
- **Durability:** Long-lasting, with an expected operational lifespan of over 30 years.
- **Coating and Lining:** The glass fused to steel construction should offer a high-quality finish that is resistant to cracks, peeling, or flaking.

Certification Requirements

Only suppliers that are ISO 9001 certified will be considered for this project. Proof of certification must be provided with the bid documents.

Installation

The supplier is required to handle the complete installation of the tank at the designated site. The installation must include:

- Foundation design and preparation
- Transport and delivery of all components to the site
- Assembly and erection of the tank, ensuring all quality and safety standards are adhered to
- Testing of the tank post-installation to ensure integrity and performance
- Detailed operation and maintenance instructions

Site Conditions

The tank will be installed at New River Estate, Nevis. The site is easily accessible by road, relatively flat, and sits at an elevation of 444.66 ft above sea level.

Warranty

The tank and its components should come with a minimum warranty period of 10 years. Suppliers should also outline their after-sales service plans, including any available maintenance packages.

8.1 The Supplier warrants that all Goods are new, unused, of the latest or current model and incorporate all recent improvements in design and materials.

8.2 The Supplier warrants that all Goods supplied shall be free from defects arising from acts and omissions of the Offeror, or arising from design, materials or workmanship, during normal use of the Goods.

8.3 IUCN shall advise the Supplier of the nature of the defects and provide all available evidence immediately upon discovery. IUCN shall afford the Supplier reasonable facilities to inspect such defects.

8.4 Upon receipt by the Supplier of such notice, and within 2 (two weeks), the Supplier shall repair or within 4 (four weeks) replace the defective Goods, or parts thereof, at no cost to IUCN.

8.5 The Supplier shall assume full responsibility for the care of the goods until receipt by IUCN. Upon delivery of the goods at the agreed place and on the agreed date, IUCN shall assume responsibility for the goods purchased.

ATTACHMENT 2

DECLARATION in relation to RfP <For the supply, delivery, and installation of a water tank>

I, the undersigned, hereby confirm that I am an authorised representative of the following organisation:

Registered Name of Organisation (the "Organisation"): _____

Registered Address (incl. country): _____

Year of Registration: _____

I hereby authorise IUCN to store and use the information included in the attached Proposal for the purpose of evaluating Proposals and selecting the Proposal IUCN deems the most favourable. I acknowledge that IUCN is required to retain the Proposal in its entirety for 10 years after the end of the resulting contract and make this available to internal and external auditors and donors as and when requested.

Where the Proposal includes Personal Data as defined by the European Union's General Data Protection Regulation (GDPR), I confirm that the Organisation has been authorised by each Data Subject to share this Data with IUCN for the purposes stated above.

I further confirm that the following statements are correct:

1. The Organisation is duly registered in accordance with all applicable laws.
2. The Organisation is fully compliant with all its tax and social security obligations.
3. The Organisation and its staff and representatives are free of any real or perceived conflicts of interest with regards to IUCN and its Mission.
4. The Organisation agrees to declare to IUCN any real or perceived emerging conflicts of interests it or any of its staff and representatives may have concerning IUCN. The Organisation acknowledges that IUCN may terminate any contracts with the Organisation that would, in IUCN sole discretion, be negatively affected by such conflicts of interests.
5. None of the Organisation's staff has ever been convicted of grave professional misconduct or any other offence concerning their professional conduct.
6. Neither the Organisation nor any of its staff and representatives have ever been convicted of fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation.
7. The Organisation acknowledges that engagement by itself or any of its staff in fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation will entitle IUCN to terminate any and all contracts with the Organisation with immediate effect.
8. The Organisation is a going concern and is not bankrupt or being wound up, is not having its affairs administered by the courts, has not suspended business activities, is not the subject of proceedings concerning those matters, or in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
9. The Organisation complies with all applicable environmental regulatory requirements or other legal requirements relating to sustainability and environmental protection.
10. The Organisation is not included in the UN Security Council Sanctions List, EU Sanctions Map, US Office of Foreign Assets Control Sanctions List, or the World Bank listing of ineligible firms and individuals. The Organisation agrees that it will not provide direct or indirect support to firms and individuals included in these lists.
11. The Organisation has not been, is not, and will not be involved or implicated in any violations of Indigenous Peoples' rights, or injustice or abuse of human rights related to other groups or individuals, including forced evictions, violation of fundamental rights of workers as defined by the International Labour Organization's (ILO) Declaration on the Fundamental Principles and Rights at Work, child labour, sexual exploitation, sexual abuse, or sexual harassment.

<Date and Signature of authorised representative of the Proposer>
< Name and position of authorised representative of the Proposer >