



**REQUEST FOR PROPOSAL
FOR
BUILDING MATERIAL SUPPLIERS
NOVEMBER 2010**



Section I. Niue Tourism Accommodation + Infrastructure Project

1. Background

The Government of Niue (GoN) and the New Zealand Aid Programme, acting for and on behalf of the Secretary of Foreign Affairs and Trade (MFAT) (collectively 'the Client') are jointly seeking to promote sustainable economic development in Niue through investment in the island's tourism sector and supporting infrastructure.

The number of beds available for tourists on the island is limited and with Air New Zealand introducing an A320 aircraft in December 2010, the number of potential passengers is expected to increase by up to 50%. Addressing the forecasted shortage of accommodation is paramount and at the core of this is the planned redevelopment of the Matavai Resort as the centrepiece of tourism accommodation on Niue. Supporting the Matavai Resort is the development of motels, houses and additional tourism-related infrastructure.

A consultant team has been engaged and the Concept and Master Planning completed. A decision is pending based on the Concept Report and once final approval is received the project will proceed with Developed and Detailed Design. Some of the projects require limited architectural input and will move into construction almost immediately on approval being received. Projects requiring detailed design will be prioritised and documentation released at the earliest time to allow construction to start.

An Expression of Interest (EOI) process has been completed for contractors and the Client now wishes to conduct a Request for Proposal for **Building Material Suppliers** from New Zealand or elsewhere.

Our preference is to work with one main building supply company that will procure materials from smaller supplier and manufacturing companies. In addition to a main building supplier we also require RFP submissions from suppliers and / or manufacturers for the following disciplines:

- Roof cladding
- Floor Coverings
- Plumbing materials
- Drainage materials
- Electrical materials
- Data materials
- Scaffolding
- Timber Joinery
- Aluminium Joinery
- Painting materials
- Stainless Steel
- Mechanical Plant (air conditioning systems)
- Hardware
- Window Treatments

The project outline is noted under section 2 below.

2. Project Outline

Sector: Tourism

Location: Niue, South Pacific

Projects: Tourism Accommodation and Infrastructure Project

Tourism Accommodation

The Tourism Accommodation Project consists of a collection of accommodation upgrades and new builds consisting of the following:

1. **Matavai Resort** – existing 24 rooms upgraded
2. **Matavai Resort** – common areas upgraded
3. **Matavai Resort** – 20 new rooms in stage 1
4. **Motels** – refurbish existing motels, requiring structural work as well as finishing.
5. **Houses** – Redevelopment of existing houses and new build.

Tourism Infrastructure

The Tourism Infrastructure Project consists of a collection of works to support the tourism vision consisting of the following:

- I. **Visitor Centre** – Extensive refurbish of an existing building.
- II. **Sea Tracks** – Upgrading to sea tracks including new decking and amenities

Other projects may be added. The final make up of projects will be confirmed by the Client based on the Concept and Master Plan recently produced by Arrow, and also subject to final agreements being reached with land-owners.

As far as is sensible, it is desired to use the projects to assist with the development of local resources, including supporting a larger, sustainable and more capable private sector on Niue. There are available resources on Niue including qualified trades people and it is our attention to utilise this work force where possible, supported by experienced external trade people. The labour component of the project will be engaged on hourly rate contracts.

Arrow will directly procure and ship all materials to Niue through appointed supply chain partners. The logistical component will be key to the success of this project, and Arrow will only work with a supply chain that can meet the project requirements outlined in this RFP.

Construction work is programmed to commence from 31 January 2011 with the completion date targeted for February 2012. The final construction programme will be confirmed once approval to proceed with Developed Design and Construction is received.

Details of the information to be provided in the RFP are described in Section III.

3. Consultant Team

The following firms have been engaged to provide design, cost control and management services:

- Project and Construction Management Arrow International
- Architecture Jasmx
- Structural Engineering / Geotech Opus Consultants
- Quantity Surveying Rawlinsons
- Building Services Engineering TBC

4. Programme

The proposed programme is:

Request for RFP posted on GETS	16 November 2010
Closing date for question and answer period	19 November 2010
RFP's submitted by 4pm	23 November 2010
Successful respondent advised by	26 November 2010
Material supply start	10 December 2010 (dependent on receiving client approval and meeting shipping date)
Project Completion:	Projects have staggered finishing dates, however all work to be completed by February 2012

Section II RFP Conditions

1. **Scope:** This Request for Proposal invites firms who wish to be considered to provide building materials for the Niue Tourism Accommodation and Infrastructure Project to submit a Request for Proposal (RFP) providing the information requested in Section III

2. **Contents:** This Request for RFP comprises:

Section I. Summary of the project requirements

Section II. RFP Conditions

Section III. Description of information to be provided in the RFP

Section IV. Evaluation of Request for Proposal

Section V. Form of Proposal

Section VI. Additional Material Supply

Section VII. Material Supply Rates

3. **Respondent's contact person:** Respondents must nominate one person within their organisation as their contact person responsible for the RFP.

4. **Respondent's contact person:** Respondents must nominate one person within their organisation as their contact person responsible for liaising with Arrow post RFP should they be successful.

5. **Arrow International contact person:** Queries regarding the Request for RFP should be addressed to the Project Manager:

Tony Dodds
Arrow International Ltd
PO Box 42, Christchurch 8140
253 Madras Street, Christchurch 8011

Fax: 03 366 4304
Email: tony.dodds@arrowinternational.co.nz

6. **Queries:** All queries regarding this request for RFP are to be submitted by email to the project manager. They must be received no later than 4pm on 19 November 2010. Answers will be forwarded to each compliant respondent. Respondents shall not directly contact the GoN, MFAT, or the design team with regards to this RFP.

7. **Submission:** The information to be provided in the RFP is described in Section III. Submissions must be received by the Arrow International project manager by 4pm on 23 November 2010 at the address noted in Section II, sub-section 4:

Two (2) hard copies of the RFP are required as well as an electronic copy via email. Faxed copies will not be accepted. Envelopes are to be marked "Niue Tourism Project, Request for Proposal for Building Material Supply".

Late registrations may be considered at the discretion of Arrow International.

8. **Short listing:** Arrow International will create a shortlist of respondents from the RFP's received using the criteria described in Section IV. A shortlist of respondents invited to provide a proposal / tender will be at the sole discretion of the evaluation team. Information relating to the examination, clarification, evaluation and comparison of registrations and the recommendations for selection of those to proceed to the next stage is confidential to GoN, MFAT and Arrow International this information will not be disclosed to any other persons not officially concerned with the process.
9. **Disclosure:** Respondents should include all relevant information in their RFP, which will assist the evaluation and why they should be short-listed.
10. **Costs:** The cost of preparing and submitting the RFP and any subsequent proposal / tender shall be borne by the organisation making the submission. Arrow International (or GoN / MFAT) accepts no liability for any costs associated with responding to this Request for RFP.
11. **Privacy:** By submitting an RFP each respondent authorises Arrow International to collect and use any information in respect of the respondent.
12. **Participation:** Arrow International reserves the right to exclude, liaise with, select, negotiate and/or contract with any person at any time in respect of this project.
13. **Cancellation:** Arrow International reserves the right to cancel this RFP or any process arising from it at any time without giving a reason.
14. **Disclaimer:**
 - a. Arrow International (or GoN / MFAT) is not committed contractually or in any other way to respondents to this RFP. Any decision of Arrow International will be final and no correspondence will be entered into with unsuccessful respondents.
 - b. All written questions and answers will form part of this RFP
 - c. By submitting an RFP respondents agree to be bound by the terms and conditions contained in this RFP

- d. Arrow International (or GoN / MFAT) are not liable (in contract, tort, including negligence, equity or any other cause of action) to any respondent if they rely on any information provided by Arrow International in this Request for RFP or any subsequent tender that may be produced.

Section III Information to be provided in the RFP

1. The RFP shall be limited to not more than 5 A4 single sided pages (excluding appendices covering additional detail with respect to the track record and personnel, which shall be also limited to a maximum of 5 pages) and provide the following information:
 - a. Respondent's registered name and trading name
 - b. Postal and physical address of the respondent's office submitting the RFP
 - c. Name and designation of the authorised contact person together with contact details – phone, fax, cell phone and email address
 - d. Background information on the respondent organisation:
 - Legal status
 - Country of registration
 - Details of owners/controllers
 - When established
 - Location of outlets
 - Details of insurance policies in force
 - Details of quality assurance systems in use
 - Details of ordering systems in use
 - e. **Relevant experience of the organisation:** Outline experience over the last five years in supplying materials to remote projects and / or projects in the South Pacific. Specific details of the nature, scale and complexity of previous projects should be provided together with name and contact details of the client's representative who can verify the details provided.
 - f. **Track record of the organisation** in providing projects with materials to the required quality standards, budget and programme during the last five years.
 - g. **Environmental policy** of the organisation should be included and demonstrate the organisation's understanding of and commitment to environmentally sustainable materials. Provide the name and contact details of the client's representative who can verify the information provided.

- h. **Proposed personnel** including details of their skills, availability and experience relevant for this project. The management structure of the proposed project team should also be described. Availability for the successful suppliers nominated contact person to work closely with the design team in reviewing suitable products and nominating alternative product options.
- i. **Methodology and Approach:** An indicative method statement noting how systems will be set up and controlled taking into account the following features of these works:
- a) Ensuring availability of products
 - b) Ensuring high quality products
 - c) Ensuring the correct quantity of materials are loaded into the containers (the material schedule will provide exact sizes and its critical that these are provided)
 - d) Meeting shipping close off dates
 - e) Loading of containers to maximise available space
 - f) Ensuring containers do not exceed the weight limit (18t)
 - g) Ensuring the shipping paperwork is filled out, filed and copy sent to Arrow
 - h) Open communication will be a key component in achieving a successful logistics process. Provide an outline of the communication lines and systems proposed between the Arrow project manager and the successful supplier
 - i) Ordering protocol and systems to ensure a seamless process
- j. **Resources** of the organisation which are relevant to the project and the services to be provided such as availability of staff, plant & equipment, facilities, systems, intellectual property.

Section IV Evaluation of Request for Proposal

Request for Proposal will be evaluated on the basis of the following weighted attributes:

- Relevant experience
- Track record
- Personnel
- Methodology / Approach
- Resources
- Rates and Additional Costs (main building supplier only)

Subject to final confirmation, the evaluation team will be made up of a representative of the GoN, the Project Manager and potentially a representative of MFAT.

All respondents who have submitted an RFP in accordance with the RFP conditions will be notified in writing of the outcome of their submission. Such notification is expected within 10 working days of the close of registrations.

The GoN, MFAT and or Arrow International will not enter into further correspondence or dialogue with the unsuccessful applicants.

Section V FORM OF PROPOSAL

This part of the RFP sets out the Form of Proposal that Respondents must complete and submit with their Proposal.

The party(ies) submitting this Proposal are:[State party or parties] _____

The primary contact person is: _____

Contact details: _____

Phone: _____

Mobile: _____

Fax: _____

Postal: _____

Email: _____

Address for service: _____

I/we acknowledge that our proposal is irrevocable and remains open for acceptance until 90 days from the Closing Date, or such late date as Arrow and I/we agree.

I/we authorise Arrow to collect information relating to us from third parties and waive our rights to confidentiality in any such information.

We acknowledge receipt of notices to Bidders numbered:

On behalf of the party(ies) submitting this Proposal, we confirm that we have fully understood the requirements set out in the RFP documents, and that none of the information submitted by us breaches any third-party copyright.

Dated: _____

Signed by: _____

Print Name: _____

Section VI ADDITIONAL MATERIAL SUPPLY

This form is to be completed by the Main Building Supply companies only to confirm whether they stock a comprehensive range of supply items for the trades noted below in addition to standard building materials:

	Yes	No	Comment
Roof cladding & accessories	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
Plumbing materials	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
Drainage materials	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
Kitchen joinery (flat packs)	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
Scaffolding framing	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
Painting supplies	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
Aluminium Joinery	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
Flooring products	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
Hardware	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
Other products	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____

Section VII MATERIAL SUPPLY RATES

This part of the RFP applies only to the Main Building Supply companies and sets out the rates that would apply for this project. The items listed in the rates form below are a selection taken from the Quantity Surveyors preliminary schedule of materials and are intended to ascertain market rates when comparing bids. All rates provided will be treated with strict confidentiality and will not be made available to any personnel outside of the selection panel.

In addition to the rates form all respondents must outline a proposed pricing structure for this particular project that will provide value for money, while not compromising material quality or customer service.

GST will not apply to materials and equipment purchased for this project due to the location.

The successful respondent must supply a detailed price guide for this project within 1 week of acceptance.

Main Building Supply respondents must complete and submit this form with their Proposal.

Niue Tourism Accommodation + Infrastructure Project - Building Material Supply Rates					
Materials	Unit	Qty	Retail Rate	Project Rate	Comments
Standard Gibboard 10mmx2400mmx1200mm	SHT	1			
Standard Gibboard 10mmx2700mmx1200mm	SHT	1			
Aqualine Gibboard 10mmx2400mmx1200mm	SHT	1			
Aqualine Gibboard 10mmx2700mmx1200mm	SHT	1			
Gibboard Fryeline 10mmx2400mmx1200mm	SHT	1			
Gibboard Fryeline 10mmx2700mmx1200mm	SHT	1			
21mm CD STD Const Plywood 2400mmx1200mm	SHT	1			
21mm CD STD Const Plywood 2400mmx1200mm	SHT	1			
21mm CD H3.2 CCA Const Plywood 2400mmx1200mm	SHT	1			
Shadowclad Plywood H3.1 2400mmx1200mm Natural, Grooved	SHT	1			
Shadowclad Plywood H3.1 2700mmx1200mm Natural, Grooved	SHT	1			
Shadowclad Plywood H3.1 2400mmx1200mm Prime, Grooved	SHT	1			
Shadowclad Plywood H3.1 2700mmx1200mm Prime, Grooved	SHT	1			
6.0mm Villaboard 4 edge 2400mmx1200mm	SHT	1			
6.0mm Villaboard 2 edge 2400mmx1200mm	SHT	1			
6.0mm Villaboard 2 edge 2700mmx1200mm	SHT	1			
9.0mm Villaboard 4 edge 2400mmx1200mm	SHT	1			
9.0mm Villaboard 2 edge 2400mmx1200mm	SHT	1			
6.0mm Villaboard 2 edge 2700mmx1200mm	SHT	1			
100x50 RAD No.1 H1 MG	MTR	1			
100x50 RAD No.1 H1 MG KD	MTR	1			
100x50 RAD No.1 H3 MG	MTR	1			
150x50 RAD No.1 H1 MG KD	MTR	1			
150x50 RAD No.1 H3 MG KD	MTR	1			
200x50 RAD No.1 H1 MG KD	MTR	1			
200x50 RAD No.1 H3 MG	MTR	1			
90x45 RAD MSG8 Stress Graded Chem Free	MTR	1			
90x45 RAD MSG8 Stress Graded Chem Free H1.2	MTR	1			
90x45 RAD MSG8 Stress Graded Chem Free H3.1	MTR	1			
LVL H3.1 HY90 Lintel 240mmx90mm	MTR	1			
Standard Cement 25kg bag	BAG	1			
Standard Cement 40kg bag	BAG	1			
ZRX long run corrugated roofing	MTR	1			
100mm Pink Batts Silencer	BALE	1			
50mm Insulated Building Blanket	BALE	1			
50mm Noise Control Blanket	BALE	1			
75mm Insulated Building Blanket	BALE	1			
75mm Noise Control Blanket	BALE	1			
Nail Jolt Head AG Stainless Steel 100mmx4.00mm	CTN	1			
Nail Decking AG Stainless Steel 75mmx3.15mmx5	CTN	1			
Nail Jolt Head AG Stainless Steel 75mmx3.15mmx5	CTN	1			
810x1980 Solid Core doors & frame (rebated jamb prehung)	No.	1			
Roll of 424 Sisalation	No.	1			
Standard roll of black building paper	No.	1			
6mm hardboard 2400mmx1200mm	SHT	1			
Formica Lamivall wallboard 2100mmx1200mm	SHT	1			
OTHER POTENTIAL COSTS					
Input on material selection during design					
Sorting product for packing (quality checking)					
Loading containers					
Accept materials from other suppliers and pack into container					
Transport containers to Akld Port					
Completing paperwork for shipping					
Liaison with Arrow Project Manager on logistics / ordering etc					