



APPLICATION FOR EXPRESSIONS OF INTEREST

- 1. Short to Long-Term Consultancy Services**
- 2. Registration of Trades Services**
- 3. Supply of Resources and Machinery Hireage**

A. INTRODUCTION

The Ministry of Infrastructure Cook Islands (ICI) extends an invitation for Expression of Interest from qualified and experienced individuals or companies. The objective of this process is to build a panel of preapproved consultants, trades services and resources supply that can be engaged when required to provide professional services to ICI when the need arises. The common sought after services as per the advertisements includes:

1. Engineering design, advice, construction supervision, feasibility study, design and peer reviews of designs;
 - a) Civil Engineering— road pavement and surfacing, bridges/culverts, aerodromes, harbours, wharves, coastal protection, water supply, storm water and flood management, wastewater including treatment, solid waste.
 - b) Mechanical Engineering
 - c) Structural Engineering – including structural elements covered in a) above
 - d) Electrical Engineering
 - e) Architectural Services
 - f) Project management, reporting, secretariat services, and contract administration.
2. Trade Services
 - a. Civil, Structural and Architectural CAD drafting services
 - b. Land clearing, earthworks, Landscaping services
 - c. Electrical Services
 - d. Welding and fabrication services
 - e. Plumbing and drain laying services
 - f. Civil Construction – Earthworks, retaining walls, bridges, drainage, road pavement and surfacing, coastal protection and general civil construction.
 - g. General Concrete construction,
 - h. Tiling and block laying services
 - i. Carpentry, and Building services
 - j. Liquid waste collection and disposal
 - k. Water Tank (fabricators, liner installers etc)
3. Supply of Resources and Machinery Hireage
 - a. Aggregates (various types and standards) including Basecourse, hard fill ext.
 - b. Natural Gravel/Sand, top soil, back fill materials
 - c. Armour rocks (Basalt)
 - d. Concrete Supply
 - e. Machinery hireage (dry and wet hire) and hireage of operators

As a preapproved consultant, trade and supply services in your area(s) of specialisation you will have greater opportunities for providing services. You will be included on the allocated list of your interested areas for ICI use, and will be contracted directly as services are required.

Short-term contracts include intermittent services, hourly to monthly services, and work valued at less than \$30,000.

B. INSTRUCTIONS

1. Applicants must register their interest by emailing the Contact Officer Fred Hosking, fred.hosking@cookislands.gov.ck
2. Only fully **completed** Application Forms will be assessed. Please complete all sections relevant to your specialisation areas. *For example if you are only applying for the consultancy section you can ignore the trade services and supply services sections.*
3. Section 4 must be signed and dated, and every other page initialled (box in the bottom right-hand corner of page).
4. Application Forms can be emailed (emails below) or delivered to ICI's office in Arorangi, in a sealed envelope, labelled:

Confidential - Application Forms for Expression of Interest
 Ngametua Pokino, Secretary
 Infrastructure Cook Islands

Emailed to: ngametua.pokino@cookislands.gov.ck

5. Applications close 3pm, Monday 18th September 2017.

C. ASSESSMENT CRITERIA

1. Applications will be assessed for suitability in the chosen area(s) of specialisation. A weighted criteria methodology will be applied to assess scores:

Criteria	Maximum Score
Qualification	
- Suited to specialisation	20
Experience	
- Relevant to specialisation	5
- Years of experience	20
Price	55
Total Score	100

2. A score of 50 or more will place you on the panel.
3. More details may be requested, or referees contacted, if required.

4. You will be advised of the outcome of your application within 2 weeks from the closing of the application process.

D. PRE-AGREEMENT

1. A completed Application Form is an offer to provide short to long-term consultancy services and registration of trade services and supply of resources and machineries to Infrastructure Cook Islands hereinafter referred to as 'Ministry' when required.
2. By completing and signing this form you are confirming that:
 - a. The contents of this form are to the best of your knowledge true and correct.
 - b. You are allowing your details to be released to other divisions within ICI if you are successful in your proposed area of specialisation.
 - c. Your **rates** will apply to all project, services required by the Ministry if contracted on an hourly or daily basis.
 - d. Your **rates** will be the maximum charge-out rates for a period of 24 months from the date signed.
3. We confirm that, if you are considered suitable in your respective area/specialisation:
 - a. Your rates will be held in confidence within Ministry.
 - b. The Ministry will enter into a service contract with you directly for services required. Your acceptance of the terms and conditions of each contract is at your discretion.
 - c. You may choose to accept or reject an offer for services at any time.
4. The Ministry will consider the particular skills, attributes, and geographic location of each Panel member when allocating work and negotiating any Service Contract. Being a panel member does not automatically guarantee that you will be contracted to provide services.



APPLICATION FORM FOR EXPRESSIONS OF INTEREST

Section 1: Applicant details

Name of individual or firm/business

<input type="text"/>	<input type="text"/>
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If Company/Business – Name of person authorised to sign contracts

VAT Reg

Residential address of individual or registered address of company

<input type="text"/>	<input type="text"/>
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Daytime phone

Mobile

Email address

Section 2: Work Specialisation and Charge-out rates

You may choose one or more focus areas.

A specialisation most suited to your qualifications and/or experience should be chosen. Alternatively you could state 'general' in this field.

If you're applying for Trade Services you can select more than one of the options below.

If you're applying for the supply of resources please list all the different sizes and prices you have including the types of machineries your company has to offer with their hourly rates.

Hourly and day rates are your maximum charge-out fees. The rates must include all costs associated with working on Rarotonga (exclusive of VAT) including where applicable service fees, transport, meals, allowances, and accommodation. These rates will be fixed for a period of 24 months.

Costs associated with international and outer island travel (i.e. airfares and accommodation) should not be included.

Consultancy Areas and field of interest.	Specialisation (i.e. harbours, airports, mechanical, structural, electrical, water and sanitation, storm and flood water management etc.)	Hourly Rate NZD	Day Rate NZD
Engineering design, advice, construction supervision, feasibility study, design and peer reviews of designs;		\$	\$
Structural Engineer (specify level)		\$	\$
Project Management, reporting, contract administration;		\$	\$
AutoCad Technicians		\$	\$
Procurement (Tender) Management		\$	\$
Civil Engineering services , roads, bridges, aerodromes, harbours, wharves, buildings etc.		\$	\$
Trade Services	Specialisation (i.e. carpentry, buildings, plumbing, drain laying, concrete work, tiling, block laying etc)	Hourly Rate NZD,	Day Rate NZD
Architecture and drafting		\$	\$
Survey Services		\$	\$
Builder Services		\$	\$
Driller personnel for blastholes, Certified Shotfirer		\$	\$
Fabricators of Water Tanks and Liners		\$	\$

Water Tank Liner Installers		\$	\$
Mechanic services			
Others		\$	\$
Supply of Resources and Machineries	List what resources and machineries available	Rates per NZD	
Aggregates (sizes)	<i>Provide list of all aggregates including rates</i>	\$m3	
Basalt armour rocks (sizes)	<i>Provide all sizes</i>	\$m3	
Backfill		\$m3	
Sand		\$m3	
Top Soil		\$m3	
Machinery Fleet	Provide list of all machineries including rates per hour	Per hr	
		\$	

Section 3: Curriculum Vitae (CV)

This section applies to individuals and firms please submit supporting documents (qualifications etc).

- *For Companies – use a separate application form for each expert if you have more than one consultants to undertake the consultancy work required.*
- *For trade services please fill out this section for each one of your contractors, builders, block layers etc.*
- *For the supply of resources and machineries you are not required to fill out this section, please go to Section 4.*

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Name of Expert

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Current Residential Address

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Date of Birth

Citizenship

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Education (qualification, institution, year)

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Membership of Professional Associations

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Other Training

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Countries of Work Experience

Employment Record:

From:	To:
Employer:	Position held:

From:	To:
Employer:	Position held:

From:	To:
Employer:	Position held:

From:	To:
Employer:	Position held:

From:	To:
Employer:	Position held:

Work Undertaken that Best Illustrates Capability to Handle Tasks Assigned:

Name of assignment of project:	
Year:	Location:

Client:	Position held:
Main project features:	
Activities performed:	

Name of assignment of project:	
Year:	Location:
Client:	Position held:
Main project features:	
Activities performed:	

Name of assignment of project:	
Year:	Location:
Client:	Position held:
Main project features:	
Activities performed:	

Name of assignment of project:	
Year:	Location:
Client:	Position held:
Main project features:	
Activities performed:	

Name of assignment of project:	
Year:	Location:
Client:	Position held:
Main project features:	
Activities performed:	

Included additional sections of the form if required.

Section 4: Certification and Confirmation of Offer

I hereby certify to the best of my knowledge that the above is true and correct.
I understand that any wilful misstatement described herein may result in my being disqualified or deregistered.

Signature:	
Name:	Date:

Please attached all supporting documents to this application form.