

REQUEST FOR PROPOSAL (RFP)

RE-ADVERTISEMENT

FOR GOODS

Project Title:	Pacific Islands Emergency Management Alliance (PIEMA)
Nature of the goods	Procurement of one (1) new double-cabin utility vehicle for National Disaster Management Office in Vanuatu to be used to support preparedness activities with communities and as a Mobile Emergency Operations Centre (MEOC) during disaster responses.
Location:	Vanuatu
Date of issue:	6/09/2022
Closing Date:	2/11/2022
SPC Reference:	RFP22-3932

Contents

PART 1: INTRODUCTION	3
1.1 ABOUT THE PACIFIC COMMUNITY (SPC)	3
1.2 SPC'S PROCUREMENT ACTIVITIES	3
1.3 SPC'S REQUEST FOR PROPOSAL (RFP) PROCESS	3
PART 2: INSTRUCTIONS TO BIDDERS	4
2.1 BACKGROUND	4
2.2 SUBMISSION INSTRUCTIONS	4
2.3 CLARIFICATIONS	4
2.4 EVALUATION	5
2.5 CONTRACT AWARD	5
2.6 KEY DATES	5
2.7 LEGAL AND COMPLIANCE	6
2.8 COMPLAINTS PROCESS	7
PART 3: SPECIFICATION OF GOODS	8
A. BACKGROUND/CONTEXT	8
B. FUNCTIONAL SPECIFICATION	8
C. DESIGN SPECIFICATION	8
D. TECHNICAL SPECIFICATION	8
E. DELIVERY REQUIREMENTS	10
F. WARRANTY REQUIREMENTS	10
G. REPORTING ARRANGEMENTS	10
H. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	10
PART 4: PROPOSAL EVALUATION MATRIX	11
4.1 EVALUATION CRITERIA & SCORE WEIGHT	11
4.2 FINANCIAL EVALUATION	12
PART 5: PROPOSAL SUBMISSION FORMS	
ANNEX 1: BIDDER'S LETTER OF APPLICATION	
ANNEX 2: CONFLICT OF INTEREST DECLARATION	
ANNEX 3: INFORMATION ABOUT THE BIDDER AND DUE DILIGENCE	
ANNEX 4: TECHNICAL PROPOSAL SUBMISSION FORM	
ANNEX 5: FINANCIAL PROPOSAL SUBMISSION FORM	

Part 1: INTRODUCTION

1.1 About the Pacific Community (SPC)

The Pacific Community (SPC) is the principal scientific and technical organisation of the Pacific region, established by treaty in 1947 with the signing of the Agreement Establishing the South Pacific Commission (the Canberra Agreement).

SPC has our headquarters in Noumea, New Caledonia and has regional offices in Fiji, the Federated States of Micronesia and Vanuatu, as well as an office in France. SPC works across the Pacific and has staff in nearly all of our Pacific Island Country and Territory members.

SPC works for the well-being of Pacific people through the effective and innovative application of science and knowledge and is guided by a deep understanding of Pacific Island contexts and cultures. Our unique organisation covers more than 20 sectors and is renowned for knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience and conservation of plant genetic resources for food security.

For more information about SPC and the work that we do, please visit our website: <https://www.spc.int/>.

1.2 SPC's procurement activities

SPC's procurement activities are guided by the principles of high ethical standards, value for money, open competition and social and environmental responsibility and are carried out under our Procurement Policy.

SPC's *Procurement Policy* provides the framework for ensuring that SPC obtains the best value for its purchases, in terms of both cost and quality; demonstrates financial probity and accountability to its members and development partners; manages and prevents the potential for conflicts of interest; reduces its environmental impact and manages any other risks.

At SPC, all procurement follows the same main steps: planning; statement of needs; requisition; solicitation; evaluation; award; receipt; and payment. Different procedures apply depending on the value of the goods, services and works to be procured.

For further information or enquiries about SPC's procurement activities, please visit the procurement pages on our website: <https://www.spc.int/procurement> or email: procurement@spc.int.

1.3 SPC's Request for Proposal (RFP) Process

At SPC, procurement valued at more than EUR 45,000 must be advertised through a Request for Proposal (RFP) with any bids received evaluated by SPC's Procurement Committee to determine the offer that provides the best value for money.

This RFP sets out SPC's requirements and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information. The RFP contains detailed instructions and templates to enable you to submit a compliant bid. It sets out the overall timetable; it confirms the evaluation criteria that SPC will use to evaluate quotations; it explains the administrative arrangements for the receipt of the bids; and it sets out how bidders can request further information.

Your participation confirms your acceptance of SPC's conditions of participation in the RFP process.

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

SPC invites you to submit a bid to deliver the goods as specified in [Part 3](#).

SPC has advertised this RFP on its website and may send it directly to potential vendors. The same specifications, submission and other solicitation requirements will be provided to all vendors.

SPC has compiled these instructions to guide prospective bidders and to ensure that all bidders are given equal and fair consideration.

Please read the instructions carefully before submitting your bid. For your bid to be considered, you must provide all the prescribed information by the closing date and in the format specified.

2.2 Submission instructions

Your submission must be clear, concise and complete and should only include information that is necessary to respond effectively to this RFP. Please note that you may be marked down or excluded from the procurement exercise if your submission contains any ambiguities or lacks clarity.

Your proposal must include the following documents (annexes of [Part 5](#) of the RFP):

- a) Bidder's Letter of Application (Annex 1);
- b) Conflict of Interest Declaration (Annex 2);
- c) Information about the bidder and Due diligence (Annex 3);
- d) Technical proposal submission form (Annex4);
- e) Financial proposal submission form (Annex 5).

Your proposal must be submitted in **two separate emails**.

You must submit your **Technical proposal** (Annexes 1 to 4 and all their supporting documents) in English as an attachment to one email. No financial information may appear in the technical proposal.

You must submit your **Financial proposal** (Annex 5) in a separate email. All prices in the proposal must be presented in VUV. Your Financial proposal is to be password protected. SPC will request the password in the event that it is required.

Both emails are to be sent to procurement@spc.int with the subject line of your email as: **Submission RFP22-3932**.

Your proposal must be received no later than **2/11/2022** by **5:00pm Fiji Time**. Only one bid per bidder is permitted.

SPC will send a formal acknowledgement to each proposal received before the deadline.

SPC reserves the right to exclude from consideration any proposal not received by the deadline, with incomplete information or in incorrect form.

2.3 Clarifications

You may submit questions or seek clarifications on any issue relating to this RFP. The questions are to be submitted in writing to procurement@spc.int with the subject line: **Clarification RFP22-3932**. The deadline for submission of clarifications is **25/10/2022** by **5:00pm Fiji Time**.

Details will be kept of any communications between SPC and bidders. This assists SPC to ensure transparency

of the procurement process. While SPC prefers written communication in the RFP process, at any point where there is phone call or other conversation, SPC will keep a record or a file note of the exchange with prospective bidders.

2.4 Evaluation

Validity

Each proposal will be assessed for compliance with the submission requirements by the Bids Opening Committee. At this stage, basic due diligence will also be undertaken.

To assist in the examination, evaluation and comparison of proposals, SPC may ask the bidder for clarification of its proposal or additional information. The request for clarification will be in writing.

Technical

All valid proposals will be assessed against the technical evaluation criteria set out in Part 4. The criteria are provided with weighted scores according to the relative importance of each. SPC will not change the evaluation criteria set out in the RFP at any stage of the procurement process. Any changes in the evaluation criteria will result in the RFP process being re-issued.

Bidders are expected to familiarise themselves with local conditions and take these into account in preparing their proposal. Where minimum qualifications are set as specific evaluation criteria, these could include educational qualification, professional accreditation or certification, licensing, experience and expertise.

Financial

Any bids that pass the minimum technical evaluation requirements will pass onto financial evaluation.

During the financial evaluation, if there is a discrepancy between the unit price and the total price, the lower price shall prevail. If there is a discrepancy between words and figures the amount in words will prevail.

The total cost of the proposal is to be inclusive of any taxes and is not subject to revision.

2.5 Contract award

SPC may award the contract once the Procurement Committee has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be the most responsive to the RFP documents, provide the best value for money and best serve the interests of SPC.

SPC's [General Terms and Conditions of Contract](#) will apply to any contracts awarded under this RFP, unless otherwise agreed. Any requested changes to the General Terms and Conditions of Contract must be foreshadowed in the submission.

The award of the contract will be made by contract signed and dated by both parties.

2.6 Key dates

Please see the proposed procurement timetable in the table below. This timetable is intended as a guide only and while SPC does not intend to depart from the timetable, it reserves the right to do so at any stage.

STAGE	DATE
RFP advertised	6/09/2022
Deadline for seeking clarification	25/10/2022
RFP Closing Date	2/11/2022

2.7 Legal and compliance

Child and vulnerable adult protection: SPC is committed to the well-being of children and vulnerable adults. All SPC contractors are required to commit to the principles of SPC's Child and Vulnerable Adult Protection Policy ([XI.G Manual of Staff Policies](#)). Breach of this requirement can result in SPC terminating any contract with a successful bidder. Any allegations of potential misconduct in relation to this RFP involving children or vulnerable adults should be sent to complaints@spc.int.

Confidentiality: Unless otherwise agreed by SPC in advance or where the contents of the RFP are already in the public domain when **shared** with the bidder, bidders shall at all times treat the contents of the RFP and any related documents as confidential. SPC will also treat the information it receives from the bidders as confidential.

Conflict of interest: Bidders must take all necessary measures to prevent any situation of conflict of interest. You must notify SPC in writing as soon as possible of any situation that could constitute a conflict of interest during the RFP process. If you have any familial connection with SPC staff, this must be declared, and approval will then be sought for you to engage in the RFP process. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder.

Cost of preparation of quotations: Under no circumstances will SPC be liable for any proposal submission costs, expenditure, work or effort that you may incur in relation to your provision of a proposal (including if the procurement process is terminated or amended by SPC).

Currency, validity, duties, taxes: Unless specifically otherwise requested, all proposals should be in VUV and must be net of any direct or indirect taxes and duties and shall remain valid for 120 days from the closing date. The successful bidder is bound by their proposal for a further 60 days following notification they are the preferred bidder so that the contract may be awarded. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during this period.

Eligibility: Bidders are required to disclose to SPC whether they are subject to any sanction or temporary suspension imposed by any international organisation, or whether they are subject to bankruptcy proceedings. You may not be bankrupt or suspended, debarred, or otherwise identified as ineligible by any international organisation. Failure to disclose such information may result in debarment and termination of any contract issued to the bidder by SPC.

Fraud and corruption: SPC has zero tolerance for fraud and corruption. All contractors have an obligation to report potential fraud and corruption. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder. Allegations of potential misconduct by an SPC staff member or contractor involving fraud or corruption can be sent to complaints@spc.int.

Good faith: The information in this RFP is provided by SPC in good faith. No representation, warranty, assurance or undertaking (express or implied) is or will be made, and no responsibility or liability will be accepted by SPC in relation to the adequacy, accuracy, completeness or reasonableness of this RFP or any information provided by SPC in relation to this RFP.

Modifications: Any clarifications, corrections or modifications will be published on the SPC website prior to deadline. In the event a bidder has submitted a bid before the clarification, correction or modification, the bidder will be informed and may modify the bid. The modified bid will still need to be received before the deadline.

No offer of contract or invitation to contract: This RFP is not an offer to contract or an invitation by SPC to enter into a contract with you.

Privacy: The bidder is to comply with the requirements of applicable legislation and regulatory requirements in force for the use of personal data that is disclosed for the purposes of this RFP. SPC will handle any personal information it receives under the RFP in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

Right to amend, seek clarity, withdraw, not award: SPC reserves the right to: (1) amend, add to or withdraw all or any part of this RFP at any time, or to re-invite bids on the same or any alternative basis; (2) seek clarification or documents in respect of any bidder's submission; (3) choose not to award a contract as a result of this RFP; (4) make whatever changes it sees fit to the timetable, structure or content of the procurement process, depending on approvals processes or for any other reason. Please note that while SPC will not change the evaluation criteria set out in the RFP without the RFP process being re-issued, SPC does reserve the right at the time of award of contract to vary the quantity of services and goods specified in the RFP and to accept or reject any proposal at any time prior to award of the contract without incurring any liability to the affected bidder or any obligation to inform the affected bidder/s of the grounds for SPC's action.

Right to disqualify: SPC reserves the right to disqualify: (1) any bidder that does not submit a proposal in accordance with the instructions in this RFP; (2) any bidder that misrepresents information to SPC; (3) any bidder that directly or indirectly canvasses any SPC employee concerning the award of a contract.

Use of material: Bidders shall not use the contents of the RFP or any related material for any purpose other than for the purpose of considering submitting, or submitting, a bid to SPC.

Warranty, representation, assurance, undertaking: The bidder acknowledges and agrees that no person has any authority to give any warranty, representation, assurance or undertaking on behalf of SPC in connection with any contract which may (or may not) follow on from this RFP process.

2.8 Complaints process

Bidders that consider they were not treated fairly during any SPC procurement process may lodge a protest. The protest should be addressed to complaints@spc.int. The bidder must provide the following information: (1) full contact details; (2) details of the relevant procurement; (3) reasons for the protest, including how the alleged behaviour negatively impacted the bidder; (4) copies of any documents supporting grounds for protest; (5) the relief that is sought.

Part 3: Specification of Goods

A. Background/context

B. Functional Specification

The PIEMA project is looking to procure one (1) new left-hand drive double-cabin utility vehicle for the National Disaster Management Office (NDMO) in Vanuatu. The vehicle will be used by the NDMO to support preparedness activities with communities and as a Mobile Emergency Operations Centre (MEOC) during disaster responses.

C. Design Specification

Materials shall be of good commercial quality for the intended use and shall be produced by use of current manufacturing processes and treated to resist rust, corrosion and wear.

SPC is committed to being a responsible organisation in the fight against climate change and biodiversity loss and in the protection of the environment, therefore, where possible, all items supplied by the contractor shall be made of environmentally friendly materials. Where applicable, the bidder shall quote and supply materials rated for energy efficiency (e.g., 5 star rather than 1-star) taking into account emissions, fuel consumption, exhaust gases, exhaust pipe location etc...

D. Technical specification

Description	Criteria
Vehicle type	Double-cabin utility vehicle
ISO certification	9001 / TS16949 or equivalent
Rating	5-star Euro NCAP or equivalent
Condition	New
Drive	<ul style="list-style-type: none"> • Four Wheel Drive (4x4) • Left-hand (LH) drive
Transmission	Manual
Speed	Five (5) or six (6) speed
Colour	White
Number of doors	Four (4)
Number of seats and seating arrangements	1 x Driver 1 or 2 x passengers (front seat) 3 x passengers (rear seats) 5 or 6 TOTAL
Seat and interior	Vinyl – not carpet
Air conditioning	Yes
Steering	Power steering
Lock	Central locking with remote control and keys

Alarm	Rear Park Assist Sensors (Front optional) Maximum speed alarm indicator (optional)
Windows	Power windows
Fire extinguisher	Mounted
Locking	Central locking
Passenger safety	3-point automatic safety belts with adjustable height Driver and Passenger, rear seats airbags Front seat headrests with traumatic damping mechanism Immobilizer
Engine and Chassis	
Fuel type	Diesel
Engine size	Minimum of 2.2 Litres and maximum of 2.8 Litres
Tyres	Standard factory tyres and rims fitted on vehicle with mounted spare tyre and rim
Exterior Features	
Bumper	Front: Bullbar with winch Rear: Rear step tow bar
Roof rack	Tray
Rear tray	<ul style="list-style-type: none"> • Tuff deck or other hard plastic cover • Canopy or equivalent cover for the back tray that is lockable with sliding windows or some other mechanism for allowing ventilation. The canopy or equivalent must be able to be removed easily, when necessary, by the user
Emergency lights	For dash and grill
Siren mounted on roof	100W orange lights with speaker and controller
Awning	Awning for shade fitted on roof rack tray on the left-hand side of the truck

Suppliers are expected to provide the following in support of their bid:

A statement as to whether any import or export licenses are required in respect of the vehicle, including any restrictions and confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected

Quality Certificates (ISO, etc.)

Manufacturer's authorisation of the vendor as a sales agent

Certificate of exclusive distributorship in the country, if applicable

E. Delivery Requirements

The supplier is expected to provide a quote for the purchase and delivery of the vehicle to SPC's Regional Director Melanesia in Port Vila, Vanuatu. Delivery time should not exceed two (2) months from contract award. SPC will be responsible for the appropriate decals and badging of the vehicles before it is handed over to the Director of Vanuatu NDMO. Incoterm to be used shall be DDP to include cost for insurance and freight as well as customs clearance. SPC is VAT exempted in Vanuatu and relevant documentation will be provided to the successful supplier.

F. Warranty Requirements

The required mandatory maintenance and after-sales services for three (3) years including:

- Periodic maintenance (preventive and corrective)
- Technical support (onsite and/or remote)
- Supplier technical support and/or helpdesk contract information and procedures including escalation procedures required

The supplier must clearly state in the quote, the warranty terms and period for the vehicle in Vanuatu.

G. Reporting Arrangements

The supplier will be responsible to the Project Manager, Pacific Islands Emergency Management Alliance (PIEMA) project at SPC throughout the period of the contract. The supplier will be expected to engage and readily share information (e.g. changes in delivery schedule) with SPC, select Government of Vanuatu representatives, and other stakeholders as appropriate.

H. Scope of Bid Price and Schedule of Payments

Indicative schedule of payment is as follows:

Milestone/deliverables	% payment
1. Acceptance by SPC of an implementation plan with key deliverables and dates.	20%
2. Delivery of 1 vehicle in accordance with technical specifications including warranty – checked and confirmed by SPC.	80%
TOTAL	100%

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Evaluation criteria & Score Weight

A two-stage procedure will be utilised to evaluate the proposals, with evaluation of the technical proposal being completed prior to any financial proposal being opened and compared.

The competencies which will be evaluated are detailed in [Part 3](#).

The evaluation matrix below also reflects the obtainable score specified for each evaluation criterion (technical requirement) which indicates the relative significance or weight of the items in the overall evaluation process.

The technical component, which has a total possible value of 700 points, will be evaluated using the following criteria.

Evaluation criteria	Score Weight (%)	Points obtainable
Organisational requirements		
Minimum of 15 years' experience operating relevant business in Vanuatu. Evidence of providing quality after-sales service including warranty, and the stocking and supply of genuine spare parts. Proof of registration, and audited financial statements for the past 5 years by a reputable firm.		Mandatory requirements Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Design specification: Materials shall be of good commercial quality for the intended use and shall be produced by use of current manufacturing processes and treated to resist rust, corrosion and wear. Where possible, all items supplied by the contractor shall be made of environmentally friendly materials.		
Technical specifications in compliance with PART 3 section D: <ul style="list-style-type: none"> • Features and operationality of the vehicle clearly explained • Quality of the vehicles 	50%	350
Warranty period and availability in Vanuatu	25%	175
Quality of after-sales service and supply of genuine spare parts		
Delivery requirements (timeframe)	25%	175
Total Score	100%	700
Qualification score	70%	490

4.2 Financial evaluation

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the goods and financial incentives and benefits provided to SPC. The lowest financial proposal will be awarded maximum 300 points and other financial offers and incentives will be awarded points as per the formula below:

$$\text{Financial Proposal score} = (\text{Lowest Price} / \text{Price under consideration}) \times 300$$