

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Payroll services in Honiara
Nature of the services	Set up and processing of payrolls for SPC Staff
Location:	Honiara, Solomon Islands
Date of issue:	9/12/2022
Closing Date:	16/01/2023
SPC Reference:	RFQ22-4873

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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).

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.

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 Quotation (RFQ) Process

At SPC, procurement valued at more than EUR 2,000 and less than or equal to EUR 45,000 requires an evaluation of at least three quotations to determine the offer that provides the best value for money through a Request for Quotation (RFQ) process.

This RFQ sets out SPC's requirements for a project and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information.

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

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

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

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 quotation to be considered, it is important that you provide all the prescribed information by the closing date and in the format specified.

2.2 Submission Instructions

You must **submit your quotation and all supporting documents** in English and as an attachment to an email sent to joannec@spc.int and with the subject line of your email as follows: **Submission RFQ22-4873 – Payroll Services in Honiara**. The email should also be copied to rfq@spc.int.

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- Certificate of incorporation;
- A note of maximum **2 pages** presenting:

- The organization of the structure and the level of qualification of the teams
- The process/methodology of payroll processing.
- The software used.
- The means implemented to ensure the confidentiality of data relating to employees (personal / confidential data).
- Scope of Bid Price **(To be filled in according to the model proposed in paragraph H);**
- Any request for change in the general terms and conditions and contract terms (see Preferred Supplier Agreement template in annex A) - **To be referred to in § 4.2.**

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

Bids will be evaluated on the basis of information received by **4pm Noumea time on 16/01/2023.**

2.3 Evaluation & Contract Award

Each quotation validly received will be assessed against the evaluation criteria matrix set out in [Part 4](#). Any changes in the evaluation criteria will result in the RFQ process being re-issued.

SPC may award the contract once it has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be substantially responsive to the RFQ documents, provide the best value for money (highest cumulative score) and best serve the interests of SPC.

In the event of a bid being accepted, procurement will take place under SPC's [General Terms and Conditions of Contract](#) and depending on the value or nature of the procurement, the award will be made by issuing a purchase order or a signed and dated contract, or both.

2.4 Key Contacts

Please contact SPC should you have any doubt as to what is required or if we can help answer any questions that you may have.

Joanne Coy, Human Resources Manager, will be your primary point of contact for this RFQ and can be contacted at joannec@spc.int. You should copy any communications into rfq@spc.int.

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 RFQ process, at any point where there is phone call or other conversation, SPC expects to keep a file note of the exchange, with all forms of communication with prospective bidders to be retained as source documents for the procurement of the services.

2.5 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
RFQ sent to potential vendors	9/12/2022
RFQ Closing Date	16/01/2023
Expected award of Contract	23/01/2023
Expected commencement of Contract	1/02/2023
Expected conclusion of Contract	31/01/2024

2.6 Legal and compliance

Confidentiality: Unless otherwise agreed by SPC in advance or where the contents of the RFQ are already in the public domain when shared with the bidder, bidders shall at all times treat the contents of the RFQ 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 RFQ 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 RFQ process. **In support of your response to this RFQ, you must submit to SPC [the Conflict-of-Interest Declaration form](https://spc.int/procurement) available on our procurement page website: <https://spc.int/procurement>.**

Breach of this requirement can result in SPC terminating any contract with a successful bidder.

Currency, validity, duties, taxes: Unless specifically otherwise requested, all proposals should be in SBD 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.

No offer of contract or invitation to contract: This RFQ 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 RFQ. SPC will handle any personal information it receives under the RFQ in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

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 RFQ process.

2.7 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: TERMS OF REFERENCE

Project Title: Accounting services in Honiara for SPC

A. Project Description

SPC has a relatively small project office in Honiara, and we require some basic monthly accounting services, including payroll. The aim of this Request for Quotation is to select a vendor to provide such services.

The number of payrolls to be processed fortnightly is currently for less than 10 people.

Standard payroll information will be provided to the contractor by email in order to process fortnightly payroll. Any change in staff information will be provided to the contractor at least 2 working days prior to the pay date.

B. Scope of Work

We seek an experienced accounting firm to complete the following deliverables:

- Setting up of payroll;
- Maintaining
 - Employee records and setting up a new or changed employee;
 - Annual leave records.
- Processing of fortnightly payroll reports including payslips;
- Preparing:
 - Monthly Pay As You Earn (PAYE), National Provident Fund (NPF) and basic rates reports;
 - Annual employee tax certificates and annual summary.

The bidder must also ensure regulatory oversight of the applicable pay and tax legislation in the Solomon Islands. The bidder is responsible for notifying SPC of any changes in the applicable legislation and the consequences on the remuneration and documents to be provided to the administration.

C. Expected Outputs

The selected contractor is expected to:

- Monthly or bi-monthly payrolls for Solomon Islands employees in a timely manner.
- Up-to-date employee movement register (new entrants, departures,) and leave.
- Monthly PAYE, National Provident Fund and Honiara City Council returns on your behalf;
- Annual employee tax certificates and annual summary.

In the event that new deliverables should be submitted as a result of changes in legislation, the contractor will quote the relevant deliverables and the PSA will be updated accordingly (amendment).

D. Institutional Arrangement

The consultant will be in contact with SPC's Human Resources Manager and SPC's Finance Officer – Payroll.

E. Duration of the Work

The selected bidder will be offered a Preferred Supplier Agreement with SPC starting on January 1st, 2023.

This Preferred Supplier Agreement shall be in full force and effect for a period of ONE (1) year. Based on performance, this Agreement may be renewed for another period of THREE (3) years.

SPC neither warrants nor guarantees any minimum quantity of procurement.

A start-up meeting will take place at the beginning of the contract to define contract monitoring procedures. A follow-up meeting will take place at the end of each year to evaluate performance, difficulties encountered and validate the renewal of the PSA.

F. Duty Station

The accounting firm in charge of the service is ideally based in the Solomon Islands.

However, if the bidder is not based in the Solomon Islands, the bidder must demonstrate its ability to manage the requested services within the required timeframe and its knowledge of the applicable local legislation.

G. Qualifications of the Successful Contractor

- The contractor should be registered as a Chartered Accountant and must have graduated with a recognized degree.
- The contractor should justify a minimum of 5 (five) years of practical experience in Professional Accounting.

H. Scope of Bid Price

Please indicate your price below in SBD:

Item	Unit	Price (tax excluded)	Price (tax included)
Payroll set up (one off at the commencement of the contract)	Lump sum		
Processing fortnightly salary and payroll reports including payslips (per payroll)	Lump sum		
Set up of new employees (per employee)	Lump sum		
Prepare monthly PAYE, NPF and basic rates reports	Lump sum		
Annual employee tax certificates, annual summary, and lodgements (annual fee)	Lump sum		
Maintain leave records (annual fee)	Lump sum		

Should you wish to modify the above price schedule, please first submit a request to SPC.

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Competency Requirements & Score Weight

The evaluation matrix below 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.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
The bidder must be legally registered in the Solomon Islands or in the country where they practice (please provide certificate of registration)	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Proof of qualification as a Certified Public Accountant		
Technical requirements		
Quality and adequacy of material and human resources implemented to meet the expressed need	30%	30
Ability to meet deadlines based on the payroll processing methodology outlined	30%	30
Means implemented to ensure the safeguarding and protection of personal and confidential data (evaluation based on the technical note provided)	20%	20
Demonstrated knowledge and understanding of the applicable legislation in the Solomon Islands	20%	20
Total Score	100%	100

4.2 Request for change in the general terms and conditions and contract terms

Item no.	Description	Purpose / description of the amendment