

# REQUEST FOR QUOTATION (RFQ)

## FOR GOODS

|                            |  |
|----------------------------|--|
| <b>Project Title:</b>      | <b>Global Climate Change Alliance Plus – Scaling Up Pacific Adaptation (GCCA+ SUPA) Project</b>  |
| <b>Nature of the goods</b> | Enhancing Work at the Cook Island Ministry of Marine Resources laboratory equipment's will be delivered to the GCCA+SUPA Cook Islands National Coordinator based in the Ministry of Marine Resources in Rarotonga, Cook Islands. |
| <b>Location:</b>           | Ministry of Marine Resources, Rarotonga, Cook Islands  |
| <b>Date of issue:</b>      | 23/03/2023   |
| <b>Closing Date:</b>       | 31/03/2023   |
| <b>SPC Reference:</b>      | RFQ23-5116   |

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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](mailto: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 goods 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 [SUPA@spc.int](mailto:SUPA@spc.int) and with the subject line of your email as follows: **Submission RFQ23-5116**. The email should also be copied to [rfq@spc.int](mailto:rfq@spc.int).

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
-

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 **4.00pm Fiji Time on 31/03/2023**.

### 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.

Ilaisa Naca will be your primary point of contact for this RFQ and can be contacted at [iliasan@spc.int](mailto:iliasan@spc.int). You should copy any communications into [rfq@spc.int](mailto: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 goods.

### 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 | 23/03/2023 |
| RFQ Closing Date              | 31/03/2023 |
| Award of Contract             | 5/04/2023  |
| Commencement of Contract      | 7/04/2023  |
| Conclusion of Contract        | TBC        |

### 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](#) 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 NZD 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](mailto: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

The Global Climate Change Alliance Plus – Scaling up Pacific Adaptation (GCCA+ SUPA) Project is about scaling up climate change adaptation measures in specific sectors supported by knowledge management and capacity building. The 4.5-year project (2019–2023) is funded with EUR 14.89 million from the European Union (EU) and implemented by the Pacific Community (SPC) in partnership with the Secretariat of the Pacific Regional Environment Programme (SPREP) and The University of the South Pacific (USP) in collaboration with the governments and peoples of **Cook Islands**, Federated States of Micronesia (FSM), Fiji, Kiribati, Republic of the Marshall Islands (RMI), Nauru, Niue, Palau, Tonga and Tuvalu.

The Cook Islands is an ocean state with an estimated population of 14,802 people (2016). The Cook Islands produces very little greenhouse gases but faces the challenge of adapting to climate change impacts on a daily basis. Climate change related events occurring in the Cook Islands include increasing temperatures, increasing rainfall, sea level rise, severe droughts, intense tropical cyclones and ocean acidification.

The project aims to build resilience of the coastal environment and coral reef and lagoon ecosystems by replicating and standardising monitoring capabilities across the Cook Islands. Building resilience requires efforts to ensure that the health of these marine ecosystems are not further undermined by impacts from anthropogenic and terrestrial based activities, in order for them to resist and adapt to the physical environmental changes expected from climate change.

This will be achieved through the upgrading of the Aitutaki Marine Research Centre to include a laboratory and support facilities to enhance its current capacity to undertake and support research, data analysis, marine technology trials, surveys and monitoring, and training and capacity building. In addition, enhanced outreach and awareness of the public to contribute to broader education on the impacts of climate change on coral reef ecosystems.

The upgraded facility will enhance understanding of marine ecosystems and environment so they may be sustainably managed.

It will foster ownership and collaboration from local leaders and the community with inclusion of traditional and local knowledge as a foundation not only on marine, but more importantly as a teaching centre attracting socio-economic benefits to the island.

Given the ongoing work on the Cook Islands Marine Park (Marae Moana), the facility will bring added value to progressing work on Marae Moana, through research, surveys, monitoring, data analysis GIS, and interpretation of data to local content.

Resource management plan will include traditional, local and best practices values thus allowing for ecosystems to recover and build resilience to environmental stresses, slow onset events and climate change.

### B. Functional Specification

This request for quotation (RFQ) laboratory equipment is to provide the upgrading of the Aitutaki Marine Research Centre to include a laboratory and support facilities to enhance its current capacity to undertake and support research, data analysis, marine technology trials, surveys and monitoring, and training and capacity building.

### C. Technical specification

| Item  | Quantity              | Specification  |
|---|-----------------------|--|
| Stereo dissecting microscope -                        | 2                     | Inverted phase contrast microscope such as the CK40 by Olympus<br><br>Camera port + camera (will be microscope-specific)<br>4, 10, 20, 40x objectives (I'm not sure if many microscopes would have all of these, in which case ditch the 4x)<br><br>Stage fitting for tissue culture plates and standard microscope slides |
| 10, 5,1.0, 0.1ml pippettes tips                       | 2pkts each            | for duringlarvae counting  |
| pippettes (0.1ml, 5ml and 10ml)                       | 1 ea                  | for duringlarvae counting  |
| Pippete holder  | 1                     | to hopld pipettors   |
| Screen fabrics for socks (150, 143,100,75,50,37,20um) | 5m each               | for larvae collection during spawning  |
| Disposal Syringes (50, 30,10,5cc)                     | 1x ctn of each (100?) | for injection during spawning  |
| Hypodermic Syringes needle sizes (0.80mm,1.1, 1.6mm)  | 2 sets of each        | for injection during spawning  |
| Hand tally counter                                    | 2                     | Thermofisher   |
| EDTA -Ethylenediamine tetra acid (powder)             | 500g                  |  |
| Sodium Chloride (powder)                              | 500g                  | Sigma  |
| 24 well plates  | 1x ctn                | for larvae counting during spawning  |
| Serotonin   | 2x bottle / 50ml      | for spawning   |

### D. Delivery Requirements

All this laboratory equipments will be delivered to the GCCA+SUPA Cook Islands National Coordinator based in the Ministry of Marine Resources in Rarotonga, Cook Islands. A delivery docket, signed by the GCCA+SUPA National Coordinator (NC), will be submitted to SPC as evidence of full delivery.

### E. Warranty Requirements (when applicable)

Warranty duration and any applicable details to be provided by bidders.

## F. Reporting Arrangements

The supplier will report directly to the GCCA+ SUPA Project Manager based in SPC, Suva, Fiji and the Cook Islands NC based in the Ministry of Marine Resources in Rarotonga, Cook Islands.

## G. Scope of Bid Price and Schedule of Payments

Work is expected to commence upon signing of contract and will end on the 31st March 2023.

The contract price will be paid through agreed lump sum payments between SPC and the supplier. All costs must be submitted in New Zealand Dollars (NZD) and inclusive of tax and delivery-related costs.

| Milestone/deliverables                               | Deadline  | % payment |
|--|-----------|-----------|
| Commencement of Contract                             | 7/04/2023 | 20%       |
| Receipt of all laboratory equipments in Cook Islands | TBC       | 80%       |
| <b>TOTAL</b>   |           |           |

## 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 |
|--|------------------|-------------------|
| <b>Technical requirements</b>  |                  |                   |
| <b>Overall Experience of Company and Demonstrated Results</b><br>A copy of Business Registration, contact details for 2 Referees and 2 example of past supply contracts to other Pacific Island Countries similar to this RFQ. | 35%              | 245               |
| <b>Laboratory Equipments</b><br>- Minimum warranty period of 3 months from the date of delivery.<br>- Item features to be displayed on manuals and guidelines as to provide instruction for usage.                             | 40%              | 280               |
| <b>Planning Approach</b><br>Proposal to include timeframe for the delivery of items in stock of shipment.  | 25%              | 175               |
| <b>Total Score</b>   | <b>100%</b>      | <b>700</b>        |