



REQUEST FOR QUOTATION (RFQ)

FOR GOODS

Project Title:	Developing a framework for Pacific Regional Collaboration
Nature of the goods	Procurement of 1x Camera and 2 x Voice Recorders for field work and interviews
Location:	SPC Narere, Suva
Date of issue:	7/07/2023
Closing Date:	14/07/2023
SPC Reference:	RFQ 23-5541

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 QUOTATION (RFQ) PROCESS	3
PART 2: INSTRUCTIONS TO BIDDERS	3
2.1 BACKGROUND	3
2.2 SUBMISSION INSTRUCTIONS	3
2.3 EVALUATION & CONTRACT AWARD	4
2.4 KEY CONTACTS	4
2.5 KEY DATES	4
2.6 LEGAL AND COMPLIANCE	4
2.7 COMPLAINTS PROCESS	5
PART 3: SPECIFICATION OF GOODS	6
A. BACKGROUND/CONTEXT	6
B. FUNCTIONAL SPECIFICATION	6
C. DESIGN SPECIFICATION	6
D. TECHNICAL SPECIFICATION	6
E. DELIVERY REQUIREMENTS	7
F. WARRANTY REQUIREMENTS (WHEN APPLICABLE)	7
G. REPORTING ARRANGEMENTS	7
H. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	7
PART 4: PROPOSAL EVALUATION MATRIX.....	8
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	8

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 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 stephanieo@spc.int and with the subject line of your email as follows: **Submission RFQ 23-5541**. 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
- A quotation with detailed specification of the item and also detailing the warranty requirements and backup support available.

- Brochures/Pamphlets about the product being quoted

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 **12.00pm Fiji Time on 14/07/2023**.

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.

Dr Ramona Stephanie O’Connor Sulifoa will be your primary point of contact for this RFQ and can be contacted at stephanieo@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 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	6/07/2023
RFQ Closing Date	14/07/2023
Award of Contract	17/07/2023
Commencement of Contract	17/07/2023
Conclusion of Contract	28/07/2023

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 Fijian Dollars 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: SPECIFICATION OF GOODS

A. Background/context

The Developing a framework for Pacific Regional Collaboration project funded the development of the Regional Research Agenda (RRA). Preparatory research activities are still in progress for the testing of the RRA, therefore, a few ICT equipment is required in order for this. The equipment planned to be procured include a camera as well as two recorders which will be used for data collection during field work and meetings.

B. Functional Specification

The camera will be procured to take photos during field work, workshops as well as for communication work for the project. The two recorders will be procured to collect interviews from both the fields as well as during workshops.

C. Design Specification

One (1) Camera specifications are noted below:

A Canon EOS Rebel T8i (850D) DSLR or **equivalent brand** Camera with Accessory Kit

Bundle should include:

- The camera should have EF-S 18-55mm f/4-5.6 IS STM Lens,
- SanDisk Extreme 32GB UHS-I U3 SDHC Memory Card,
- Slinger Alpine 160 Multi-Device Shoulder Bag,
- Complete Optics Care and Cleaning Kit,
- Corel Mac Essentials Suite Software Kit for Mac, License Key,
- Green Extreme USB 2.0 Multi Card Reader, SD, Mini SD, microSD, MemoryStick (MS),
- 58mm Digital Essentials Filter Kit, P/N PRO58KIT
- Glass Screen Protector for the camera

Two (2) Voice recorder specifications are noted below:

- Zoom H6 6-Input / 6-Track
- Portable Handy Recorder with Single Mic Capsule,
- PC connectivity
- Playback format – MP3/WMA/AAC-LC/L-PCM
- Built in memory of up to 4 GB
- Built in microphone
- Maximum recording time of up to 59 hours

D. Technical specification

Please refer to the specifications listed in C above. It is important for all costs to be included in the final price as well as all relevant taxes.

E. Delivery Requirements

Delivery of items to be made to the Land Resources Division, SPC Narere. Goods must be delivered before 28 July 2023.

F. Warranty Requirements (when applicable)

Warranty of the products to be included as part of the invoice provided and requesting for the warranty to be 12 months or more.

G. Reporting Arrangements

Delivery of the goods are to be made to the following personnel: Dr Ramona Stephanie O'Connor Sulifoa, Research for Development Adviser, Land Resources Division, SPC Narere, Suva.

H. Scope of Bid Price and Schedule of Payments

Full payment will be made upon within 30 days upon receipt of goods and invoice.

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		
A compliant quotation with detailed specification of the product offered		Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Functional specification: Can be used for field work and also for workshop settings	20%	140
Design specification: Both Camera and recorders must be compliant to all specification's requirements provided in C above with detailed Specifications and brochures provided for the product being offered.	30%	210
Technical specification: Refer to Section C for all its specifications	20%	140
Warranty of one year or more.	10%	70
Experience in supplying similar products with back up support	20%	140
Total Score	100%	700

Financial Evaluation

Financial evaluation carries a total score of 300. These scores are calculated according to the formula below:
[Total financial component score] x [Lowest price]/ [Price under consideration] = Score for financial proposal