



REQUEST FOR QUOTATION (RFQ)

FOR GOODS

Project Title:	J00265 Vaitupu Water Security Project
Nature of the goods	Procurement of 2x 10KL Water Tanks for Vaitupu, Tuvalu
Location:	Funafuti, Tuvalu
Date of issue:	27/02/2024
Closing Date:	18/03/2024
SPC Reference:	24-6277

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
I. ANNEXES TO THE SPECIFICATION OF GOODS	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 Annab@spc.int ; Uateas@spc.int and with the subject line of your email as follows: **Submission RFQ24-6277**.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
- Valid Business Registration/License
- Goods specification

- Confirmation of available stock
- Financial quote
-

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 **11.45pm FJT on 18/03/2024**.

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.

Uatea Salesa will be your primary point of contact for this RFQ and can be contacted at annab@spc.int ; uateas@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	27/02/2024
RFQ Closing Date	18/03/2024
Award of Contract	2/04/2024
Commencement of Contract	3/04/2024
Conclusion of Contract	31/05/2024

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 FJD 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

Vaitupu is the second most populated atoll of Tuvalu, home to over 1,500 people and a large secondary boarding school. Currently heavily dependent on harvested rainwater for its drinking water supplies, Vaitupu is highly vulnerable to the impacts of drought, at times necessitating Government and partner assistance including water delivery and the mobilisation of desalination units.

In 2015, the Pacific Community (SPC) worked closely with the Vaitupu community to undertake a geophysical survey of the island's groundwater resources. The survey confirmed traditional knowledge of a small lens of potable groundwater in the island's north, quantifying and delineating this resource for the first time.

Following the results of this work and associated community engagement, SPC have worked with Tuvalu Public Works Department (PWD) and the Vaitupu Kaupule to support the design and implementation of a groundwater gallery system to abstract water from this localised groundwater lens and transport water to community water storage tanks.

The infrastructure works associated with this activity that directly relate to this RFQ will include:

- Two Rotationally Moulded Polyethylene Water tanks (Capacity : 10kl)

B. Functional Specification

All items must be of high quality to cater for long-term and regular use Tuvalu's warm, salty and highly corrosive environment. The tanks will be exposed to direct sunlight.

C. Design Specification

Supplier to provide the following items found in the schedule below and within the BOQ.

Item	Description	Unit	Quantity
1.1	Rotationally moulded polyethylene tank - single piece with 50mm bulkhead/outlet – 10,000 Litre	No.	2

D. Technical specification

The Rotationally Moulded Polyethylene Tank shall comply with the requirements of the BOQ in addition to the following:

1. Material: Non – Toxic, Food Grade Polyethylene
2. Manufactured in accordance with AS 4766 (Certification to be provided)
3. UV Protection: UV20 Material

E. Delivery Requirements

As per the BOQ unless otherwise mutually agreed between the supplier and SPC in writing, The items outlined in the Bill of Quantities schedule shall be delivered to Funafuti port, Tuvalu by 15th May 2024 with a total estimated shipping time of 30 days. The supplier will be responsible for delivering all items to Funafuti's port in Tuvalu.

SPC will facilitate customs clearance and pay associated destination charges. Delivery costs are to include shipping, export charges, insurance, and other associated freight expenses to deliver to Funafuti port.

Items are to be packed and clearly labelled with contents.

The supplier will provide all necessary transport documents (bill of lading, packing list, insurance certificate, etc.) as soon as they are available.

F. Warranty Requirements (when applicable)

Items shall be supplied and delivered free from damage and defects. Supplier shall replace with equal specification product should items arrive with noticeable damage or defect.

The bidders should clearly state the warranty period for the items with a minimum being the factory warranty, when applicable.

G. Reporting Arrangements

The contractor officially reports to the Project Manager - Project Manager - Strengthening Water Security in Vulnerable Island States, SPC.

H. Scope of Bid Price and Schedule of Payments

The supplier will be paid in tranches upon key milestones/deliverables as shown in the table below.

Milestone/deliverables	% payment
Submission and approval of Shipping Documents (BoL etc)	30
Delivery, quality check, and acceptance of goods in Fiji	70
TOTAL	100

I. Annexes to the Specification of Goods

Annex 1 - Drawing

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		
<ul style="list-style-type: none"> - Valid Business Registration/License - Goods specification - Confirmation of available stock - Financial quote 		Bidders will be disqualified if any of the requirements are not met
Technical requirements		
1: Conformity to Specs (Part B, C & D)	45%	450
2: Availability of Stocks	15%	150
3: Lead Time	10%	100
Total Technical Requirement	70%	700
Financial Requirements		
Price and payment terms	30%	300
Total Score	100%	1,000

Annex 1: Drawing

