

REQUEST FOR QUOTATION (RFQ)

FOR GOODS

Project Title:	Global Climate Change Alliance Plus – Scaling Up Pacific Adaptation (GCCA+ SUPA) Project
Nature of the goods	Supply and Delivery of Materials and Tools for Maintenance of Plastic Water Storage Tanks
Location:	Department of Climate Change and National Resilience, Yaren, Nauru
Date of issue:	11/01/2023
Closing Date:	20/01/2023
SPC Reference:	RFQ23-4945-PRO

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
3.1 BACKGROUND/CONTEXT	6
3.2 FUNCTIONAL SPECIFICATION	6
3.3 DESIGN SPECIFICATION	6
3.4 TECHNICAL SPECIFICATION	ERROR! BOOKMARK NOT DEFINED.
3.5 DELIVERY REQUIREMENTS	7
3.6 WARRANTY REQUIREMENTS (WHEN APPLICABLE)	7
3.7 REPORTING ARRANGEMENTS	8
3.8 SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	8
3.9 ANNEXES TO THE SPECIFICATION OF GOODS	ERROR! BOOKMARK NOT DEFINED.
PART 4: PROPOSAL EVALUATION MATRIX.....	9
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	9

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 SUPA@spc.int and with the subject line of your email as follows: **Submission RFQ23-4945-PRO**. 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
- *[mention any necessary supporting document: technical proposal form, CV, cover letter, work-plan, etc.]*

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 FJ** on **20/01/2023**.

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.

Mosese Nabulivou will be your primary point of contact for this RFQ and can be contacted at mosesen@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	11/01/2023
RFQ Closing Date	20/01/2023
Award of Contract	3/02/2023
Commencement of Contract	8/02/2023
Conclusion of Contract	21/03/2023

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 AUD 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 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 Government of the Republic of Nauru has selected the water sector as their focus for Output 3 of the GCCA+ SUPA project. The overall objective of the project is to reduce vulnerability in the water sector for Nauru’s communities. The specific objective is to contribute to increased water storage for vulnerable households in Nauru.

The project is building on water security efforts by the Government of the Republic of Nauru by increasing water storage capacity for desalinated water for households that do not have a water storage of 5,000 litres or more.

Close to 100 households have benefitted from plastic water storage tanks for desalinated water installed by the project. Through the GCCA+SUPA and the European Union recipients of the household plastic water storage tanks will attend a comprehensive training on repair and maintenance of their storage tanks. This request for quotations is for the supply and delivery of materials and tools for maintenance of plastic water storage tanks.

B. Functional Specification

The maintenance tools will be used specifically for the repair of plastic water storage tanks and will be equally distributed among the 14 districts in Nauru and stored at the Department of Climate change and National Resilience.

C. Technical Specification

The maintenance tools are to be supplied and delivered will have the following specifications

Nauru Maintenance / Training Tools							
No#	Item	Specifications					
1	Heat Gun	<i>Rated Voltage</i>	<i>Power Ratings (Watts)</i>	<i>Air Temperature(°C)</i>	<i>Nozzle</i>	<i>UoM</i>	<i>Quantity</i>
		240V	2000	550	Minimum of 3 to 4	Nos	16
2	Power Extension Lead Plus	<i>Length</i>	<i>Built</i>	<i>Voltage Rating</i>	<i>Current</i>	<i>UoM</i>	<i>Quantity</i>
		30meter	Robust fully moulded plug and socket	230V - 240V@50HZ	10A (Max)	Each	7

3	Polyethylene Filler rods kits	Properties	Dissolving Temperatures			UoM	Quantity
		Clear / Tough	75 - 80°C			Sets	20
4	Hand Drill	Rated Voltage	Type	Battery	Grip Type	UoM	Quantity
		4 to 8 Volts	Cordless	Back-up	Pistol Grip	Nos	5
5	Waterproof tape paste	Type	Measurement	Use		UoM	Quantity
		Waterproof Self adhesive	2inch x 5m	Drinking Water		Sets	20
6	Angle Grinder	Voltage	Size	Vibration Control		UoM	Quantity
		120V	6inch	2 Position		Noa	6
7	Sandpaper	Type	Size			UoM	Quantity
		Smooth / Rough	6inch			Nos	160 (80 - Rough / 80 - Smooth)
8	Jig Saw	Length of Stroke	Blade type	Voltage / Power Rating	Bevel Capacity	UoM	Quantity
		23mm	B	12V - 18V / 650 - 800W	0 - 45°	Nos	2
9	Safety Shades	Type	Weight	Standard	Impact	UoM	Quantity
		Clear	Light weight	ANSI Standards	Impact Resistant	Nos	50
10	Dust Mask	Filter Ability	Particle size	Standard		UoM	Quantity
		95%	0.3microns	AU / NZ / US		Nos	100
11	Half Mask Respirator	Applications	Filters	Features	Filter	UoM	Quantity
		Gas & Vapour Filters	Gas & Vapour	Re-useable / flexible	Gas	Nos	50 mask x 50 pairs of Cartridge
12	Hand Gloves	Type	Features	Sizes	Overall Length	UoM	Quantity
		Leather	Strap & Durable	XL - 40 / XXL - 40 / L - 40	40cm	Nos	120
13	Work Knee Pads	Type	Designed	Material		UoM	Quantity
		Easy to adjust for a tight, secure fit	Comfort & Safety	Ethylene Vinyl Acetate, Foam, Polyester, Nylon		Nos	30

D. Delivery Requirements

The Maintenance Tools will be delivered to the Port, Yaren, Nauru, and the delivery docket signed for by the GCCA+ SUPA Nauru National Coordinator (NC) based in the Department of Climate Change and National Resilience office in Yaren, Nauru.

E. Warranty Requirements (when applicable)

- One year warranty with full backup parts and service available
- The supplier must not supply any second hand or used materials or products.

F.

G. Reporting Arrangements

The supplier will report directly to the GCCA+SUPA Project Manager based in SPC, Suva, Fiji and the Nauru National Coordinator based in the Department of Climate Change and National Resilience office in Yaren, Nauru.

H. Scope of Bid Price and Schedule of Payments

The contract price will be paid through lump sum payments based on the achievement of specific milestones.

All costs must be submitted in Australian Dollars (AUD) and inclusive of tax and delivery-related costs.

Work is expected to commence upon signing of contract and will end on the 15 / 03 / 23.

Milestone/deliverables	Deadline	% Payment
Signing of contract and submission of delivery schedule	06.02.23	
Full delivery of Maintenance Tools to the Port at Yaren, Nauru; delivery docket signed by the GCCA+ SUPA National Coordinator	15.03.23	70%
Email confirming full delivery of materials from the GCCA+ SUPA National Coordinator in Nauru	20.03.23	30%
TOTAL		100

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.

	Competency Requirement	Score Weighting %	Points Attainable
1	Overall Experience of Company and Demonstrated Results 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.	10%	20
2	Materials <ul style="list-style-type: none"> • Limited Warranty Period of 3 months • Comply with Australia and New Zealand Standards 	70%	140
3	Planning Approach Proposal to include timeframe for the delivery of materials in stock availability and shipment	20%	40
	Total	100%	200
	Minimum Score	70%	140