



# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>Tuna Tagging Vessel Refurbishment</b>
<b>Nature of the services</b>	<b>Needs analysis and business case for the refurbishment of tuna-tagging vessel</b>
<b>Location:</b>	Noumea, New Caledonia
<b>Date of issue:</b>	16/06/2023
<b>Closing Date:</b>	7/07/2023
<b>SPC Reference:</b>	RFQ23-5452

## Contents

<b>PART 1: INTRODUCTION .....</b>	<b>3</b>
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
<b>PART 2: INSTRUCTIONS TO BIDDERS .....</b>	<b>3</b>
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	5
2.7 COMPLAINTS PROCESS	5
<b>PART 3: TERMS OF REFERENCE .....</b>	<b>6</b>
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	6
C. TIMELINES	6
D. REPORTING AND CONTRACTING ARRANGEMENTS	7
E. SKILLS AND QUALIFICATIONS	7
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	7
G. ANNEXES TO THE TERMS OF REFERENCE	7
<b>PART 4: PROPOSAL EVALUATION MATRIX.....</b>	<b>8</b>
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	8
4.2 FINANCIAL EVALUATION	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](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 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 as an attachment to an email sent to [simonn@spc.int](mailto:simonn@spc.int) and [procurement@spc.int](mailto:procurement@spc.int), with the subject line of your email as follows: **Submission RFQ23-5452**. 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.
- The **compulsory administrative documents** listed in [Part 4](#).

- A **technical memo** of maximum 5 pages (excluding annexes) detailing:
  - o Your organisation, resources and technical competencies;
  - o The proposed methodology and schedule;
  - o Your experience with the supply of similar services;
  - o The CV of the resources proposed to carry out the services;
  - o At least 3 references for the supply of similar services (name and contact of your customer, description of the services, and amount of the contract).
- the **Unit Price Schedule** in Excel format (**Annex 1**).

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 pm Noumea time on 7/07/2023**.

### 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.

**Simon NICOL** will be your primary point of contact for this RFQ and can be contacted at [simonn@spc.int](mailto:simonn@spc.int). You should copy all communications to [procurement@spc.int](mailto:procurement@spc.int) and [rfq@spc.int](mailto:rfq@spc.int).

Details will be kept of all 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 a phone call or a 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	16/06/2023
RFQ Closing Date	7/07/2023

## 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 USD 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: TERMS OF REFERENCE

### A. Background/context

Tuna tagging activities of the Western and Central Pacific Fisheries Commission and actioned by the Pacific Community (SPC) in the Western Pacific are implemented onboard a pole and line tuna vessel. The fishing gear is effective on tuna schools exhibiting surface activities in the equatorial zone (Latitudes between 10 N and 10 S). It is ideally suited for the capture and release of skipjack tuna. Tagging data is currently an important source of data for stock assessment of skipjack tuna in the Western and Central Pacific Ocean.

Since 2006, SPC has chartered pole and line vessels operated by National Fisheries Development Pty Ltd in the Solomon Islands. These are the only pole and line vessels available in the Pacific region for this activity. When not chartered by SPC, these vessels are used for commercial fishing in the archipelagic waters within the Solomon Islands Exclusive Economic Zone.

SPC's preferred vessel for tagging is Soltai 105 due to its long-range capacity which allows for tagging to occur in the high seas and other Pacific Island Exclusive Economic Zones. Soltai 105 is no longer suitable for activity outside of the archipelagic waters of the Solomon Islands without the refurbishment of its hull, engine, refrigeration and crew and passenger accommodation. SPC's work programme has a need for Soltai 105 services until at least 2028.

### B. Purpose, objectives, scope of services

The purpose of this consultancy is to prepare and provide to SPC a Needs Analysis and Business Case for the refurbishment of the tuna tagging charter vessel Soltai 105.

The consultant is expected to:

- Work with the SPC Fisheries Aquaculture and Marine Ecosystems Division to document the functional requirements for using Soltai 105;
- Work with representatives of National Fisheries Development Pty Ltd (NFD) to document the refurbishment options for Soltai 105 and potential SPC-NFD administrative arrangements for use of the vessel after refurbishment;
- Prepare the needs analysis and business case for the refurbishment of Soltai 105; and
- Provide recommendations on potential options for mobilising resources for the refurbishment.

### C. Timelines

The consultancy is expected to be complete within 40 calendar days of its commencement.

Milestone / Deliverable	Deadline
Delivery of Draft Needs Analysis and Business Case	30 calendar days from commencement
Delivery of Final Needs Analysis and Business Case (after review of draft by SPC)	40 calendar days from commencement

#### D. Reporting and contracting arrangements

The Principal Fisheries Scientist – Fisheries and Ecosystem Monitoring and Analysis, is responsible for the management and monitoring of the contract.

The consultant will work from its own location, with remote meetings at least once a week.

A visit to the National Fisheries Development (NFD) company in the Solomon Islands may be required in the early stages of this consultancy. The consultant will organise and pay for this travel, in accordance with SPC's travel policy.

If required and agreed in advance with SPC, a visit to SPC Headquarters in Noumea may be organised and paid by the consultant, in accordance with SPC's travel policy.

This contract is not renewable.

#### E. Skills and qualifications

The consultant is required to have an excellent knowledge of Pacific tuna fisheries and the purpose of tuna tagging for stock assessment.

The consultant should have experience in developing investment proposals associated with science research assets and public-private partnerships.

Familiarity with function and laws associated with the role of inter-governmental organisation is required.

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

The consultant shall provide a price for the preparation of a Needs Analysis and Business Case for the refurbishment of the tuna tagging charter vessel Soltai 105.

The contract price will be a lump sum including professional fees, management and operating costs, travel costs, per diems and any other administrative costs.

The terms of payment shall be in accordance with the provisions of Article 10 of SPC's General Terms and Conditions of Contract.

Milestone/deliverables	Deadline	% payment
Contract signing	On signing	20%
Delivery of Draft Needs Analysis and Business Case	30 calendar days from commencement	60%
Acceptance of Final Needs Analysis and Business Case	45 calendar days from commencement	20%
<b>TOTAL</b>		<b>100%</b>

#### G. Annexes to the Terms of Reference

N/A

## 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.

The technical component, which has a total possible value of **700 points**, will be evaluated using the following criteria.

Evaluation criteria	Score Weight (%)	Points obtainable
<b>Mandatory requirements</b>		
<b>Administrative and Legal Documents:</b> <ul style="list-style-type: none"> <li>Business Registration.</li> <li>Professional Insurance Certificate (Professional Civil Liability / Indemnity).</li> <li>Conflict of Interest Declaration.</li> </ul> <b>Technical and Financial Documents:</b> <ul style="list-style-type: none"> <li>Technical Memo.</li> <li>Unit Price Schedule.</li> </ul>	<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met	
<b>Technical requirements</b>		
<b>Technical requirement 1:</b> Organisation and resources.	10%	70
<b>Technical requirement 2:</b> Proposed methodology and schedule.	15%	105
<b>Technical requirement 3:</b> Knowledge of Pacific tuna fisheries and the purpose of tuna tagging for stock assessment.	25%	175
<b>Technical requirement 4:</b> Experience in developing investment proposals associated with science research assets and public-private partnerships.	25%	175
<b>Technical requirement 5:</b> Familiarity with function and laws associated with the role of inter-governmental organisation is required.	10%	70
<b>Technical requirement 6:</b> References for the supply of similar services.	15%	105
<b>Total Score</b>	<b>100%</b>	<b>700</b>

### 4.2 Financial Evaluation

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the goods and financial incentives and benefits provided to SPC. The lowest financial proposal will be awarded maximum **300 points** and other financial offers and incentives will be awarded points as per the formula below:

$$\text{Financial Proposal score} = (\text{Lowest Price} / \text{Price under consideration}) \times 300$$

The proposed price will be a lump sum including professional fees, management and operating costs, travel costs, per diems and any other administrative costs.

Prices are quoted exclusive & inclusive of taxes. The price to be applied will be defined at the time of the order according to the place of delivery and the privileges and immunities available to the SPC at destination.

The financial evaluation will be carried out on unit prices exclusive of taxes.