

REQUEST FOR QUOTATION (RFQ)

FOR GOODS

Project Title:	3D models of Tuvalu islands to support science for decision-makers and risk planning
Nature of the goods	3D printed island models to be transported to Tuvalu to showcase these physical models in interactive and engaging manners.
Location:	Remote
Date of issue:	4/08/2023
Closing Date:	11/08/2023
SPC Reference:	RFQ23-5588

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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

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 lisak@spc.int and with the subject line of your email as follows: **Submission RFQ23-5588**. 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 quote for the delivery of the work including full cost from design to delivery of the models

- Examples of work developed to showcase technical capability to deliver

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 Fiji Time on 11/08/2023**.

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.

Lisa Kingsberry will be your primary point of contact for this RFQ and can be contacted at lisak@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	4/08/2023
RFQ Closing Date	11/08/2023
Award of Contract	16/08/2023
Commencement of Contract	18/08/2023
Conclusion of Contract	30/12/2023

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 purpose of this RFQ is to develop two physical 3D models and spatial augmented reality of two islands of Tuvalu to support risk informed decision making. This includes the use of existing datasets developed by the SPC team and representation in engaging and digital based manners including a physical model. This could include the below data existent already.

Fongafale islet, Funafuti atoll Island	Nanumea Island
<ul style="list-style-type: none"> • Inundation modelling • Historical coastline changes • LiDAR datasets • Asset and infrastructure understanding (schools, health centres and public utilities potentially) • Adaptation / reclamation data showing interventions and changes in ocean activities as a result of interventions. • Sea-level rise modelling • Food security datasets • Potentially – national statistical datasets 	<ul style="list-style-type: none"> • Inundation modelling • Historical coastline changes • LiDAR datasets • Asset and infrastructure understanding (schools, health centres and public utilities potentially) • Water security (groundwater) and drought modelling • Sea-level rise modelling • Food security datasets • Potentially – national statistical datasets

The purpose is to develop adaptive models that can be both dynamic and static based data that informs the use of science informed decision making in critical areas of risk management, disaster reduction, water management and broader planning based on future predicted scenarios.

The selected vendors will be competent with 3D modelling and printing design and spatial augmented reality in line with best practice and able to deliver within the timeframe required by 15 September and 31 November 23.

The physical model and associated spatial augmented reality will be used at SPC's CRGA and Conference to showcase integrated based work and the power of Digital Earth Pacific in tangible and meaningful ways based on worldclass science.

Development of an offline and online system that uses the modelling dataset to allow teams to use and share this in internet poor environments is also critical to the development of this model. The product should be designed to be easily transportable.

B. Functional Specification

Design and development of:

- 2 x 3D printed to scale atoll models in Tuvalu.

- Data sets developed in engaging using spatial augmented reality to show the impact of risk such as inundation events, climate change, coastal changes etc.
- Development and supply of the models with any necessary equipment to showcase these in a public setting with the capacity to easily be transported around the Pacific region as needed.
- Use of dynamic and static datasets to visualise the concepts of sea level rise, storm surge, and impacts to infrastructure, resources, and assets.
- Physical and digital versions are necessary with the ability to adapt and change these are we are able to get more data into the future.

C. Design Specification

When assembled the system should not be bigger than 2mx2m or less than 1.5x1 meter. Equipment used must permit high quality visualisation of the data layers in a physical model and all necessary parts must be included to assemble and pack down the model and ship it.

The model will need to be able to be transported and packed down as needed. The materials used to develop the model can include but is not restricted to, 3D tiles of high-resolution data, wood, metal, or necessary materials to ensure the model is transportable and accessible for use in remote environments. Durability of the product will be assessed as part of the procurement process.

These models will have physical and virtual elements and include datasets virtually layered over each other to show changes and needs to be user friendly.

D. Technical specification

Ability to develop and print high resolution 3D models including.

- Ability to interpret and develop modelling tools using Digital Elevation Models (DEM) datasets provided.
- Ability to work with a scientific team and to develop required data formats to showcase the models using spatial augmented reality to ensure engagement by non-technical audiences.
- Proven expertise in developing physical and digital modelling and spatial augmented reality that showcases science in action in engaging and collaborative manners.

E. Delivery Requirements

The service provider will commence works as soon as the contract has been signed.

All bidders are expected to submit a workplan and budget that outlines all deliverables and costings in accordance with the timeframes for the event.

The models are to be finalised and delivered by 31 November 2023 with continued support for changes as required to the necessary modelling based on testing requirements.

The consultant will be home based and would not require travelling to Tuvalu. The required service is to be delivered to Fiji hence the consultant will be required to travel to Fiji (approx. 2-3 days) with necessary training for technical teams on the development and installation of these tools.

The travel related cost/ arrangement to and from Fiji (airfare tickets, accommodation, transportation within Fiji & etc) will be included in the bidder's fees/ quotation.

SPC will not cover separate lines for overheads/running costs, contingences. If these apply, the cost is to be taken into account in the quotation for the delivery of specific services.

SPC will not cover any communication, IT equipment or training materials for the duration of the assignment. The consultant is to ensure stable internet connection for zoom or teams interactions when necessary.

Any work-related expenses (software, hardware, license for software's, tools, office supplies etc...) shall be covered by the consultant.

SPC does not provide any type of insurance, health, professional indemnity or any risk or liabilities for the consultant that may arise during the consultancy (includes any subcontractors or associates the consultant may hire).

Any other cost related to the service must be included in the consultant's quotation/ fees. SPC will not pay any additional cost unless specified by the division.

F. Warranty Requirements (when applicable)

Warranty to be included for minimum of 6 months on electrical equipment.

G. Reporting Arrangements

Reporting of progress against each invoice payment will be required to determine the work is delivered in line with expectation and timeframe.

H. Scope of Bid Price and Schedule of Payments

The noted milestones below and please note your expected payment structure if different to the below:

Milestone/deliverables	Deadline	% payment
Contract signing (advance payment)	16/08/23	20%
Development of the spatial augmented reality tool delivered and approved by the technical team	12/09/23	20%
Finalization of the 3D physical model and the spatial augmented reality system of both atoll models running	02/10/23	30%
Second model completed and delivered to the team in Fiji	31/11/23	30%
TOTAL		100%

I. Annexes to the Specification of Goods

Annexure 1 – Concept note.

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 and financial requirements) which indicates the relative significance or weight of the items in the overall evaluation process.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
Technical proposal - Design proposal Financial proposal Business registration, tax identification number or any document applicable in the home country of the bidder	Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
TR1: Qualifications/Knowledge/Experience in similar projects in developing these scientific models must be included with your submission. Experience of at-least One (1) GIS Project implementation of any Govt. organization / Urban Local Body.	20%	200
TR2: Presentation of the design proposal (aligned with the requirements of this RFQ – specification of goods)	30%	300
TR3: Proposed Equipment used must permit high quality visualisation of the data layers in a physical model and all necessary parts must be included to assemble and pack down the model and ship it	20%	200
Financial requirements		
Pricing	30%	300
Total Score	100%	1,000