

# REQUEST FOR QUOTATION (RFQ)

## FOR GOODS

<b>Project Title:</b>	Pacific Awareness and Response to the Coconut Rhinoceros Beetle (PARC)
<b>Nature of the goods</b>	Printing and installation of Coconut Rhinoceros Beetle awareness billboards around Efate Island in Vanuatu
<b>Location:</b>	Efate Island, Vanuatu.
<b>Date of issue:</b>	29/08/2023
<b>Closing Date:</b>	17/09/2023
<b>SPC Reference:</b>	RFQ 23-5668

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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](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 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 [akanisil@spc.int](mailto:akanisil@spc.int) and [matildas@spc.int](mailto:matildas@spc.int) and with the subject line of your email as follows: **Submission RFQ 23-5668- Printing and installation of Coconut Rhinoceros Beetle awareness billboards around Efate Island in Vanuatu**. 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

- A quotation inclusive of all costs, that is compliant to the specifications provided in the RFQ.
- Any other documents to support your quotation such as, pictures of previous work carried out, references etc.
- Business registration certificate/Licence (if available)

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 **11.59pm Fiji Time on 17/09/2023**.

### 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.

Matilda Simmons will be your primary point of contact for this RFQ and can be contacted at [matildas@spc.int](mailto:matildas@spc.int). You should copy any communications into [rfq@spc.int](mailto: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
<b>RFQ sent to potential vendors</b>	29/08/2023
<b>RFQ Closing Date</b>	17/09/2023
<b>Award of Contract</b>	16/10/2023
<b>Commencement of Contract</b>	23/10/2023
<b>Conclusion of Contract</b>	30/11/2023

## 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](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 bidders' local currency 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: SPECIFICATION OF GOODS

### A. Background/context

The Coconut Rhinoceros Beetle (CRB) is a serious invasive pest of coconut in the Pacific. The Pacific Community (SPC) is supporting member countries in Melanesia sub-region (PNG, Solomon Islands, Vanuatu) with the awareness and management efforts through the Pacific Awareness and Response to the Coconut Rhinoceros Beetle (PARC) project with funding support from New Zealand Ministry of Foreign Affairs and Trade (MFAT).

- Under the awareness component of the Project six (6) billboards need to be established at strategic locations around Efate Island including two around port areas.
- Four (4) billboards are to be printed in English and the other two (2) in Bislama measuring 3m long and 2 meters in height on a suitable material and all-weather print.

### B. Functional Specification

Billboards are for the purpose of awareness; information dissemination and sharing contact details for specific queries.

### C. Design Specification

Each billboard to be:

1. 3m x 2m
2. Printed with all-weather paint.
3. Board material shall be suitable to extreme weather patterns.
4. Permission for installation at selected sites to be confirmed by the service provider.

### D. Technical specification

The graphical design of the billboards has been done. The vendor under will weatherproof print and set up at the strategic locations with appropriate approval from the necessary authorities where required.

### E. Delivery Requirements

Six (6) English version and two (2) Bislama versions will be weatherproof and set up on a stable foundations at the selected strategic locations around Efate Island in Vanuatu including two sites at the port area. Local vendors in Vanuatu are preferred.

### F. Warranty Requirements (when applicable)

All six (6) billboards shall be established and or mounted at the selected sites within 30 days of the commencement date of contract, weather permitting.

### **G. Reporting Arrangements**

Matilda Simmons (PARC Communications Officer)- SPC Land Resources Division (LRD) is the lead contact.  
Advise SPC upon commencement of work.  
Liaise directly with SPC once the contract is fully completed.  
No other organisations/entities will support with the process.

### **H. Scope of Bid Price and Schedule of Payments**

Payment will be made in full upon successful completion of all 6 billboards.

### **I. Annexes to the Specification of Goods**

Design and content of the billboards are attached with the RFQ for reference

## 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
<b>Mandatory requirements</b>		
<ul style="list-style-type: none"> <li>• Business registration certificate</li> <li>• Compliant quotation inclusive of all costs for supply and installation</li> <li>• References and photos of previous work carried out</li> </ul>	Bidders may be disqualified if any of the requirements are not met	
<b>Technical requirements</b>		
Functional specification: Stand extreme weather conditions	30%	210
Design specification: 3m by 2m	20%	140
Technical specification: all weather paint and material	20%	140
Qualifications/Knowledge/Experience similar contracts completed successfully	20%	140
5 or more years of operation	10%	70
<b>Total Score</b>	<b>100%</b>	<b>700</b>