



REQUEST FOR QUOTATION (RFQ)

FOR GOODS

Project Title:	Integrated Crop Management
Nature of the goods	Supply of Laboratory Items
Location:	FNTC 2 Road, Land Resources Division, SPC Narere Campus
Date of issue:	8/09/2023
Closing Date:	17/09/2023
SPC Reference:	RFQ 23-5703

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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 niteshn@spc.int and with the subject line of your email as follows: **Submission RFQ 23-5703- Supply of Laboratory Items**. 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 compliant quotation that is inclusive of cost, insurance and freight (CIF is preferred) and any applicable taxes, and is responsive to the criteria provided in Part 4 “Evaluation Matrix” .

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.

Nitesh Nand will be your primary point of contact for this RFQ and can be contacted at niteshn@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	8/09/2023
RFQ Closing Date	17/09/2023
Award of Contract	20/09/2023
Commencement of Contract	20/09/2023
Conclusion of Contract	31/10/2023

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. 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 project “Responding to emerging pests and disease threats to horticulture in the Pacific Islands” contributes to the development goal of improving the livelihoods of small holders and their communities specifically to developed integrated pest and disease management strategies for the sustainable intensification of fruits and vegetables crop production, addressing the threats posed by the inappropriate use of pesticides, emerging pests and diseases and climate change.

The 3 major objectives of the project include the following:

Objective 1: To build diagnostic and strategic planning capacity for integrated pest and disease management (IPDM), including biological control.

Objective 2: To develop (and, where possible, implement) biological control strategies for invasive and emergent pests of selected crops and cropping systems.

Objective 3: To extend IPDM and insecticide resistance management (IRM) strategies to additional cropping and production systems (based on the successful Brassica model).

One of the partners to the project is the Ministry of Agriculture Fiji specifically for the Koronivia Research Station. Research activities for the Ministry would need equipment’s that will help facilitate efficient analysis of the work carried out in the project. To help in contributing to the overall objective of the project, the Laboratory will need this equipment to assist in lab analysis work.

B. Specification

Item	Qty	Design Spec	Technical Specs
Dehumidifier	1pcs	10L per Day of water extraction capacity Suitable for rooms up to 30m2 2-stage Air Filtration - Pre-filter for dust & pet dander and Carbon Continuous drainage Timer Mode, Night Mode, Child Lock	<ul style="list-style-type: none"> • Product Depth:29.0 cm • Product Height:52.8 cm • Product Length:25.0 cm • Product Weight:11.0 kg • Product Width:29.0 cm
Dehydrator	1pc	Time individual process Efficient Airflow Temperature Range of 35 – 70 Degrees 4 Shelves Desktop Portability Durable material construction	<ul style="list-style-type: none"> • Max Power – 500W • Color – Black • Weight – 6-7 kg • Height – 33 cm • Width – 44 cm • Depth – 34ccm • Supply Voltage – 220V

Distiller	1pcs	<p>Efficient Water Purification: Power level: 750W; volume: 4L/1.1 gallon.</p> <p>Health and Security: Full 304 stainless steel, including the internal tank, inner cap, water outlet, inlet, and all parts in contact with liquid, meet food hygiene standards, BPA plastic-free container, and aluminium cooling fan.</p> <p>Easy to Use & Maintain: Automatic Shutdown</p> <p>Fast Heat Dissipation:</p>	<ul style="list-style-type: none"> • Material - Stainless Steel • Capacity - 4L/1.06Gal (US)/0.88Gal (UK) • Suitable For • Filtration Method - Distillation • Item Width - 232 mm • Item Weight - 4.5 kg • Item Height - 385 mm • Contaminant Removal - VOCs • Power - 750W • Rating voltage • 100-120VAC,60HZ 220-240VAC,50HZ • Over-temperature safety • Auto-off When Temperature is over 320°F • Stainless steel 304 • Water bottle – BPA Free • Distilled Water Capacity - 1.3 L/H • FDA Approved
Transformer:	1pcs	<p>Efficiently convert 240V to 110V</p> <p>Compatible with 110V US appliances Pure sine output to protect all devices.</p> <p>Thermal protection 120° Low noise operation Reliable stable power supply</p> <p>Works with both 50 and 60Hz frequency Ultra-portable and lightweight</p> <p>Prompt overcurrent protection</p>	<ul style="list-style-type: none"> • Maximum wattage: 1000W/2000W • Frequency: 50/60 Hz (dual compatibility) • Input Voltage: AC 240V • Output Voltage: AC 110V • Cord Length: 76cm approx. • Power Plug: Australian Standard

C. Delivery Requirements

The shipment terms will be CIF, and the consignee will be SPC, Narere Campus, Suva Fiji.

The contractor must ensure that equipment's are delivered within the accepted timelines (expectation is 30 days) from the commencement of contract or issuance of Purchase Order.

D. Warranty Requirements (when applicable)

1 Year Warranty is required for all the equipment's in part B.

E. Reporting Arrangements

The contractor will report to the Plant Health Laboratory Technician (Entomology) for the duration of the engagement.

The contractor must provide weekly updates to the focal point of the contract until the equipment is installed and commissioned.

The contractor where required will need to provide virtual support for the installation, commissioning, and training.

F. Scope of Bid Price and Schedule of Payments

Full payment will be made upon receipt and acceptance of all the equipment's with an invoice and delivery docket. In exceptional cases, where justification is provided, SPC may provide 20% upfront payment.

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		
A compliant quotation in response to the below criteria		Bidders will be disqualified if any of the requirements are not met
Technical requirements		
At least 3 years of experience in supplying similar equipment's in the region	20%	140
Demonstrates quality and meets minimum specification requirements	30%	210
Price is inclusive of all costs	50%	350
Total Score	100%	700