



REQUEST FOR QUOTATION (RFQ)

FOR WORKS

Project Title:	Safe Agricultural trade Facilitation through Economic integration in the Pacific [SAFE Pacific] project funded by the European Union & the 'Support to business-friendly and Inclusive National and Regional Policies, and Strengthen Productive Capabilities and Value Chains' Project (Business Friendly Project)
Nature of the works	Renovation/ Upgrading of Building for Certification Standard for Farmboy, Nadi under SAFE Project - Value Chain
Location:	Nadi, Fiji
Date of issue:	12/02/2024
Closing Date:	22/02/2024
SPC Reference:	RFQ 24-6192

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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 works 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 jainanp@spc.int and with the subject line of your email as follows: **Submission RFQ 24-6192-Renovation/ Upgrading of Building for Certification Standard for Farmboy, Nadi under SAFE Project - Value Chain**. 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 responsive to Part 3 “Description of works” and part 4 “Evaluation criteria” and includes the following:
 1. Short company profile which highlights the following:
 - a. Number of years of experience in undertaking similar work
 - b. Experience in construction and such works
 - c. Company Registration
 2. Portfolio/picture evidence of successfully completed relevant civil works (particularly for development/UN agencies/ NGOs/ MSME’s/ Government/ SOE’s, Private & Commercial entities etc.
 3. List of 3 Referees from clients for who work has been successfully completed in the last 5 years Work Description that outlines the types of work required
 4. Project Timeline
 5. Construction period/ timeline.
 6. Cost of the Constructions
 7. The contractor’s price proposal will include all expected costs for materials, labor, and equipment for this assignment.
- Reference of previous work of similar nature and value
- Business registration

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 22/02/2024**.

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.

Jainan Prasad will be your primary point of contact for this RFQ and can be contacted at jainanp@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 works.

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	12/02/2024
RFQ Closing Date	22/02/2024
Award of Contract	23/02/2024
Commencement of Contract	26/02/2024
Conclusion of Contract	31/08/2024

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: SCOPE OF WORKS

A. Background/context

The 'Safe Agriculture trade Facilitation through Economic integration in the Pacific' (SAFE Pacific project) being funded under the 11th European Development Fund (EDF) aims to provide targeted assistance to support small Pacific Island Countries (PICs) to increase export capacity and improve economic growth. With its rich diversity of culture and resources, there is potential for greater trade and market opportunities for small Pacific ACP (African, Caribbean, Pacific) states.

SAFE Pacific is being implemented in 15 Pacific ACPs: Cook Islands, Fiji, Federated States of Micronesia, Kiribati, Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Solomon Islands | Samoa, Timor-Leste, Tonga, Tuvalu, Vanuatu.

The project's specific objectives are two-fold:

- 1) to increase intra-regional and international trade and;
- 2) to increase the private sector's participation in economic integration

B. Description of the works

The statement of work mentioned below is a general description of what is required. Detail assessment can only be made upon inspection. The works include:

1. Dismantle the existing kitchen and local storage area roof 10mt x 8mt.
2. Increase the cement wall with the reinforce stall to bring the height in line with office roof height.
3. Assemble the roof with new set of screws and seals
4. Paint the newly install roof and the remainder of the roof.
5. Supply & install the gutters
6. Supply and paint the walls.

The structural construction should be in accordance with the Fiji National Building Code and Building Specifications and strong to withstand Ccategory 5 hurricane winds.

Site Inspection

There can be significant time and cost impacts to the project, thus Contractors are required to do through inspection of the site understand the amount of work required before quoting. No variation will be accepted.

Please contact the following for Site Inspection:

Kamlesh Prasad
 Lot 6 Fantasy Rd,
 Nadi, Fiji
 PH: 9951302

Please note:

Most of the structural work need to be carried out on the weekends or after 5pm as to minimize the disturbance to the business operation. Vendor needs to ensure that there will be no damage to the stocks and equipment stored under and around the work area. Farmboy will provide free access to water and electricity to the contractor(s).

Interested firms must submit the following to demonstrate their suitability:

1. Short company profile which highlights the following:
 - a. Number of years of experience in undertaking similar work
 - b. Experience in construction and such works
 - c. Company Registration
2. Portfolio/picture evidence of successfully completed relevant civil works (particularly for development/UN agencies/ NGOs/ MSME's/ Government/ SOE's, Private & Commercial entities etc.
3. List of 3 Referees from clients for who work has been successfully completed in the last 5 years
Work Description that outlines the types of work required
4. Project Timeline
5. Construction period/ timeline.
6. Cost of the Constructions
7. The contractor's price proposal will include all expected costs for materials, Labor, and equipment for this assignment.

C. Timelines/Duration of the works

All works need to be completed no later than 31 August 2024.

D. Site Description

Lot 6 Fantasy Road, Nadi, Fiji.

E. Building/ Service Standards

The successful contractor needs to ensure that works carried out meets the minimum requirements under Fiji building code and standards.

Safety

All personnel shall therefore have formal authorization to be on project site, be appropriately trained in relevant safety procedures and exhibit the highest level of professionalism in both attire and conduct while on site. SPC is not liable for any accidents, injury, or loss of life due to any violation of proper health and safety procedures.

F. Risk Management

Bidders in their proposal may include a risk matrix identifying anticipated risks and how they will deal with them which is not limited to the delays of work, or unavailability of materials, but safety risks to the workers and public as well.

G. Environmental and sustainability considerations

Contractors must ensure they are registered and have licence to carry out the required works. They must also ensure that all legislative requirements are complied with in carrying out the required works.

Where possible contractor should provide information on how the environment is being impacted, through the works being carried out, and how they are managing the conservation of the natural state of the surroundings.

H. Material supply and bill of quantities

Bidders are required inspect the site where the work will be carried out and provide quotes accordingly. The bidders must show the material and Labor costs clearly in the quotation.

I. Reporting and contracting arrangements

The contractor will report to the Director of Farmboy, SPC's value chain specialist and the procurement and grants officer of SAFE Pacific project.

J. Final inspection and certification of completion and acceptance

Final inspection will be carried out by SPC before payment can be released. 3% of the contract value will be retained for defects liability period for upto 6 months from completion date.

K. Skills and qualifications

- The firm most suited to complete this assignment should comprise a team which has the following:
- Three or more years' experience in the design, construction, and renovation of roofing structures.
- Demonstrated experience in at least 2 previous assignments in the past 10 years of a similar nature to the scope of works of this tender.
- Experience with Private industries, development agencies or the Government of Vanuatu would be an asset

L. Scope of Bid Price and Schedule of Payments

- Payments will be made upon completion and endorsement of each deliverable as listed;
- Bidder is requested to specify the preferred schedule of payments and terms acceptable, noting that generally, SPC will not enter into arrangements requiring a 100% advance payment.

Milestone/deliverables	Deadline
Completion of all works	01/06/24
Upon final Inspection and acceptance by director of ACTIV Association	30/06/24
Upon completion of the defect's liability period (3%)	6 months from acceptance
TOTAL	

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		
Filled conflict of interest form A Compliant quotation Business registration certificate	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: At least two previous assignments attesting to experience in the design, construction, and renovation, with a minimum of three years of relevant experience.	20%	140
Technical requirement 2: Company Registration accompanies a concise company profile that emphasizing the number of years of experience performing comparable work and design and installation of small-scale structures.	30%	210
Technical requirement 2: Submission of description of works required and timelines	50%	350
Total Score	100%	700

Financial Evaluation:

The financial evaluation carries 300 points. The maximum number of points is allocated to the lowest-priced proposal. All other financial proposals receive proportional scores based on how they compare with the lowest-priced proposal. These scores are calculated according to the formula below:

$$\frac{[Total\ financial\ component\ score] \times [Lowest\ price]}{[Price\ under\ consideration]} = Score\ for\ financial\ proposal$$