**TERMS AND CONDITIONS OF SUPPLY**

**Project Title**: Statistical Innovation and Capacity Building in the Pacific Islands (PACSTAT)

**Source of Funding:** P168122

**Contract Name:** Video Conference Facilities. Upgrade two existing SPC meeting rooms in Noumea to facilitate remote training with NSOs. Conference room facilities, including desk, chairs.

**Contract Ref:** FJ-SPC-261428-GO-RFQ / SPC-RfQ21-268

1. Prices and Schedules for Supply

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No** | **Description of Goods** | **Quantity** | **Unit Price** | **Total Price at final destination (includes all taxes, VAT, customs duties, freight, inland transportation and insurance)** | **Delivery Period (days) from Date of Notification of Award to final destination** |
|  |  | *(To be filled by Bidder)* |  |
| **Lot 1 - Meeting Furniture and Equipment – ICT meeting room** |
| 1 | Modulable table/desk (folding system possibly with wheels and brakes) **dimension 160 cm x 80 cm** | 14 |  |  |  |
| 2 | Conference/meeting chairs fitting the modulable tables (folding chairs) | 60 |  |  |  |
|  |  |  |  |  |
| **LOT2 – Meeting Furniture and Equipment – SDD meeting room** |  |  |  |  |
| 3 | **Dimension from 250cm up to max 280cm long x from 70cm up to max 100cm large** | 1 or 2 to fit the max size of 280 cm X 70-100 cm |  |  |  |
| 4 | Conference/meeting chairs fitting the conference table (rolling chairs with adjustable height) | 10 |  |  |  |

(Note: In case of discrepancy between unit price and total derived from unit price, the unit price shall prevail)

1. Accessories & Software - The products must contain all the necessary accessories and software for an immediate functional connection.
2. Fixed Price: The prices indicated above are firm and fixed and not subject to any adjustment during contract performance.
3. The Purchaser reserves the right at the time of contract finalization to increase by up to 15% the quantity of goods and services originally specified without any change in unit prices as well as other terms and conditions.
4. Delivery Schedule: The delivery should be completed as per above schedule. The final destination for delivery of the Goods is Pacific Community (SPC)- 95 Promenade Roger Laroque – 98800 Noumea – New Caledonia.

Insurance:The supplier is responsible for all kinds of insurance until the goods are delivered and installed to the final destination and the Purchaser will not assume any responsibility until goods are delivered and installed. For Goods to be imported, the Goods supplied shall be fully insured in a freely convertible currency against loss of damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the total value of the Goods from Warehouse to Warehouse on All-risks basis, including War Risks. The Supplier shall arrange and pay for cargo insurance, naming the Purchaser as the beneficiary.

1. Packaging and Marking Instructions: The Supplier shall provide standard packing of the Goods as required to prevent their damage or deterioration during transit to and unloading at the final/port of destination.
2. Delivery and Documents (for goods to be imported). Upon shipment, the Supplier shall notify the Purchaser and the Insurance Company by mail or fax the full details of shipment, including Contract number, description of goods, quantity, the vessel, the Shipping and Forwarding Receipt from freight Company showing full details, port of loading, date of shipment, port of discharge, etc. The Supplier shall mail the following documents to the Purchaser, with a copy to the Insurance Company:
3. Copies of the Supplier’s invoice showing goods’ description, quantity, unit price, and total amount.
4. Duplicate air/ship/truck transport document, and/or duplicate FCR (Forwarders Certificate of Receipt) in 1 Original and 2 Copies marked “freight prepaid”.
5. Copies of the packing list identifying contents of each package.
6. Manufacturer’s or supplier's warranty certificate.
7. Certificate of origin.

The above documents shall be received by the Purchaser at least one week before arrival of the goods at the final destination and, if not received, the Supplier shall be responsible for any consequent expenses.

1. Payment for your invoice will be made as follows:

SPC will issue a Purchase Order for payment with 100% payment on delivery and issuance of Acceptance Certificate by the Purchaser, for the respective delivery. Payment shall be made by bank transfer to the account of the supplier.

1. Warranty: 3 years warranty for Touch Screen, small PC and UPS. Standard warranty for other goods as specified in Annex 2, Technical Specifications.
2. Defects: All defects will be corrected by the Supplier without any cost to the Purchaser within 30 days from the date of notice by Purchaser. Name and address of service facility which the defects are to be corrected by the supplier within the warranty period:

Name and Address **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *(to be filled by Supplier)*

1. Supplier confirms compliance with the Technical Specifications provided in Annex 2.

 NAME OF SUPPLIER: **(Company Details).**

 Authorized Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Place: Date:

**ANNEX 2: TECHNICAL SPECIFICATIONS**

1. Prices and Schedules for Supply

|  |
| --- |
| **Preferred Specifications** |
|  | **Equipment** | **Specifications** | **Quantity** |
| **Lot 1 -  Meeting Furniture and Equipment – ICT meeting room** |
| 1 | table/desk  | Modulable table/desk (folding system possibly with wheels and brakes) dimension **160 cm x 80 cm** | 14  |
| 2 | chairs | Conference/meeting chairs fitting the modulable tables (folding chairs) | 60 |
| **LOT 2 – Meeting Furniture and Equipment – SDD meeting room** |  |
| 3 | Conference table  | **Dimension from 250cm up to max 280cm long x from 70cm up to max 100cm large** | 1 or 2 to fit the max size of 280 cm X 80-100 cm |
| 4 | chairs | Conference/meeting chairs fitting the conference table (rolling chairs with adjustable height) | 10 |

**ANNEX 3: FORM OF QUOTATION (RFQ-GOODS)**

*[To be completed, signed and submitted on Letterhead of Supplier]*

### **FORM OF QUOTATION**

 \_\_\_\_\_\_\_\_\_(Date)

To: **The Pacific Community (SPC)**

**95 Promenade Roger Laroque**

**98800 Noumea, New Caledonia**

**Email:** **procurement@spc.int**

**Project Title:** Statistical Innovation and Capacity Building in the Pacific Islands (PACSTAT)

**Source of Funding:** P168122

**Contract Name:** Video Conference Facilities. Upgrade two existing SPC meeting rooms in Noumea to facilitate remote training with NSOs. Conference room facilities, including desk, chairs.

**Contract Ref:** FJ-SPC-261428-GO-RFQ / SPC-RfQ21-268

We offer to execute the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Purchaser to fill name and number of Contract*) in accordance with the Form of Contract and Annexes accompanying your Request for Quotation (RFQ) for the Contract Price of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(amount in words and numbers) (\_\_\_\_\_\_\_\_\_\_\_\_\_\_) (name of currency). We propose to complete the delivery of Goods described in the Contract within a period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_calendar days from the Date of Notification of Award.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Quotation required by the RFQ.

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title of Signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Supplier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax Number, if any: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEX 4: STATEMENT OF TECHNICAL COMPLIANCE**

*[To be completed, signed and submitted by the Supplier as an attachment to the signed Form of Quotation]*

**Project Title**: Statistical Innovation and Capacity Building in the Pacific Islands (PACSTAT)

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**Contract Ref:** FJ-SPC-261428-GO-RFQ / SPC-RfQ21-268

Date:

To: **The Pacific Community (SPC)**

**95 Promenade Roger Laroque**

**98800 Noumea, New Caledonia**

**Email:** **procurement@spc.int**

We, the undersigned, confirm that we shall supply the Goods listed in Annex 1 according to the standards and specifications described in Annex 2 except for those deviations listed below:

 List all deviations of the proposed items of Goods:

or

 **nil**

We confirm that the Goods proposed in our quotation substantially satisfy the requirements specified in the specifications. The main technical responses are as listed below:

List all the main technical characteristics of the proposed items of Goods:

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title of Signatory:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Supplier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_