



# REQUEST FOR QUOTATION (RFQ)

## FOR WORKS

<b>Project Title:</b>	Pacific Seeds for Life (PS4L) Project
<b>Nature of the works</b>	Land Clearing and preparation for Coconut Field Genebank Fencing in Christmas Island, Kiribati
<b>Location:</b>	Kiribati
<b>Date of issue:</b>	4/11/2022
<b>Closing Date:</b>	15/11/2022
<b>SPC Reference:</b>	RFQ 22-4755

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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 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 [alieus@spc.int](mailto:alieus@spc.int) and with the subject line of your email as follows: **Submission RFQ 22-4755**. 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
- Quotation with detailed cost of works to be completed in line with Annex I
- At least 2 references of similar work carried out in the past

- Workplan in line with the timeframe provided in the scope of work

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 **4pm Fiji time** on **15/11/2022**.

### 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.

Aliou Sartie will be your primary point of contact for this RFQ and can be contacted at [alieu@spc.int](mailto:alieu@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 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
<b>RFQ sent to potential vendors</b>	4/11/2022
<b>RFQ Closing Date</b>	15/11/2022
<b>Award of Contract</b>	18/11/2022
<b>Commencement of Contract</b>	23/11/2022
<b>Conclusion of Contract</b>	31/12/2022

### 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](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: SCOPE OF WORKS

### A. Background/context

The SPC-LRD Pacific Seeds for Life (PS4L) integrated programmes was approved by the Pacific Heads of Agriculture and Forestry Services at the Pacific Week of Agriculture (PWA) in 2019, in Apia, Samoa. The PS4L aims at developing viable and sustainable seed systems to enhance resilient farming systems and food and nutrition security in the Pacific.

In partnership with Manaaki Whenua Landcare Research New Zealand (MWLR), the New Zealand Ministry of Foreign Affairs and Trade (MFAT) approved a four-year project (NZD 4.8m) to support the implementation of the PS4L in 6 pilot countries: Fiji, Tonga, Samoa, Vanuatu, Kiribati, and Tuvalu.

Kiribati wants to secure their coconut genetic resources in-situ. A 5-acre land has been identified in Christmas Island and approved to be use for the establishment of the coconut genebank for the country. The land required clearing and fencing.

### B. Description of the works

The vendor will clear the land for the construction of fence around a 5-acre land to secure the coconut field genebank and seedlings nursery in the Christmas Island in Kiribati. The vendor is required to have good knowledge and experience with land clearing and land preparation.

The vendor will work under the direct supervision of the Ministry of Environment Lands and Agricultural Development in Kiribati.

### C. Timelines/Duration of the works

The duration of the work is expected to be one month, and the work to be accomplished before end of 2022.

### D. Site Description

The work will be carried out in Christmas Island in Kiribati. Land size is 5 acres.

### E. Risk Management

The contractor will ensure that relevant OHS standards are always complied with at the worksite.

The contractor will ensure they obtain relevant approvals at different stages of the work to ensure result is as per expectation.

Contractor will need to provide a work plan and ensure the timeframe for each stage of work is met.

## F. Environmental and sustainability considerations

Contractor will need to ensure they use the resources in a sustainable manner to carry out the work. All necessary environmental implications will need to be considered when undertaking the work.

## G. Material supply and bill of quantities

Contractor will need to supply all materials and labour to complete the work within the required timeframe.

## H. Reporting and contracting arrangements

The contractor will report to SPC's Seeds Systems Specialist "Alieu Sartie" in relation to this work. The contractor will also work closely with PS4L project's focal point in Ministry of Environment, Lands and Agriculture Development (MELAD).

## I. Final inspection and certification of completion and acceptance

The final approval and completion certificate will need to be confirmed and approved by the PS4L project manager and focal point of the contract. Pictures may be used to illustrate the completion of the work as well.

## J. Skills and qualifications

Experience in land clearing with years of experience in doing similar works

## K. Scope of Bid Price and Schedule of Payments

Payment will be made in line with the following schedule:

<b>Milestone/deliverables</b>	<b>Deadline</b>	<b>% payment</b>
Completion of 50% of the work	30/11/2022	50
Final payment upon completion of the work	15/12/2022	50
<b>TOTAL</b>		

## 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>		
	<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met	
<b>Technical requirements</b>		
<b>Technical requirement 1:</b> At least 3 years' experience in landscaping work	20%	140
<b>Technical requirement 2:</b> Ability to provide necessary materials and Labour required to complete the work	20%	140
<b>Technical requirement:</b> good knowledge and experience with land clearing and land preparation.	20%	140
<b>Technical requirement:</b> Workplan in line with the timeframe of the work required to be completed	20%	140
<b>Technical requirement:</b> Experience working with MELAD and SPC	20%	140
<b>Total Score</b>	<b>100%</b>	<b>700</b>

### Financial Evaluation

Financial evaluation carries a total score of 300. These scores are calculated according to the formula below:  
**[Total financial component score] x [Lowest price] / [Price under consideration] = Score for financial proposal**