



# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	IATA TRANSFER OF INFECTIOUS SUBSTANCE BY AIR - TRAIN THE TRAINERS (TTT)
<b>Nature of the services</b>	TRAINING of Pacific Island Trainers
<b>Location:</b>	Nadi, Fiji
<b>Date of issue:</b>	13/03/2023
<b>Closing Date:</b>	27/03/2023
<b>SPC Reference:</b>	23-5027

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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 services 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 *[insert SPC Contact email]* and with the subject line of your email as follows: **Submission 23-5027**. 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
- Technical & Financial Proposals
- CV

- Referees contacts with whom similar trainings were done

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 **23.59 FJT** on **27/03/2023**.

### 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.

Eka Buadromo will be your primary point of contact for this RFQ and can be contacted at [ekab@spc.int](mailto:ekab@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 services.

### 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>	13/02/2023
<b>RFQ Closing Date</b>	27/03/2023
<b>Award of Contract</b>	3/04/2023
<b>Commencement of Contract</b>	10/04/2023
<b>Conclusion of Contract</b>	15/11/2023

### 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 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: TERMS OF REFERENCE

### A. Background/context

- The Public Health Division of SPC works closely with Pacific Island Countries to strengthen surveillance of infectious diseases that are of Public Health concern, to prevent widespread outbreaks and transmission of infections across borders. Timely confirmation of these Pacific Public Health Surveillance Network (PPHSN) priority diseases and shipping of laboratory specimens safely either domestically or internationally to another reference laboratory within the region is vital.
- The need to follow the stringent International Air Transport Association regulations to ensure the safety of humans who come in close contact with infectious substances and integrity of specimen packaging is maintained until it reaches final destinations is therefore a critical part of the process.
- SPC has facilitated the training and certification of Pacific Island Trainers to ensure this process is consistent with the latest or current IATA regulation for shipping of infectious substances. Under IATA certification is valid for 24 months and this validity is maintained through recertification training.
- The 2023 IATA TTT training is to be conducted face to face in Nadi Fiji where trainers from Pacific Island countries will be invited to attend and attain or renew this certification.
- Attendees will be provided with workbooks aligned to current IATA Dangerous Goods Regulations to ensure appropriate risk controls are taken and compliance with Air transportation regulations is met.

### B. Purpose, objectives, scope of services

- The main objective of this activity is to train and recertify trainers for shipping of infectious substances from Pacific Island Countries under IATA requirements. Successful attendees from this training will return to train their national laboratory and health staff responsible for packing and shipping of infectious substances according to current IATA regulations.
- The course content should include the following:
  - Classification, labelling, documentation, handling and emergency procedures for Infectious Substances
  - Practice package assembly and completion of shipping documentation
  - Exercises on proper completion of the Shipper's Declaration for Infectious Substances to ensure shipment compliance with Dangerous Goods Legislation
  - Application of all necessary technical aspects of shipping infectious substances by air, road and sea

- Application of the current edition of the Infectious Substances Shipping Guidelines manual based on the latest IATA Dangerous Goods Regulations Manual
- Training methods in order to enable teaching components of the training.

### C. Timelines

- The total duration of training of trainers is 5 days.
- Training to be conducted in any 5 days within the months September or early October 2023.
- Current Pacific Island IATA Trainers certificates are valid till end of September 2023 therefore the need for this training.

### D. Reporting and contracting arrangements

The IATA qualified instructor/consultant will:

- Be responsible to the Team Leader Laboratory Strengthening Program, Public Health Division of SPC.
- Deliver face to face training in Nadi, Fiji for 5 days between 1<sup>st</sup> of September and 2<sup>nd</sup> week of October 2023
- Provide training outline inclusive of two parts ie. Shipping of infectious substance course and Train the Trainer course outline to SPC 3 months prior to training for review and discussion
- Submit electronic copy of latest IATA DGR, 64<sup>th</sup> edition “infectious substance” classification, identification, marking, labelling packing and shipping instructions one month prior to training.  
**Note:** Emailed PDF copy is preferred as most small island countries in the Pacific do not have stable internet connection to access training materials online in real-time.
- Provide certification of successful trainees at the end of the training.
- Submit training report within 2 weeks after the training.

Note: Trainer from outside of Fiji to provide for his/her travel to Nadi, Fiji while SPC will provide accommodation and refreshment during training.

### E. Skills and qualifications

The IATA qualified instructor

- Should hold current IATA trainer certificate or equivalent and be actively involved in delivering IATA training to various organizations in 2023.
- Provide evidence of certification and evidence of training delivered.
- Should have advanced skill level in training and engagement of adult trainers.

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

<b>Milestone/deliverables</b>	<b>Deadline</b>	<b>% payment</b>
Provide training outline inclusive of two parts ie. Shipping of infectious substance course and Train the Trainer course outline to SPC 3 months prior to training for review and discussion	May 2023	10%
Completion of training	October 2023	75%
Provision of trainer certificate and training report	October 2023	15%
<b>TOTAL</b>		100%



## 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>		
IATA Certificate CV	<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met	
<b>Technical requirements</b>		
Technical requirement 1: Should hold current IATA trainer certificate or equivalent and be actively involved in delivering IATA training to various organizations in 2023	30%	210
Technical requirement 2: Provide evidence of certification and evidence of training delivered	25%	175
Technical requirement: Should have advanced skill level in training and engagement of adult trainers	25%	175
Technical requirement: Should have ability to provide e-copies section of the 64 <sup>th</sup> edition of the IATA DRG that pertains to infectious substances that trainees will be able to use in the training upon their return.	20%	140
<b>Total Score</b>	<b>100%</b>	<b>700</b>