

REQUEST FOR QUOTATION (RFQ)

FOR GOODS

Project Title:	SPC CePaCT Assistance for Cyclone Lola affected communities in Vanuatu
Nature of the goods	Procurement of vegetable seeds to rehabilitate damaged vegetable gardens in affected communities and restore food security.
Location:	Port Vila, Vanuatu
Date of issue:	30/11/2023
Closing Date:	10/12/2023
SPC Reference:	RFQ 23-6061

Contents

PART 1: INTRODUCTION	3
1.1 ABOUT THE PACIFIC COMMUNITY (SPC)	3
1.2 SPC'S PROCUREMENT ACTIVITIES	3
1.3 SPC'S REQUEST FOR QUOTATION (RFQ) PROCESS	3
PART 2: INSTRUCTIONS TO BIDDERS	3
2.1 BACKGROUND	3
2.2 SUBMISSION INSTRUCTIONS	3
2.3 EVALUATION & CONTRACT AWARD	4
2.4 KEY CONTACTS	4
2.5 KEY DATES	4
2.6 LEGAL AND COMPLIANCE	4
2.7 COMPLAINTS PROCESS	5
PART 3: SPECIFICATION OF GOODS	6
PART 4: PROPOSAL EVALUATION MATRIX.....	9
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	9

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 logow@spc.int and with the subject line of your email as follows: **Submission RFQ 23-6061-Procurement of vegetable seeds to rehabilitate damaged vegetable gardens in Vanuatu**. 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 valid quotation that is responsive to the technical specification and evaluation criteria**

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 **10/12/2023**.

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.

Logotonu Meleisea Waqainabete - Programme Leader - Genetic Resources will be your primary point of contact for this RFQ and can be contacted at logow@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	30/11/2023
RFQ Closing Date	10/12/2023
Award of Contract	11/12/2023
Commencement of Contract	11/12/2024
Conclusion of Contract	29/02/2024

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](#) 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

Cyclone Lola, Vanuatu:

Tropical Cyclone Lola, forming on October 22, 2023, near the northern tip of Vanuatu's Torba Province and making landfall on October 24, marked the third severe tropical cyclone to impact Vanuatu in 2023. Initially a category 5 cyclone, it was downgraded to category 3 but still wreaked havoc in Northern Vanuatu, causing substantial damage to houses, schools, infrastructure, plantations, and roads. Penama and Malampa provinces and the islands of Pentecost, Malakula, and Ambrym were among the hardest hit, with approximately 50% of homes damaged.

The Vanuatu National Disaster Management Office's NEOC Situation Report 07 - TC Lola (30 October 2023) provided a detailed account of Cyclone Lola's devastating effects on Vanuatu. The report highlighted significant agricultural damage, especially to root crops and vegetables, in regions like North Ambrym, East Vanua Lava, and East Gaua, where imminent food shortages loom. It also underscored the dire need for essentials like shelter, clean water, and medicine, noting the severe impact on many households and the continued use of evacuation centers. The report stressed the urgency of rapid assessment and response efforts, including the restoration of communication networks, road clearance for accessibility, and addressing health concerns stemming from the cyclone's impact.

The role of CePaCT:

The Centre for Pacific Crops and Trees (CePaCT), serving as the primary genebank for the Pacific region, plays a pivotal role in advancing agricultural development. Its fundamental mission involves the conservation and sustainable use of plant genetic resources for food and agriculture. The Centre's main aim is to enhance the availability, access, and utilization of high-quality, nutritious crops and valuable tree species across all SPC member countries, fostering resilience and improving the health and nutrition of Pacific populations.

In 2022, CePaCT received a substantial NZ\$10 million grant from the New Zealand government, via the Ministry of Foreign Affairs and Trade. This funding, part of New Zealand's broader NZ\$1.3 billion climate financing (2022-2025), supports CePaCT's long-term conservation and effective utilization of Pacific food crops. This funding supports CePaCT's objectives under its Investment Plan 2019-2029, which are critical for agricultural resilience and food security in the Pacific.

Given its role on enhancing availability, access and utilisation of high-quality, nutritious crops, CePaCT, aims to provide targeted assistance through the procurement of vegetable seeds and, where necessary, planting materials of relevant roots and tuber crops to support the affected communities in Vanuatu.

Purpose of the RFQ:

This Request for Quotation (RFQ) aims to engage local partners in procuring vegetable seeds to support the communities most affected by Cyclone Lola, particularly in restoring damaged plantations and vegetable gardens.

In addition, this RFQ is issued by the Pacific Community (SPC) for the procurement of vegetable seeds as part of the assistance for Cyclone Lola affected communities in Vanuatu. The total budget allocated for

this procurement is 20,000 New Zealand Dollars (NZD 20,000). This document outlines the specifications, requirements, and conditions under which the procurement will be undertaken.

This support to Vanuatu, funded by the NZ-MFAT CePaCT grant, will be executed in collaboration with the Department of Agriculture and Rural Development (DARD), Vanuatu ensuring effective and strategic use of funds.

B. Functional Specification

- **Purpose and Usage**

The vegetable seeds are intended for agricultural restoration in regions affected by Tropical Cyclone Lola **priority 1 defined by NDMO**, with a focus on improving food security and nutritional diversity. Priority should be given to varieties that address the immediate and long-term agricultural needs of the affected communities in Vanuatu, particularly those rich in essential nutrients to enhance the dietary quality of the local population.

- **Seed Selection:**

Seed varieties must be chosen based on their suitability and adaptability to the local agricultural conditions of Vanuatu. Bidders are required to conduct comprehensive research and leverage relevant agronomic data in their selection process. This should encompass considerations of climate compatibility, resistance to local pests and diseases, adaptability to typical tropical soil conditions, expected germination rates, nutritional value, and potential crop yield. Bidders must provide a rationale for the selected varieties, clearly demonstrating how they meet the specific environmental and agricultural challenges in the cyclone-affected areas. The goal is to ensure that the chosen seeds effectively contribute to the recovery and sustainable development of agricultural practices in these regions.

C. Design Specification

- **Seed varieties:**

The proposed seeds should include Chinese cabbage, Beans, Capsicum, Watermelon, Pumpkin, Cucumber, Corn, and Peanut. The varieties selected should be designed for optimal growth in tropical conditions, considering factors like temperature tolerance, moisture requirements, and resistance to local pests and diseases. Please refer to the table below for the detailed quantity requirements for each vegetable crop.

Vegetable crop	Quantity (grams) required
Chinese cabbage	2,000
Dwarf beans	54,046
Capsicum	435
Watermelon	11,039
Pumpkin	4,961
Cucumber	2,000
Corn	41,538
Peanut	415,220

- **Resilience and Growth cycle:**

Seeds must demonstrate resilience and the ability to grow year-round, addressing continuous food supply needs. Consideration should be given to the growth cycle of each variety to ensure staggered harvesting and a consistent supply of food.

D. Technical specification

- **Germination Rate:**

A minimum germination rate of 85% is required for all seed varieties to ensure a high probability of successful crop yield.

- **Production and availability:**

Seeds should be sourced from locally available sources and comprised both local and imported varieties ensuring a diverse and high-quality selection. They should be available for immediate distribution through established networks or trusted suppliers.

- **Packaging:**

Packaging for the seeds must be designed to protect them from humidity and other environmental factors that could compromise their viability. The packaging should also facilitate easy handling, distribution, and storage.

- **Quality Assurance:**

The quality of seeds must be assured through rigorous testing and verification processes to meet the specified germination rate and resilience criteria. In addition to germination rates, bidders must consider the following criteria for seed selection: resistance to local pests and diseases prevalent in Vanuatu, adaptability to the local climate and soil conditions, and the potential yield of the crops. These factors are critical to ensure the seeds' suitability for the specific agricultural conditions in the cyclone-affected areas.

E. Delivery Requirements

The successful bidder is expected to deliver the procured seeds to DARD's offices in Tagabe, Port Vila, Vanuatu. Bidders are expected to provide a delivery schedule in their proposal submission under this RFQ.

F. Budget and Value

The total budget allocated for the procurement of vegetable seeds under this RFQ is 20,000 New Zealand Dollars (NZD 20,000). Bidders are requested to provide their quotations within this budget, ensuring that the proposed cost includes all charges such as delivery to DARD, handling, and taxes where applicable. The quotations should reflect the best value for money while meeting the specified quality and delivery requirements.

G. Scope of Bid Price and Schedule of Payments

SPC's preferred payment terms is 30 days upon delivery and invoice. However, for this procurement the following schedule of payment is proposed:

Milestone/deliverables	Verification Required	Deadline	% payment
------------------------	-----------------------	----------	-----------

<p>1. Initial Seed selection and sample approval: Submission of seed samples and detailed seed specifications for verification by DARD's Seeds System Specialist. Approval of seed sample selection should be given by the Director of DARD.</p> <p><i>Notes: The bidder must provide samples of each type of vegetable seed requested in the RFQ, along with detailed specifications including seed variety, germination rate, and any certifications.</i></p>	Approval from Director DARD, Vanuatu of seed selections and samples.	2 weeks of contract award	20
<p>2. Bulk Seed delivery & Quality verification: Delivery of all seeds as per approved samples and specifications.</p> <p><i>Notes: The bidder must deliver the entire quantity of seeds in compliance with the approved samples. Upon delivery, a quality verification process will be conducted by DARD's Seeds Systems Specialist and other relevant Officers to ensure seeds meet the agreed standards.</i></p>	Approval from DARD Director of seed delivery and quality verification.	6-8 weeks of sample approval.	60
<p>3. Final documentation and procurement closure: Submission of final delivery documentation, including batch numbers, delivery dates, and any required certifications to DARD's Seeds System's Specialist.</p>	Approval from DARD Director of receipt of all relevant documentation.	2 weeks after the delivery	20
TOTAL			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
Mandatory requirements		
A valid quotation that is responsive to the evaluation criteria The Conflict-of-Interest Declaration form		Bidders will be disqualified if any of the requirements are not met
Technical requirements		

Functional & Design specification: Requested vegetable seeds are all available with seed selection criteria met and resilience and growth parameters demonstrated.	35%	245
Technical specification & delivery: All four technical specifications on germination, production and availability, packaging and quality assurance met and ability to deliver seeds as requested.	35%	245
Budget & Value: Within budget and provides best value for money both technically and financially	30%	210
Total Score	100%	700