



# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>Reproductive biology of yellowfin tuna</b>
<b>Nature of the services</b>	Laboratory services to prepare ready to read histological slides from yellowfin gonad samples
<b>Location:</b>	SPC Member Countries
<b>Date of issue:</b>	1/10/2024
<b>Closing Date:</b>	16/10/2024
<b>SPC Reference:</b>	RFQ24-7093

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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 [joes@spc.int](mailto:joes@spc.int) and [sebastieng@spc.int](mailto:sebastieng@spc.int) and with the subject line of your email as follows: **Submission RFQ reproductive biology yellowfin tuna**. 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
- Evidence of international standards laboratory services
- Financial proposal including detailed costs per sample and per batch

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 **23H45 UTC+11 on 16/10/2024**.

### 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.

Sebastien Gislard will be your primary point of contact for this RFQ and can be contacted at [sebastieng@spc.int](mailto:sebastieng@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>	1/10/2024
<b>RFQ Closing Date</b>	16/10/2024
<b>Commencement of Contract</b>	End of 2024/ beginning 2025
<b>Conclusion of Contract</b>	2 <sup>nd</sup> quarter 2026

### 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 euro 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 overarching objective of this project is to support fisheries management instance in the Pacific Ocean by providing information necessary to make informed decision for the sustainable management of tropical tuna's species. This project focuses on studying life-trait history of a key commercial species in the Region: yellowfin tuna (*Thunnus albacares*). By enhancing our understanding of yellowfin tuna reproductive biology and determining crucial parameters, the project aims to improve fisheries stock assessment models and predictions, thereby contributing to more effective fisheries management. The primary approach for investigating reproductive biology parameters in this study involves a conventional histological approach. The samples will include few thousand gonads sourced from the Pacific Marine Specimen Bank stored in key area in the region.

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

Bidders are expected to provide services that include preparing histological slides to clinical standards from fish gonads preserved in ethanol or formalin solutions or frozen. The services must include:

- Reception and appropriate preservation of multiple samples batches until processing
- Subsampling and embedding in resin
- Microtome thin cutting
- Standard H&E staining
- Slide preparation and fixation
- Shipment of remaining samples, embedded blocs and slides

### C. Timelines

*We expect the contractor to receive multiple samples batches quarterly between the end of 2024 to the end of 2025 with potential extra sporadic batches in 2026. We expect sample processing to take between 2 weeks to a month from bidder's samples reception and 2 more weeks for samples, slides and embedded bloc delivery.*

### D. Reporting and contracting arrangements

The contractor will be directly responsible and work closely with Joe Scutt Phillips and Sebastien Gislard. The contractor will likely be working with a third-party contractor to arrange samples reception logistics.

The contractor will report quarterly a listing of the samples and their current status from received, processed, to shipped back.

## E. Skills and qualifications

The contractor is expected to provide laboratory services to international clinical histological standards including:

- Adherence to good laboratory practice
- Compliance with recognized laboratory standards and certifications
- Demonstrated expertise in sample tracking, preservation, and management

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

The contract price is structured as quarterly lump sum payments, based on the receipt of prepared slides from the samples. The bidder must include in the computation of the contract price, professional fees, management and operating costs, and any other administrative costs.

Payments will be made according to the fees per sample and batch as proposed by the contractors and will correspond to the number of slides delivered. The terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.

<b>Milestone/deliverables</b>	<b>Deadline</b>
First batch of prepared slides received	End of Q1 2025
Second batch of prepared slides received	End of Q2 2025
Third batch of prepared slides received	End of Q3 2025
Fourth batch of prepared slides received	End of Q4 2025
Extra sporadic batch	End of Q1 2026
<b>TOTAL</b>	End of Q2 2026

## 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>		
<ul style="list-style-type: none"> <li>- <a href="#">The Conflict-of-Interest Declaration form</a> completed</li> <li>- Evidence of international standards laboratory services</li> <li>- Financial proposal including detailed costs per sample and per batch</li> <li>- Business registration</li> </ul>		<p><b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met</p>
<b>Technical requirements</b>		
Technical requirement 1: Demonstrated expertise in sample tracking, preservation and management	25%	175
Technical requirement 2: Compliance with recognized laboratory standards and certifications	10%	70
Technical requirement 3: Proven experience in good laboratory practice	10%	70
Technical requirement 4: Reporting skills in tracking sample processing progress	15%	105
Technical requirement 5: Experience in histological slide preparation to international clinical standards.	40%	280
<b>Total Score</b>	<b>100%</b>	<b>700</b>
<b>Score de qualification</b>	<b>70 %</b>	<b>490</b>