



REQUEST FOR QUOTATION (RFQ)

FOR WORKS

Project Title:	Pacific Seeds for Life
Nature of the works	Fencing of the Coconut Field Genebank in Kiribati
Location:	Kiribati
Date of issue:	13/03/2023
Closing Date:	24/03/2023
SPC Reference:	23-5150

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: SCOPE OF WORKS.....	6
BACKGROUND/CONTEXT	6
DESCRIPTION OF THE WORKS	6
TIMELINES/DURATION OF THE WORKS	7
SITE DESCRIPTION	7
TECHNICAL DRAWINGS	7
BUILDING/ SERVICE STANDARDS	7
RISK MANAGEMENT	8
ENVIRONMENTAL AND SUSTAINABILITY CONSIDERATIONS	8
MATERIAL SUPPLY AND BILL OF QUANTITIES	8
REPORTING AND CONTRACTING ARRANGEMENTS	8
FINAL INSPECTION AND CERTIFICATION OF COMPLETION AND ACCEPTANCE	8
SKILLS AND QUALIFICATIONS	8
SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	8
ANNEXES TO THE SCOPE OF WORKS	ERROR! BOOKMARK NOT DEFINED.
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 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 and with the subject line of your email as follows: **Submission RFQ 23-5150 Fencing of the Coconut Field Genebank in Kiribati**. 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
- Quotation showing material and labour cost

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 24/03/2023**.

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.

Aliieu Sartie will be your primary point of contact for this RFQ and can be contacted at alieus@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 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
RFQ sent to potential vendors	13/03/2023
RFQ Closing Date	24/03/2023
Award of Contract	27/03/2023
Commencement of Contract	27/03/2023
Conclusion of Contract	26/05/2023

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](#) 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. 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

SPC TECHNICAL SUPPORT FOR KIRIBATI: PACIFIC SEEDS FOR LIFE (PS4L) INTEGRATED PROGRAM

Seed security is the foundation for sustainable agricultural production particularly in building resilient farming systems and healthy communities. However various regional and national assessments conducted by the Pacific Community (SPC) Land Resources Division (SPC-LRD) had identified several challenges related to seed security including, limited seed stocks, reliance on poor quality seed and low – yielding varieties, poor knowledge and skills regarding seed production processes, lack of quality assurance systems, limited infrastructure, inefficient seed distribution channels, limited linkages with community-based seed systems and lack of coherent seed policies.

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. The project aims to enhance food and nutrition security of the most vulnerable communities in the Pacific through the development and promotion of resilient and nutritional varieties of crops and improving equitable and sustainable access to research, services, markets and seeds in the countries and communities. To achieve this, the project will focus on the following broad activities:

1. National level enabling environment supported through research, regulations, training, and awareness raising.
2. In-country systems of Seed & Planting Material Production improved.
3. Open pollinated varieties (where practicable) and clonal crop varieties of seed promoted across the region and at country level, selected for nutrition, yield and taste.

Under activity 2 above (In-country systems of Seed & Planting Material Production improved) fencing of the coconut gene-bank parameter is one of the specific activities stated in the workplan for Kiribati.

B. Description of the works

The work involves 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 land has been cleared for fencing.

Any minor structure such as fencing, must be suited to the general surroundings as well as the occupancy of the building and the neighbourhood.

Fencing must be suited to the occupancy of the building/environment within.

It must not detract from the general aesthetic appearance of the surroundings. If any barbed wire or other such is used it must be at a height of not less than 2 m above the finished level of any existing or intended adjacent footpath.

The final completed fence should be able to withstand all weather conditions carry out its function of protecting the Genebank area in a manner that is expected.

C. Timelines/Duration of the works

The work will commence upon signing of the contract and is expected to take 2 months for completion.

D. Site Description

The work will be carried out in Christmas Island in Kiribati

E. Technical Drawings



F. Building/ Service Standards

The building codes and standards of Kiribati will apply and will need to be complied with.

G. Risk Management

The contractor will be responsible for the safety of its workers and visitors at the site and shall ensure that all OHS regulations are complied with during the course of the fencing work

H. Environmental and sustainability considerations

The contractor must undertake all measures necessary to cause little or no impact to the surrounding environment during the installation of the Fence. Where possible the contractor must try and improve the surrounding through its actions.

The contractor must comply with all environmental laws of Kiribati.

I. Material supply and bill of quantities

The contractor must supply and install the fence as per their bid, if selected. The focal point from Ministry of Environment Lands and Agricultural Development, Kiribati will check to ensure the materials are as per expectation and meets the requirements of the building code before it is installed.

J. Reporting and contracting arrangements

The vendor will work under the direct supervision of the Ministry of Environment Lands and Agricultural Development, Kiribati, and will also report to SPC's seeds systems specialist Mr. Alieu Sartie.

K. Final inspection and certification of completion and acceptance

Final inspection and certification will be completed by Ministry of Environment Lands and Agricultural Development, Kiribati

L. Skills and qualifications

- Minimum of 2 years' experience in carrying out similar works
- Qualified project manager/foreman with carpentry experience

M. Scope of Bid Price and Schedule of Payments

Payment will made to the contractor in line with the following schedule.

Milestone/deliverables	Deadline	% payment
Upon completion of fencing of 2.5 acres	15 th April 2023	50%
Upon Completion of works	15 th May 2023	50%
TOTAL		

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
Technical requirements		
Technical requirement 1: Atleast 2 years' experience in carrying out similar works	20%	200
Technical requirement 2: Qualified project manager/foreman with carpentry experience	20%	200
Technical requirement: Has the necessary resources and capital to manage the work at different stages	20%	200
Technical requirement: Understanding of the national building codes and environmental compliance requirements	10%	100
Other: Financial offer	30%	300
Total Score	100%	1000