



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Biomedical Support to MoH Kiribati
Nature of the services	Providing Biomedical Technical Support on Vaccine and Cold Chain Management
Location:	Kiribati
Date of issue:	3/03/2023
Closing Date:	9/03/2023
SPC Reference:	23-5123

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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

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 lamourh@spc.int and with the subject line of your email as follows: **Submission 23-5123**. 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
- CV
- Workplan

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 **9/03/2023**.

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.

Dr. Lamour Hansell will be your primary point of contact for this RFQ and can be contacted at lamourh@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 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
RFQ sent to potential vendors	3/03/2023
RFQ Closing Date	9/03/2023
Award of Contract	13/03/2023
Commencement of Contract	14/03/2023
Conclusion of Contract	15/08/2023

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: TERMS OF REFERENCE

23-5123

A. Background/context

Meeting Targets and Maintaining Epidemic Control (EpiC) is a five-year global project funded by the U.S. Agency for International Development (USAID). EpiC receives COVID-19 funding to prevent, prepare for, respond to and bolster health systems to address COVID-19 and reduce cases of re-emergence. The project delivers high-quality technical assistance at the community, facility, district, regional and national levels, and builds relationships with relevant partners working to address COVID-19.

Through strengthening of COVID-19 vaccination equipment and resources, and integrating this into mainstream vaccination program, technical support to the Kiribati Ministry of Health (MOH), will be towards

- strengthening the cold chain systems through technical support to the Districts, Outer Islands, and Health facilities through repair, maintenance and installation of the cold chain equipment
- building capacity of health workers through mentoring and coaching to enhance their skills in the management of vaccines and the cold chain systems.

B. Purpose, objectives, scope of services

Under the direct supervision of the Director of Public Health and technical guidance of the Officer In Charge (OIC) of Biomedical Department, the key tasks for the Consultant will be:

- To provide technical assistance and hands-on support in the installation of all new equipment (including solar direct drive refrigerators).
- Facilitate the repair of cold chain equipment and generators for running the cold chain stores.
- Conduct training on user and first line care to cold chain equipment
- Preparing a report on the results of repair and installation of equipment, consultations and troubleshooting as needed

C. Timelines

The duration of contract is a total of 5 months commencing March 2023 – August 2023 or upon signing of contract.

D. Reporting and contracting arrangements

The successful applicant (Consultant) is required to submit monthly reports, records, plan etc as outlined in the TOR, to the Biomedical OIC. The submissions should be made within the deadlines as also outlined in the TOR.

- Monthly reporting on activities to strengthen the cold chain systems including COVID-19 vaccines, through technical support through repair, maintenance, and installation of the cold chain equipment to the Districts/Islands/Health facilities
- Monthly reporting on capacity building of health workers through user training of installed medical cold chain equipment and mentoring and coaching in the management of cold chain systems
- Monthly inventory of cold chain equipment and their functionality

E. Skills and qualifications

- Biomedical certificate or any relevant certificate in Cold chain systems
- More than 3 years' experience in biomed
- Experience of working the Pacific
- Experience with installation and maintenance of Cold Chain equipment

DESIRABLE

- Skills in technical analysis, installation, and maintenance of various types of Cold Chain equipment
- Good communication and presentation skills with the ability to write in a clear and concise manner and give technical advice and guidance taking into consideration the views of multiple stakeholders and partners in resource-limited contexts.
- Computer skills in Microsoft Office applications

F. Scope of Bid Price and Schedule of Payments

Milestone/deliverables	Deadline of Payments
Upon provision of workplan	20%
Monthly report February	6 April (20%)
Monthly report March	6 May (20%)
Monthly report April	6 June (20%)
Monthly report May & June	6 July (20%)

Deliverables for each monthly report must include

- Monthly reporting on activities to strengthen the cold chain systems including COVID-19 vaccines, through technical support through repair, maintenance, and installation of the cold chain equipment to the Districts/Islands/Health facilities
- Monthly reporting on capacity building of health workers through user training of installed medical equipment and mentoring and coaching in the management of cold chain systems
- Provide Monthly inventory of cold chain equipment and their functionality

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		
CV Must be residing in Kiribati	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: Biomedical certificate or any relevant certificate in Cold chain systems	30%	210
Technical requirement 2: More than 3 years' experience in biomed	20%	140
Technical requirement: Experience with installation and maintenance of Cold Chain equipment	20%	140
Technical requirement: Skills in technical analysis, installation, and maintenance of various types of Cold Chain equipment	10%	70
Other: Good communication and presentation skills with the ability to write in a clear and concise manner and give technical advice and guidance taking into consideration the views of multiple stakeholders and partners in resource-limited contexts.	10%	70
Computer skills in Microsoft Office applications and experience in Pacific	10%	70
Total Score	100%	700