

# REQUEST FOR QUOTATION (RFQ)

## FOR GOODS

<b>Project Title:</b>	Transforming Local Communities through Domestic Biogas System
<b>Nature of the goods</b>	Purchase of Stove Use Monitors for Tuvalu
<b>Location:</b>	Suva, Fiji
<b>Date of issue:</b>	23/01/2024
<b>Closing Date:</b>	6/02/2024
<b>SPC Reference:</b>	RFQ 24-6154

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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 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 [shaneh@spc.int](mailto:shaneh@spc.int) and with the subject line of your email as follows: **Submission** : RFQ 24-6154. 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
- Valid Business Registration/License
- Goods specification

- Confirmation of available stock
- Financial quote

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 FJT on 6/02/2024**.

### 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.

Shane Harrison will be your primary point of contact for this RFQ and can be contacted at [shaneh@spc.int](mailto:shaneh@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 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
<b>RFQ sent to potential vendors</b>	23/01/2024
<b>RFQ Closing Date</b>	6/02/2024
<b>Award of Contract</b>	20/02/2024
<b>Commencement of Contract</b>	21/02/2024
<b>Conclusion of Contract</b>	31/03/2024

### 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](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 FJD 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: SPECIFICATION OF GOODS

### A. Background/context

Cooking fuel and technology use is a gendered development issue that disproportionately affects women and girls. In Tuvalu, households often rely on a combination of gas, kerosene, and firewood for cooking. Data suggests that it is often poor and remote households that are more reliant on firewood due to the cost of gas and kerosene, with women from these households facing greater exposure to firewood and its negative impacts on respiratory health and time spent on fuel gathering. For Tuvaluan households that do use gas or kerosene, the significant cost of gas is a significant impediment to improving household welfare.

Over almost 20 years, development actors have attempted to address these energy-related development issues through installation of household-level biogas systems in Tuvalu. Biogas systems hold significant promise to provide a low-cost and clean alternative to traditional fuels, converting household organic waste and/or animal manure into approximately 2 hours of cooking per day, while also reducing indoor air pollution from the burning of traditional biomass and the cost of purchasing LPG canisters. The first biogas systems were installed in Tuvalu in 2006, with the Government of Tuvalu planning continued expansion of biogas coverage. As part of this intervention, SPC's Georesources and Energy Programme is assisting by installing 20 biogas digesters in Funafuti, Tuvalu in December 2023.

A core component of SPC's Georesources and Energy Programme is the Pacific Energy and Gender Initiative (PEGI). The PEGI aims to achieve gender equality by increasing women's engagement in clean energy. As part of the Pacific Energy and Gender Initiative, SPC is planning a gender impact assessment of the 20 biogas systems being installed on Funafuti. The objective of the assessment is to understand how biogas digesters impact gender norms and the wellbeing of women and girls. The purpose of the assessment is to improve the level of evidence on the gendered impact of biogas systems in the Pacific to inform gender-responsive implementation in other Pacific Island Countries and Territories. To conduct this assessment, SPC is partnering with Fiji National University (FNU).

An important part of the assessment is understanding how effective the biogas systems are functioning as replacements to stoves that use conventional LPG or stoves that are employing traditional biomass. To measure the change in stove use for each of the 20 households, SPC wishes to procure 80 stove use monitors. These will be used to measure and log when a household uses a particular stove type and for how long each stove is used for over a three-month period. We estimate that there are approximately 4 different stove types per household and we will cover all 20 households.

### B. Functional Specification

The stove use monitor (SUM) will measure and log the temperature and time of the different stoves for each of the 20 households. The monitors will be mounted on each type of stove used per household, with these potentially including open fire stoves, kerosene stoves, LPG stoves, and electric stoves. The data will directly detect and log whether a particular stove is being used or not, count the cooking events, and the cooking time per meal.

From the logged data, the project team will then calculate the number of hours a particular stove is used in day for each household. Basic statistics will be (the average values, standard deviation, maximum and minimum values) analysed. It is important to measure cookstove usage through sensors, as self-reported interview data on stove use may inaccurately represent actual usage times, with direct measurement a more accurate and reliable method for determining cooking times.

### **C. Design Specification**

- The monitors will be installed in individual stoves present in Tuvaluan homes.
- The temperature and time data from the monitors will be logged on a data logger.
- Either each meter has its own data logger or all the meters in one home are logged onto one data logger.
- Altogether, there will be 20 households where every stove in each household will have the meters attached and data logged.
- The data will be logged every 10 minutes.
- The logger should operate in harsh environment condition without access to power or internet connection.
- It should be power by battery which are available globally.
- The device should be sealed and resistance to water and dust.
- If the logger battery fails, the data should be preserved.
- Data collection should easy use surveying tool available from mobile application.

### **D. Technical specification**

- The meters can be either thermocouple-based data logger type with small box mounted to stove or infrared logger or direct mount sensor.
- It should have a data collection capacity (memory) for more than 3 months and battery up to 6 months and reusable.
- Best for monitoring any cookstove with appropriate testing.
- Quick and easy data downloading platform. Mobile platform would be added advantage.
- Measure more than 500 °C.

### **E. Delivery Requirements**

- The supplier is responsible for packaging and delivering items to Fiji. The supplier will facilitate customs clearance and pay associated destination charges.
- Delivery costs are to include packing, handling, shipping, export charges, insurance, and other associated freight expenses.
- Items must be packed and secured appropriately to minimise any damage during transit.
- Delivery of the SUMs is to SPC Suva Regional Office, Lotus Building, Nabua, Suva, Fiji.
- Delivery date is expected to be as soon as possible after the contract has been signed.
- The supplier should provide a tentative delivery period when payment is received.
- Delays in the delivery will push back our project delivery dates significantly.

### **F. Warranty Requirements (when applicable)**

- The warranty period of the items should be clearly stated in the quote (minimum: factory warranty).

## G. Reporting Arrangements

The contractor officially reports to the Georesources and Energy Team Leader, Geoscience, Energy and Maritime Division, SPC.

The Gender Adviser is coordinating the Tuvalu biogas gender impact assessment and is responsible for liaising with the contractor.

Technical operation and assistance of the equipment will be conducted by the Fiji National University.

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

The contractor defines the price for the supply of goods that may be ordered under the contract by means of the unit price. Prices should be inclusive of taxes.

Final payment for goods delivered under the contract will only be made upon confirmation of receipt of the goods, formalised through a delivery note without reservations signed by local SPC representative.

Upon receipt of the invoice(s), SPC will process payments in accordance with SPC's 30-day payment terms for suppliers.

<b>Milestone/deliverables</b>	<b>% payment</b>
Submission and approval of Shipping Documents (BoL etc)	30
Delivery, quality check, and acceptance of goods in Fiji	70
<b>TOTAL</b>	<b>100</b>

## I. Annexes to the Specification of Goods

[WHO Household Multiple Emission Sources \(HOMES\) and Performance Target \(PT\) Model: Input Parameter Protocol – Stove Usage](#)



## 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>The Conflict of Interest Declaration form completed</li> <li>Valid business Registration/License</li> <li>Goods Technical specifications</li> <li>Financial quote</li> </ul>	Bidders will be disqualified if any of the requirements are not met	
<b>Technical requirements</b>		
<b>Technical Requirement 1:</b> Conformity to Specs (Part B, C & D)	45%	450
<b>Technical Requirement 2:</b> Availability of Stock	15%	150
<b>Technical specification 3:</b> Lead Time	10%	100
<b>Total Technical Requirement</b>	<b>70%</b>	<b>700</b>
<b>Financial Requirements</b>		
<b>Price and payment terms</b>	30%	300
<b>Total Score</b>	<b>100%</b>	<b>1,000</b>