



REQUEST FOR QUOTATION (RFQ)

FOR GOODS

Project Title:	Integrated Crop Management
Nature of the goods	Printing of Plant Health Clinic Manual
Location:	FNTC 2 Road, Land Resources Division, SPC Narere Campus
Date of issue:	19/02/2024
Closing Date:	26/02/2024
SPC Reference:	RFQ 23-5703

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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 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 niteshn@spc.int & akanisil@spc.int and with the subject line of your email as follows: **Submission RFQ 24-6222- Printing of Plant Health Manuals**. 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 compliant quotation that is inclusive of all cost, including delivery and any applicable taxes, and is responsive to the criteria provided in Part 3 “Specification of Goods” and Part 4 “Evaluation Matrix” .
- Bidders must indicate in the quotation clearly the # of days to complete and deliver if engaged.
- Business registration certificate

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 **26/02/2024**.

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.

Nitesh Nand & Akanisi Lomaloma will be your primary point of contact for this RFQ and can be contacted at niteshn@spc.int & akanisil@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	16/02/2024
RFQ Closing Date	26/02/2024
Award of Contract	28/02/2024
Commencement of Contract	29/02/2024
Conclusion of Contract	29/03/2024

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 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

The project “Responding to emerging pests and disease threats to horticulture in the Pacific Islands” contributes to the development goal of improving the livelihoods of small holders and their communities specifically to developed integrated pest and disease management strategies for the sustainable intensification of fruits and vegetables crop production, addressing the threats posed by the inappropriate use of pesticides, emerging pests and diseases and climate change.

The 3 major objectives of the project include the following:

Objective 1: To build diagnostic and strategic planning capacity for integrated pest and disease management (IPDM), including biological control.

Objective 2: To develop (and, where possible, implement) biological control strategies for invasive and emergent pests of selected crops and cropping systems.

Objective 3: To extend IPDM and insecticide resistance management (IRM) strategies to additional cropping and production systems (based on the successful Brassica model).

Plant Health Clinics (PHC) is one of the major tools that the project promotes to help in providing advice to farmers upon diagnosis of plants. The project has successfully put together a plant health manual to be used during the PHC to help Plant Health Doctors and farmers in making recommendation and decisions on infected plants. This is the second edition of the Plant Health Manual that includes the aspect of soil health and its role in addressing the threat of emerging pests and diseases and climate change.

B. Specification

SPC is looking for a suitable contractor to print the manuals described above. The specifications for the 2 different sets are provided below:

Item	Design Spec
Printing of Plant Health Manual	Lot 1 <ol style="list-style-type: none"> Size A4 – with 422 pages plus cover Full-Colour CMYK Cover printed on 250gsm – mat laminated on one side or varnished Inside pages printed on 115gsm gloss or semigloss Binding: Spiral binding Quantity: Please provide a quotation for 1000 and 1500 copies. Artwork will be supplied by SPC
	Lot 2 <ol style="list-style-type: none"> Size A4 – with 422 pages plus cover Full-Colour CMYK Cover printed on 300gsm – waterproof or matte-laminated

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| | <ul style="list-style-type: none"> c. Inside pages printed on 115gsm matte or semigloss waterproof paper (Printer can provide options for waterproof papers) d. Binding: Spiral binding e. e. Quantity: Please provide quotation for 1000 and 1500 copies. f. Artwork will be supplied by SPC. |
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❖ **Requesting potential bidders show in the quotation the 2 different specifications/Lots separately.**

C. Delivery Requirements

The shipment terms will be CIF, and the consignee will be SPC, Narere Campus, Suva Fiji.

The contractor must ensure that Plant Health Manual is delivered within the accepted timelines (expectation is 30 days) from the commencement of contract or issuance of Purchase Order.

SPC has adopted a principle of green procurement that involves, where possible, purchasing products and services that have a minimal or reduced impact on the environment.

D. Reporting Arrangements

The contractor will report to the Plant Health Laboratory Technician (Entomology) for the duration of the engagement.

The contractor must provide weekly updates to the focal point of the contract until the Plant Health Manual is printed and delivered.

E. Scope of Bid Price and Schedule of Payments

Full payment will be made upon receipt of the Plant Health Manual with an invoice and delivery docket. In exceptional cases, where justification is provided, SPC may provide 20% upfront payment.

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 compliant quotation in response to the below criteria	Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Atleast 3 years of experience in printing in the region	20%	140
Demonstrates quality and meets minimum specification requirements	30%	210
Ability to deliver within the required timeframe (30days)	50%	350
Total Score	100%	700

Financial Evaluation:

The financial evaluation carries 300 points. The maximum number of points is allocated to the lowest-priced proposal. All other financial proposals receive proportional scores based on how they compare with the lowest-priced proposal. These scores are calculated according to the formula below:

$$\frac{[Total\ financial\ component\ score] \times [Lowest\ price]}{[Price\ under\ consideration]} = Score\ for\ financial\ proposal$$