



REQUEST FOR QUOTATION (RFQ)

FOR GOODS

Project Title:	Water Scarcity Project
Nature of the goods	Procurement of a double cabin utility vehicle to support water infrastructure management and operation in Tuvalu
Location:	Funafuti, Tuvalu
Date of issue:	22/03/2024
Closing Date:	8/04/2024
SPC Reference:	RFQ24-6313

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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 Annab@spc.int; Uateas@spc.int and with the subject line of your email as follows: **Submission RFQ24-6313**. 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
- Mandatory requirements documents listed in part 4: "PROPOSAL EVALUATION MATRIX"

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 **16h00 Nouméa UTC + 11 on 8/04/2024**.

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.

Uatea Salesa will be your primary point of contact for this RFQ and can be contacted at annab@spc.int ; uateas@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	22/03/2024
RFQ Closing Date	8/04/2024

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](#) 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. 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 Department of Climate Change is leading the implementation of the SPC Water Scarcity project in Tuvalu. The project is supporting the maintenance and repair of domestic rainwater catchment systems for selected households (catchment and storages) and selected community rainwater harvesting infrastructure in all the outer islands. Support is also provided for selected communities on Funafuti for the construction of their new water storage cisterns.

This RFQ will support these activities through the procurement of one 4WD utility vehicle to enable project activities to be undertaken across Funafuti.

B. Functional Specification

4WD Double cabin utility vehicle

Vehicle shall be of good commercial quality for the intended use and shall be produced by use of current manufacturing processes and treated to resist rust, corrosion, and wear.

SPC is committed to being a responsible organisation in the fight against climate change and biodiversity loss and in the protection of the environment, therefore, where possible, all items supplied by the contractor shall be made of environmentally friendly materials. Where applicable, the bidder shall quote and supply materials rated for energy efficiency (e.g., 5 stars rather than 1-star) taking into account emissions, fuel consumption, exhaust gases, exhaust pipe location etc.

C. Design Specification

Supplier to provide the following items found in the schedule below and within the BOQ.

SPC Water Scarcity Project			
Bill of Quantities			
Item	Description	Unit	Quantity
1.1	4WD Double cabin utility vehicle (VEP Price)	No.	1

D. Technical specification

Minimum requirements

Vehicle type	Utility vehicle (Pickup truck suitable for Trade Services)
Condition	New
Body style	Dual cabin
Drive type	4-wheel drive
Transmission	Automatic or manual
Fuel type	Diesel

Engine size	Min 2.2 L and max 2.8L
Drive	Right hand side
Tyres	4 x standard factory tyres with rims fitted on vehicle with 1 x mounted spare tyre with rim
Speed	Six speeds
Colour	To be confirmed
Doors	4 doors
Seating	5 seats
Air conditioning	Yes
Steering	Power steering
Locking	Central locking with remote
Windows	Power windows
Fire extinguisher	Mounted
Seat belts	3-point automatic safety belts with adjustable height in all seats
Air bags	Driver and passenger (front and rear)

Optional Inclusions:

- Tow bar: Fitted and adjustable height
- Roof Rack: To allow secure storage of pipes, ladders
- Bull bar: Can be linked to roof rack
- Canopy: Hard top with tool access rear door and hatches
- Tray: Hard plastic cover

Suppliers are expected to provide the following in support of their bid:

- A statement is required regarding whether any import or export licenses are necessary for the vehicle. This should include information on any restrictions and confirmation that such licenses have been obtained in the past. Additionally, there should be an expectation of obtaining all necessary licenses if the quotation is selected.
- Quality Certificates (ISO, etc.)
- Manufacturer’s authorisation of the vendor as a sales agent
- Certificate of exclusive distributorship in the country, if applicable

E. Delivery Requirements

As per the Bill of Quantities (BOQ) unless otherwise mutually agreed between the supplier and SPC in writing. 2 options to be proposed:

- 1- The item outlined in the BOQ schedule shall be delivered to Suva port (FOB ICC 2020), Fiji by mid-June 2024 (exact date to be confirmed).
- 2- Delivery to Funafuti (CIF ICC 2020). SPC will facilitate customs clearance and pay associated destination charges in Tuvalu. Delivery costs are to include export charges, insurance, and other associated freight expenses to deliver to Funafuti, Tuvalu.

Items shall be supplied and delivered free from damage and defects. Supplier shall replace with equal specification product if items arrive with noticeable damage or defect.

F. Warranty Requirements

The bidders should clearly state the warranty period for the items with a minimum being the factory warranty, when applicable.

The selected supplier is expected to deliver high-quality after-sales service and provide genuine spare parts. If spare parts are not available in Tuvalu, they are to be in Fiji.

G. Reporting Arrangements

The supplier will provide all necessary transport documents (bill of lading, packing list, etc.) as soon as they are available.

H. Scope of Bid Price and Schedule of Payments

- Please provide the goods and the delivery costs separately.
- Payments will be made upon completion and endorsement of each deliverable as listed.
- Bidder is requested to specify the preferred schedule of payments and terms acceptable, noting that generally, SPC will not enter into arrangements requiring a 100% advance payment.
- The terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.

Milestone/deliverables	Deadline
Delivery of vehicle	Mid-June 2024

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		
<ul style="list-style-type: none"> • Bill of quantities schedule • A statement is required regarding whether any import or export licenses are necessary for the vehicle. This should include information on any restrictions and confirmation that such licenses have been obtained in the past. Additionally, there should be an expectation of obtaining all necessary licenses if the quotation is selected • Quality Certificates (ISO, etc.), if applicable • Manufacturer’s authorisation of the vendor as a sales agent, if applicable • Certificate of exclusive distributorship in the country, if applicable 	Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Ability to supply items outlined in Bill of Quantities. BOQ matches with the Minimum requirements (specified in “Part D: Technical specification”)	30%	210
Demonstration of delivery within timeframe given (May 2024)	25%	175
Quality of after-sales service and supply of genuine spare parts	15%	105
Financial Requirement: Cost (VEP Price)	30%	210
Total Score	100%	700