



REQUEST FOR QUOTATION (RFQ)

FOR GOODS

Project Title:	Safe and sustainable drinking water for Kiritimati Island
Nature of the goods	Trenching machine for the Kiritimati Island Water Project
Location:	Kiritimati Island, Kiribati
Date of issue:	1/07/2022
Closing Date:	22/07/2022
SPC Reference:	RFQ22-4129

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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 kaieab@spc.int and with the subject line of your email as follows: **Submission RFQ22-4129**. 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
- Completed Technical and Financial Proposal Form (Part 5)
- Any brochure and information on warranty, brand, source etc.
- Business Registration.

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 **4.00PM Fiji Time on 22/07/2022**.

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.

Kaiea Burentarawa will be your primary point of contact for this RFQ and can be contacted at kaieab@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
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RFQ sent to potential vendors	1/07/2022
RFQ Closing Date	22/07/2022
Award of Contract	19/08/2022
Commencement of Contract	19/08/2022
Conclusion of Contract	31/01/2023

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: SPECIFICATION OF GOODS

3.1 Background/context

The *Safe and sustainable drinking water for Kiritimati Island* project, implemented by SPC in partnership with the Government of Kiribati (GoK) and funded by the European Union (EU), commenced in July 2020.

This project will involve construction and installation of water supply infrastructure which will involve digging trenches for laying water reticulation pipelines and electrical conduit for grid extensions.

3.2 Functional Specification

The trencher will be used to expedite trench digging for laying pipe and electrical conduit in sandy soil. Pipe sizes will range from 25 mm to over 250 mm. The most common pipe sizes will be 100 mm and 150 mm, therefore a maximum digging with of no less than 200 mm is required to ensure sufficient space for making connections and backfilling.

3.3 Design Specification

The trenching machine should:

- Be self-propelled
- Have a maximum digging depth of ≥ 750 mm (24")
- Have a maximum digging width of ≥ 200 mm (8")
- Have angle/depth control
- Be new and from a recognized quality brand
- Be able to withstand the hot, harsh, humid and corrosive Kiritimati Island environment
- Be suitable for trenching in sandy soil with some roots and rocks
- Come with any spare parts and supplies potentially needed for servicing in the first four years of regular operation.

3.4 Technical specification

The trencher details are shown in the table below.

Item	Description	Criteria
1	Trenching machine	New and high quality
		Worldwide recognised brand
		Standard items included (e.g., backfill blade, heavy-duty digging chain with digging teeth, etc.) <i>(Please specify which accessories are included)</i>
		Maximum trench depth ≥ 750 mm (30")
		Maximum trench width ≥ 200 mm (8")
		Fuel type compatible with Kiribati requirements
		Self-propelled
		Corrosion resistant
		Warranty: state warranty cover *

		Complete O&M manual: hardcopy and electronic
		Compliant with Kiribati Safety requirements
2	Spare parts for trenching machine **	Genuine spare parts and supplies normally required for replacement and servicing in the first 4 years of operation <i>(Please specify parts/supplies and quantities)</i>
3	Delivery options	Option 1: Delivery to Suva within 3 months of contract signing.
		Option 2: Delivery to Kiritimati Island within 6 months of contract signing.

* **Warranty:** The standard manufacturer’s warranty for the trencher and spare parts must be stated in the bid. Warranties must be transferable to the Ministry of Line and Phoenix Islands Development (MLPID), Kiribati, as SPC will not be the eventual owner.

** **Spare parts and supplies:** The bidder is to specify and quote on **genuine spare parts, accessories and supplies** (Item 2) that would normally be required for servicing/replacement in the first 4 years of operation. This may include, though not be limited to:

- Digging chains
- Backfill blades
- Fuel/oil filters
- Spark plugs
- Tracks
- Engine oil
- Hydraulic components
- Replacement accessories
- Anything else deemed necessary by the bidder.

Any non-standard servicing tools specifically required for the operation and maintenance of the trencher should also be included. As per Part 5, bidders are asked to separate the cost of spare parts in the financial offer. Note that **the financial evaluation will not consider the cost of reasonably priced spare parts (Item 2) when ranking bids**. This is to remove the incentive to undersupply spares (in quality and quantity) to provide a more cost competitive bid. Provision of spares will be considered favourably in the technical evaluation, especially considering the limited access to spare parts on Kiritimati Island.

Spare parts are to be packaged and clearly labelled.

3.5 Delivery Requirements

Bidders have the option of delivering the trencher to either SPC in Suva, Fiji or to MLPID in Kiritimati, Kiribati. **Bidders can quote for delivery to one or both addresses** listed below. If the winning bidder quoted both options, SPC will confirm the preferred delivery location prior to contract finalisation and signing (note: the preferred destination will be Kiritimati, if reasonably priced).

Option 1: Delivery to SPC office in Suva, Fiji (max. 3-month lead time)

Heilala Erenavula
The Pacific Community (SPC)
Geoscience, Energy and Maritime (GEM) Division

241 Mead Road
Suva
Fiji

Option 2: Delivery to SPC office in Kiritimati, Kiribati (max. 6-month lead time)

Kaiea Burentarawa (SPC)
Ministry of Line and Phoenix Islands Development (MLPID)
London Village
Kiritimati Island
Kiribati

Delivery should be as soon as possible, though no longer than three months after contract signing for delivery to Suva, and no longer than six months for delivery to Kiritimati.

Delivery costs are to include shipping, insurance and other associated freight expenses to deliver to Suva or Kiritimati Island.

3.6 Warranty Requirements (when applicable)

The bidders should clearly state the warranty period for the trencher and any parts and accessories.

3.7 Reporting Arrangements

The Contractor will work under the supervision of SPC's Project Coordinator, Safe and Sustainable Drinking Water for Kiritimati Island Project.

SPC's Project Officer will be the focal point for all communications with the Contractor.

3.8 Scope of Bid Price and Schedule of Payments

- The value of the contract will be based on milestones/outputs outlined in the table below.
- The terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.

#	Milestone/Output	% Payment
1	Signing of contract	20%
2	Submission of freighting documents	40%
3	Delivery, testing and acceptance of trencher and spare parts	40%
	TOTAL	100%

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.

Competency Requirements	Score Weight (%)	Points obtainable
Business registration		Mandatory requirement. Bidders will be disqualified if this requirement is not met
Technical specification: Availability, quality, and origin of the trencher and parts	60%	420
Qualifications/Knowledge/Experience: At least 5 years of experience as a supplier of trenching equipment	20%	140
Delivery: Within 3 months (to Fiji) or 6 months (to Kiribati)	20%	140
Total Score	100%	700

Part 5: TECHNICAL AND FINANCIAL PROPOSAL SUBMISSION FORM

Bidders are requested to complete this table, answer the questions below, and submit it along with any other supporting documents.

Item	Description	Cost (AUD)	Responses by Bidder * State whether: i) Fully compliant. ii) Partially compliant; or iii) Not compliant. Bidder to state reason why specs offered are partially or not compliant. Minor deviations are acceptable. Other information to be entered or attached where requested.
1	Trenching machine		
2	Spare parts for trenching machine		
Subtotal: Items 1 + 2			
3	Delivery option 1: to Suva, Fiji		
	Delivery option 2: to Kiritimati, Kiribati		

* See Technical Specifications Table in Section 3.4.

Expected Suva (option 1) delivery lead time from contract signing: _____ weeks.

Expected Kiritimati (option 2) delivery lead time from contract signing: _____ weeks.

All spare parts are genuine: Yes No

If no, please explain the exceptions and reasons:

Please briefly describe your experience as a supplier of genuine trenching equipment:

Please state any applicable warranty on the parts:

Please remember to attach your business registration