



REQUEST FOR QUOTATION (RFQ)

FOR GOODS

Project Title:	Managing Coastal Aquifers Project in selected Pacific SIDS (MCAP)
Nature of the goods	Shipping of man portable drilling rig from Bangkok, Thailand to Majuro, Republic of Marshall Islands
Location:	Republic of Marshall Islands (RMI)
Date of issue:	19/05/2023
Closing Date:	2/06/2023
SPC Reference:	RFQ 23-5375

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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 peters2@spc.int and with the subject line of your email as follows: **Submission RFQ 23-5375**. 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
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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 **2359 hrs Fiji Time on 2/06/2023**.

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.

Peter Sinclair will be your primary point of contact for this RFQ and can be contacted at peters2@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	19/05/2023
RFQ Closing Date	2/06/2023
Award of Contract	9/06/2023
Commencement of Contract	7/06/2023
Conclusion of Contract	29/09/2023

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 USD 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 Pacific Community (SPC) in collaboration with UNDP is currently implementing the Managing Coastal Aquifers (MCA) Project funded by the Global Environment Facility (GEF), a regional project taking place in the Republic of Marshall Islands (RMI), Republic of Palau, and Tuvalu. The USD 5.2 million project aims at improving the understanding, use, management and protection of coastal aquifers towards enhanced water security, including in the context of a changing climate. More specifically it aims at:

- 1) identifying the extent, threats and the development potential of groundwater resources,
- 2) increasing awareness of groundwater as a water security supply source,
- 3) providing options for improved access to groundwater,
- 4) and improving aquifer protection and management, within Pacific Small Island Developing States.

In RMI, the project includes drilling of investigation holes and construction of monitoring wells in atoll environments to monitor the groundwater and support groundwater management.

The PAT model 301 modular drill rig and associated equipment has been selected as the preferred drill rig. The RFQ relates to the freight delivery of drill rig and related equipment from Bangkok, Thailand delivered to Majuro port, Republic of Marshall Islands.

B. Technical specification

SPC are looking for a Contractor to transport the following items from Bangkok, Thailand to Majuro, RMI.

No	Item Description
1	PAT model 301 modular drill rig with mast unit, power pack and selected drilling accessories. To include tools/equipment required for operation of drill rig. Includes drill bits, tool sets, basic lubricants for rig and collapsible bladder tank, and associated drilling equipment consumable needs.
2	Borehole development compressor set (see supplementary information)

The RFQ will require the freight Contractor to provide the following services:

- Provision of one exclusive 20-foot freight container to load equipment at the drilling manufacturers warehouse in Bangkok. Loading of equipment and packing of container will be the responsibility of the Contractor.
- Transport of freight container from Bangkok, Thailand to Majuro port, RMI. Contractor to allow for cost, insurance and freight (CIF) and to account for costs associated with all permits approvals to deliver to Majuro, RMI.

Approximate weight of equipment to transported be 3000 kg and 6m3 in size. Technical specifications for drilling rig and associated equipment are found in appendix below.

C. Delivery Requirements

The container is to be delivered to the Majuro port (DPU), RMI. The Contractor is requested to provide freight advice, costing and transport on the following.

1. Pick up cargo from PAT factory, Wutakard Rd Chomthong, Bangkok, Thailand (Supplier Warehouse).
2. Load cargo in container and transport to destination port Majuro, RMI by 1st September 2023
3. Delivery of container from ship to destination port.

D. Warranty Requirements (when applicable)

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

E. Reporting Arrangements

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

F. Scope of Bid Price and Schedule of Payments

The supplier will be paid in tranches upon key milestones/deliverables as shown in the table below. All payments will be made in accordance with SPC's finance policies and procedures. Note that SPC procurement payments are done through electronic payment system.

Deliverables	Deadline	% Payment
Receipt of bill of lading and shipping dockets	26/06/2023	50 %
Receipt of goods within Majuro port	01/09/2023	50 %
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.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		

<p>Bidders must provide a valid business registration</p> <p>At least 5 years of experience in shipping mining, drilling, agricultural or earth moving equipment, include any experience with SPC.</p>	<p>Bidders will be disqualified if any of the requirements are not met</p>	
<p>Technical requirements</p>		
<p>Ability to provide shipping of containerised drilling equipment items within required timeframe</p>	<p>40%</p>	<p>40</p>
<p>Demonstration of delivery within timeframe given with transportation and shipping schedules</p>	<p>30%</p>	<p>30</p>
<p>Financial Requirement: Cost</p>	<p>30%</p>	<p>30</p>
<p>Total Score</p>	<p>100%</p>	<p>100</p>