



REQUEST FOR QUOTATION (RFQ)

FOR GOODS

Project Title:	Supporting Surface Water Hydrology Capacity in the Pacific
Nature of the goods	Supply of surface water level and rainfall monitoring equipment.
Location:	Port Vila, Vanuatu
Date of issue:	7/07/2023
Closing Date:	20/07/2023
SPC Reference:	RFQ23-5514

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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 jacquir@spc.int and with the subject line of your email as follows: **Submission RFQ23-5514**. 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
- Instrument technical specification
- Shipping arrangements and delivery timeframe

- Business Registration
- Completed proposal submission forms

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 GMT +12 on 19/07/2022**.

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.

Jacqui Reid will be your primary point of contact for this RFQ and can be contacted at jacquir@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	7/07/2023
RFQ Closing Date	20/07/2023
Award of Contract	21/07/2023
Commencement of Contract	28/07/2023
Conclusion of Contract	31/10/2023

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](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 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

A. Background/context

The Pacific Community (SPC) is seeking expressions of interest for the supply and delivery of instrumentation suitable for the measurement of water level and rainfall. The activity is part of the “*Hydrology support for flash flood early warning systems*” project which is funded by the Australian Water Partnership (AWP). The project is focused on providing technical support in hydrology to Fiji, Samoa, Solomon Islands and Vanuatu with an emphasis on strengthening Flash Flood Early Warning Systems.

The overarching purpose of the project is to increase climate resilience and strengthen Disaster Risk Reduction (DRR) systems in Pacific Island Countries through increased hydrological capacity and enhanced performance of flood early warning systems and support the Framework for Resilient Development in the Pacific. This will be achieved by undertaking a comprehensive assessment and review of at-risk catchments across Pacific Island Countries (PICs), developing and piloting Flash Flood Early Warning framework to understand the current data, infrastructure, systems, programs and policies, that are in place to support flash flood early warning and providing targeted technical support to National Hydrology Services to enhance existing early warning systems that are in place.

B. Functional Specification

This procurement is for the supply of instrumentation to measure water level and rainfall as part of a hydrological monitoring program in Vanuatu, specifically for data to be used to inform flood early warning. The solution must be capable of automatically triggering increased data transmission polling during periods of severe weather events. The instrumentation should be of a quality suitable for deployment in a remote tropical area and is compliant and standardised with Vanuatu’s current hydrological operational network.

Scope of Services

- Provide quotation for hydrological monitoring equipment, according to the design specification.
- Provide cost estimates for the ongoing operation of the site (i.e. non-maintenance components such as cellular/satellite data costs).
- Arrangements for the transportation and delivery of equipment to Port Vila, Vanuatu.
- Provide technical support via phone or email to in-country field staff during the installation of instrumentation.
- Technical support and advice regarding the connection and integration of solution into the communication systems to the existing hydrological database and cross-agency networks.

C. Design Specification

The Vanuatu Department of Water Resources aims to achieve high standards of measurement reliability in its networks. Through this, successful bids will comply with the WMO guidelines for the design and operation of its monitoring systems (refer to link provided in Section I).

The proposed water level/flow and rainfall measurement systems shall be compact, scalable, and robust, offer low-power consumption, and provide reliable and continuous data retrieval. The proposed solution shall be economical in terms of overall costs throughout their life cycle and shall include user-friendly software support tools that allow for easy set-up, field calibration and modifications.

The solution should include a dual communication of satellite and cellular networks to transmit data to a central server. It is expected that the communications options shall be Internet protocol (IP) based and include bi-directional communications capability. The system shall be capable of providing access to real time data during field maintenance by technicians.

The solution should be battery powered with solar charging sized to ensure the station will operate for at least 10 days of hourly data transmission without additional charging.

Any proposed systems shall easily integrate (automatically) with the existing data collection processes in Vanuatu and compatible with long-term data archiving systems, including their TIDEDA (Time Dependant data) hydrometric archive and CliDE (Climate Data for the Environment) climate archive.

D. Technical specification

The surface water level and rainfall monitoring equipment required is described below:

No	Item	Description	Quantity
Goods			
1	Water level instrumentation	<ul style="list-style-type: none"> The water level sensor shall be a gas bubbler type sensor of a compact and self-contained design capable of making precise measurements. The bubbler sensor shall consist of a pump, tank, regulator/manifold, control board, display and keypad. Hydrostatic backpressure water level measuring system suitable for measurements of depths up to 20 m (30 psi). Water level measured at a depth of 0 – 6 m shall have an accuracy of +/-3 mm while measurements in depths between 6 m and 20 m shall have an accuracy of ±0.05% of the reading. The bubbler sensor shall have the ability to purge the orifice line periodically to clear it of any obstructions such as dirt and silt. The purge pressure built up in the pump shall be of 50psi or greater. The user shall have the ability to manually purge the line and configure a schedule for purges. The bubbler sensor shall be programmable from either the front panel or from an attached laptop device. Front panel programming shall be done using through a combination of navigation buttons and an LCD. The LCD and navigation buttons will also allow the user to make current measurements. The sensor shall also have serial and SDI-12 ports for communications and troubleshooting. 	1

2	Rainfall instrumentation	<ul style="list-style-type: none"> • A standard tipping bucket rainfall instrument that conforms to WMO precipitation guidelines is required for the measurement of rainfall accumulation and/or rate. • The rain gauge shall be of robust construction suitable for installation in tropical environments. • The rain gauge shall include a debris filtering and two 0.5 mm tipping buckets inside the gauge. After the rain is measured, it is to exit through drain tubes with screen covered holes in the base of the gauge. • Features and accuracy of rain gauge should be of the following specifications: <ul style="list-style-type: none"> ○ Resolution: 0.5 mm/tip ○ Accuracy: ± 0.1 mm for ≤ 5 mm, $\pm 2\%$ for >5 mm ○ Orifice Size: approximately 8" in. (200 - 203 mm) Diameter ○ Clean contact magnetic reed switch output. • Include mounting platform. 	1
3	Data logger with dual communication systems.	<ul style="list-style-type: none"> • Dual communication systems (satellite and cellular) to provide automatic redundancy during severe weather events. • The datalogger shall include non-volatile data storage with logging capability of at least 12 months of 15-minute readings. The storage shall be circular with the oldest data overwritten by the newest data. • The datalogger shall have capacity to add other analog or digital instruments. The datalogger shall have inputs for: <ul style="list-style-type: none"> ○ At least two analog channels, 0-5v range with at least 12-bit resolution ○ at least one serial channel, ○ at least one digital channel (tipping bucket rain gauge), ○ SDI sensors (Bubbler). ○ The sensor input terminals shall provide protection against electrical surges. • Each datalogger shall include an LED for local site diagnostics and troubleshooting purposes. • The datalogger shall include programming software that allows for the configuration of measurements and data transmission as well as allow the user to perform diagnostics functions. • The configuration software shall be available on the manufacturer's website and include versions for installation on a Windows PC or tablet. • The datalogger shall have a built-in serial port to enable connection with a laptop, or tablet and configure the datalogger using the configuration software. • The datalogger supplied shall have a built-in multi-band cellular Modem. 	2

		<ul style="list-style-type: none"> • The configuration software and or server software shall have a screen where the modem status is presented. Information such as the modem’s IP address, SIM number, signal strength, shall be visible to the user. • The user shall have the ability to program the system so that data can be redirected to a backup server if required. • The user shall have the ability to configure the modems SIM card information (APN, modem username, modem password) using the datalogger configuration software. • The datalogger shall have the ability to encode the data messages in binary format to save on data usage and cost. 	
4	Equipment housing and accessories	<ul style="list-style-type: none"> • Secure stainless steel environmental housing suitable for tropical environments, large enough to accommodate all station instrumentation and accessory components, be vandal resistant, and weatherproof with a protection rating of IP65 or NEMA IV. • The enclosure shall be fitted with glands which allow the sensor cables to pass through them in a sealed manner. The enclosure shall also have a filtered breather vent to equalize the pressure of the enclosure, and a fitting for the bubbler’s polyurethane tubing and all external connections. • Materials such as brackets, bolts, mast pipework, fittings, and other materials necessary for installation of base station (excluding readily available consumables such as sand and cement). • Cables and conduits for all components. 	1
5	Solar Panel with mount, regulator, battery, and accessories.	<ul style="list-style-type: none"> • Instrumentation solutions should include a solar power supply and battery capacity that has been sized to ensure operation for at least 10 days of interrupted solar charging. • Each data logger system shall include a solar regulator with a capacity to regulate the selected solar panel. • Cables and conduits for all components. 	2

Service delivery specifications

- Assembly, testing and calibration of instrumentation should be undertaken (pre-delivery).
- Pre-programming of data loggers to be field deployment ready with specified solution.
- Connection and integration of data and communications solution configuration approach should be detailed with reference to the existing hydrological database and/or inter-agency network.

E. Delivery Requirements

- Successful vendor should be able to deliver solution by early September 2023 so that installation of equipment can occur prior to increased tropical cyclone activity in the region. Please state lead time for sourcing, service delivery (programming, testing...) and delivery
- Shipping method (air and/or freight) should be specified and quoted separately to the goods, along with expected delivery dates. Both options can be provided and SPC will decide on which one to use together with the successful supplier.
- In the event of supply chain or stock issues, vendor to recommend a suitable alternative.
- Delivery to the Department of Water Resources (DoWR), Vanuatu Ministry of Lands and Natural Resources.
- Successful vendor will be expected to liaise with a representative from the Vanuatu Government and SPC to determine any costs associated with importation of equipment. Please note SPC is duty free in Vanuatu.

F. Warranty Requirements (when applicable)

- Minimum 2-year warranty on all instrumentation.
- Provide technical after sales service support via phone or email to in-country field staff during the installation of instrumentation.
- Capacity to respond to warranty issues and to deliver spare parts within a reasonable timeframe.

G. Reporting Arrangements

The Senior Hydrologist (SPC) will be the primary contact point for the vendor on all technical matters pertaining to this request.

H. Scope of Bid Price and Schedule of Payments

Vendors should provide the following as part of the bid:

- Component cost for items 1 and 2 listed in the Technical Specification.
- Shipping and freight of items.
- The bidder must include the delivery costs to Vanuatu in the computation of the contract price. SPC will provide support with the customs clearance.

Milestone/deliverables	% payment
Finalisation of solution specification.	20%
Payment upon receipt of Bill of Lading or Airway Bill	50%
Payment following approval by SPC & Vanuatu DoWR of successful delivery to Vanuatu	30%
TOTAL	100%

I. Annexes to the Specification of Goods

[WMO Technical Regulations Volume 3 – Hydrology](#)

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"> • Ability to deliver solution before September 2023 – available stock • Experience with hydrometric equipment provision to the Pacific region • Business registration • Submission of technical specifications of equipment • Completed proposal submission forms 	Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical Requirement 1: A demonstrated understanding of Vanuatu’s current hydrometric network and data infrastructure.	10%	100
Technical Requirement 2: The equipment offered meets the minimum functional specifications (Specification of goods Part B)	20%	200
Technical Requirement 3: The equipment offered meets the minimum technical specifications (Specification of goods Part C)	30%	300
Technical Requirement 4: Capacity to provide technical support for specified solution before, during, and after installation commensurate with the period of warranty.	10%	100
Financial Component: Price	30%	300
Total Score	100%	1,000

TECHNICAL PROPOSAL SUBMISSION FORM – GOODS

INSTRUCTIONS TO BIDDERS

The Technical Proposal Submission Form is a table that includes the technical criteria (set out in Part 3) on which bidders will be scored and allows the bidder to respond to them. This table is then used by the technical evaluation committee to score the technical proposals received.

Technical Requirements	
<i>Evaluation criteria</i>	<i>Response by Bidder</i>
Technical Requirement 1	
A demonstrated understanding of Vanuatu's current hydrometric network and data infrastructure.	<i>[Bidder's answer]</i>
Technical Requirement 2	
The equipment offered meets the minimum functional specifications (Specification of goods Part B)	<i>[Bidder's answer]</i>
Technical Requirement 3:	
The equipment offered meets the minimum technical specifications (Specification of goods Part C)	<i>[Bidder's answer]</i>
Technical Requirement 4:	
Capacity to provide technical support for specified solution before, during, and after installation commensurate with the period of warranty.	<i>[Bidder's answer]</i>

For the Bidder: *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

FINANCIAL PROPOSAL SUBMISSION FORM – GOODS

INSTRUCTIONS TO BIDDERS

In their financial proposal, bidders should detail as much as possible the price requested in response to the technical specifications.

Wherever possible, the unit prices of the individual goods should be indicated, followed by the total amount (including any additional services and any other costs associated with the delivery of the goods).

Good detail in their financial proposal helps bidders to give clarity and transparency to their proposal and makes it easier for SPC to score the proposals received.

The contract to be concluded with the selected bidder must mention all the costs incurred for the execution of the assignment entrusted to him (including insurance, packaging, delivery costs, unloading, etc., where applicable). No additional costs can be claimed from SPC after the contract has been signed.

Bidders must also mention any special conditions relating to the amount of their proposal or the terms of payment.

The financial proposal must be submitted inclusive of taxes in accordance with the applicable legislation. However, the final amount of the awarded contract may be paid to the successful bidder inclusive or exclusive of taxes, depending on the tax exemptions enjoyed by SPC as an intergovernmental organisation in its member countries and territories.

The following form is given as an indication, the bidder may submit its financial proposal to SPC in another format, provided that it complies with the instructions detailed in this RFP/RFQ and in particular:

BIDDER'S FINANCIAL PROPOSAL – GOODS

<i>Surface water level and rainfall monitoring equipment</i>			
Goods description	Lump sum Price AUD	Total quantity	Total Amount [Currency]
Water level instrument	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Rainfall Instrumentation	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Data logger with dual communications systems	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Equipment housing and accessories	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Solar Panel with mount, regulator, battery and accessories	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Total Package 1			<i>[Total 1]</i>

<i>Service Delivery</i>			
Service description	Lump sum Price [Currency]	Total quantity	Total Amount [Currency]
<p>Assembly, testing and calibration of instrumentation should be undertaken (pre-delivery).</p> <p>Pre-programming of data loggers to be field deployment ready with specified solution.</p> <p>Connection and integration of data and communications solution configuration approach should be detailed with reference to the existing hydrological database and/or inter-agency network.</p> <p>(if included in the price of the instruments just state)</p>	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Total Package 2			<i>[Total 2]</i>

<i>Other costs</i>			
Item description	Unit Price [Currency]	Total quantity	Total Amount [Currency]
Airfreight to Port Vila Vanuatu)	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>

Sea freight to Port Vila, Vanuatu (specify incoterm CFR, CIF, DAP)	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
<i>[Item description]</i>	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
<i>[Item description]</i>	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Total Other costs			<i>[Total]</i>

Total amount	<i>[total amount for 1+2+3]</i>
Total other costs	<i>[total other costs]</i>
GRAND TOTAL	

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, taking into account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

For the Bidder: *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*