



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Pacific Seeds for Life (PS4L) Project
Nature of the services	Catering for Seed Training for 35 pax from 25 – 29 th September 2023 in Tarawa, Kiribati
Location:	Tarawa Kiribati
Date of issue:	6/09/2023
Closing Date:	13/09/2023
SPC Reference:	RFQ 23-5685

Contents

PART 1: INTRODUCTION	3
1.1 ABOUT THE PACIFIC COMMUNITY (SPC)	3
1.2 SPC'S PROCUREMENT ACTIVITIES	3
1.3 SPC'S REQUEST FOR QUOTATION (RFQ) PROCESS	3
PART 2: INSTRUCTIONS TO BIDDERS	3
2.1 BACKGROUND	3
2.2 SUBMISSION INSTRUCTIONS	3
2.3 EVALUATION & CONTRACT AWARD	4
2.4 KEY CONTACTS	4
2.5 KEY DATES	4
2.6 LEGAL AND COMPLIANCE	5
2.7 COMPLAINTS PROCESS	5
PART 3: TERMS OF REFERENCE	6
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	6
C. TIMELINES	6
D. REPORTING AND CONTRACTING ARRANGEMENTS	7
E. SKILLS AND QUALIFICATIONS	7
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	7
G. ANNEXES TO THE TERMS OF REFERENCE	7
PART 4: PROPOSAL EVALUATION MATRIX.....	8
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	8

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 services 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 nileshnic@spc.int and with the subject line of your email as follows: **Submission RFQ 23-5685- Catering for Seed Training**. 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 can cater for 35 pax for 5 days from the 25th of September – 29 September 2023 responding to the evaluation criterias in part 4 against which bidders will be assessed.

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 **13/09/2023**.

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.

Nileshni Chand will be your primary point of contact for this RFQ and can be contacted at nileshnic@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 services.

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	6/09/2023
RFQ Closing Date	13/09/2023
Award of Contract	15/09/2023
Commencement of Contract	25/09/2023
Conclusion of Contract	15/10/2023

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](#) 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: TERMS OF REFERENCE

A. Background/context

The Pacific Community (SPC) has developed a Pacific Seed for Life (PS4L) programme to strengthen seed systems in the Pacific islands states and territories. The aim of the PS4L programme is to promote food and nutrition security and resilient communities through viable and sustainable seed systems. The programme also involves in creating awareness and understanding on the importance of quality seeds to support resilient food production systems; provision of trainings to build knowledge and skills of seed champions and stakeholders on quality seed production and conservation of plant genetic resources; and the establishment and operationalisation of effective and robust seed systems through the establishment and formalisation of seed networks in the countries. Seed champions for the Kiribati seed system will be identified and trained on quality seed production.

SPC, Manaaki Whenua Land Care Research New Zealand (MWLR) and the Agriculture and Livestock Division (ALD) of the Ministry of Environment Lands and Agricultural Development (MELAD) are jointly organising a training programme for seed champions of the Kiribati seed system from the 25th to the 29th of September 2023, in Tarawa, Kiribati.

The key objectives for the Kiribati training include:

1. Enhance capacity and technical know-how of seed champions on the production of quality seeds and planting materials of crop varieties.
2. Enhance capacity and technical know-how of seed champions on crop variety screening and evaluation to identify those that are resilience, nutritious and high yielding.

B. Purpose, objectives, scope of services

SPC is seeking to engage a reputable vendor in catering services to provide **Morning Tea, Lunch & Afternoon Tea** for 35 persons for 5 days between 25 September 2023 to 29 September 2023.

- **For morning and afternoon tea up to 35 persons for 5 days** - to include tea, coffee, sugar, milk and at least 1 soft drink and 4 different snacks - 1 fresh fruit, 1 savoury, 1 sweet, and the 4th snack to either be a sweet/savoury/fresh fruit or raw vegetable.
- **Provision of lunch for up to 35 persons for 5 days** – to include an appetizer, one hot meat dish, one hot fish dish, one vegetable dish, one rice/pasta dish, one salad dish, tea, coffee and one soft drink.

Note:

Vendor must be based in Kiribati

Vendor must provide cutleries and be present during the Morning tea, lunch and afternoon.

C. Timelines

Required catering for 35 people from 25th – 29th September 2023.

D. Reporting and contracting arrangements

Vendor must report to the venue and ensure the catering service is set up at least 15 minutes prior to the time of the required catering.

Vendor will liaise with PS4L project assistant for the duration of the engagement.

E. Skills and qualifications

Vendor should have past catering experience with government and large international organisations.

F. Scope of Bid Price and Schedule of Payments

Catering is for 5 working days from 25 – 29 September 2023

Milestone/deliverables	Deadline	% payment
Upfront payment for mobilisation of resources	25/09/2023	20%
Upon completion of the services	15/10/2023	80%
TOTAL		

G. Annexes to the Terms of Reference

Agenda will be shared with the selected vendor.

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		
Must be located in Tarawa Kiribati Have a TIN and/or business registration.		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Technical requirement 1: Food hygiene & dietary requirement to be always considered.	10%	70
Technical requirement 2: Proposed Number and type of staff assigned to the services	10%	70
Technical requirement 3: Demonstrated ability to provide catering services to special dietary needs e.g., vegetarian, gluten-free, halal	10%	70
Technical requirement 4: Atleast 3 years' experience in providing catering services to governmental and other crop organisations	10%	70
Price	60%	420
Total Score	100%	700

- **Minimum Qualification score is 490.**