



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

| | |
|-------------------------------|---|
| Project Title: | ENERGY AUDITS THROUGHOUT SPC offices in Fiji and New Caledonia |
| Nature of the services | Conductance of energy audits throughout SPC premisses |
| Location: | Nouméa, Suva |
| Date of issue: | 10/10/2023 |
| Closing Date: | 27/10/2024 |
| SPC Reference: | RFQ23-5848 |

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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 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 or in French and as an attachment to an email sent to elodiej@spc.int and procurement@spc.int and with the subject line of your email as follows: **Submission RFQ23-5848**. The email should also be copied to rfg@spc.int.

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- A technical offer including:

- The CVs and references of consultant involved, highlighting professional qualifications and/or diplomas in relation to the service requested (Certifications / Accreditations / Qualifications).
- The consultant references: References for energy audits comparable to the proposal and/or evidence of the required capabilities
- A technical memo defining the characteristics of the work programme as detailed in these specifications, including at least :
 - A tentative schedule detailing the duration of the various phases and the milestones for delivery of the deliverables.
 - The methods for carrying out the service (site visits, etc.)

- A financial offer including at least :

- The financial proposal submission form, dated and signed;
- The price schedule (attached as an appendix to this consultation file).

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 **4pm Noumea time (New Caledonia) on 27/10/2023**.

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.

Aude Chenet will be your primary point of contact for this RFQ and can be contacted at audec@spc.int. You should copy any communications into procurement@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 | 10/10/2023 |
| RFQ Closing Date | 27/10/2023 |
| Award of Contract | 3/11/2023 |
| Commencement of Contract | November 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 EURO 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

SPC has adopted in 2018 a social and environmental responsibility policy, within which pillar 2 is the sustainability of its operations. In 2012 energy audits were conducted in New Caledonia and Fiji premises, leading to an emission reduction strategy published in 2013. SPC is since 2012 conducting yearly greenhouse gas emissions inventories for the organisation that covers all its offices across the region. The purpose of this consultancy is to update the last energy audits conducted and provide SPC with up to date energy audit recommendations. This piece of work will allow the design of cost effective energy savings measures to further reduce the organization's greenhouse gas emissions within its headquarters and Suva offices (Nabua, Lotus, Narere). This will also enable SPC to set a new achievable emissions reduction target. The emission reduction recommendations will be implementation as part of the SER policy pillar 2, focusing on the greening of SPC operations.

The intended output of this work is the identification of a package of cost-effective technologies and office operational procedures that would reduce energy use at each of SPC premises in the locations mentioned above.

Based on the previous audit, a summary of the targets already achieved and their environmental and financial impact will be produced.

The scope of the study must cover the water use. Based on the state of play, opportunities for optimization in this area must be proposed.

The questions of life cycle overall cost must be included in the identification of actions and procedures. All the environmental impacts of any product or service over its entire life cycle must be considered.

B. Purpose, objectives, scope of services

All specifications around the perimeter of this service, competencies and deliverables are included into appendix 1 of the present document.

Previous energy audits conducted in Noumea and Suva will be included as reference in appendix 2 to ensure sufficient information about the envisaged perimeter on the work.

C. Timelines

- The work is supposed to start in November 2023 and engagement is expected to last no more than 5 months to completion date from signing of the contract. Fiji and New Caledonia offices require on-site visit, as well as prior engagement with this SPC focal points (Including facilities team) to ensure collection of adequate data/information. As part of its tender, the service provider must submit a tentative schedule for the provision of the service. The schedule must be realistic and in line with the needs expressed. It is the Provider's responsibility to indicate if the deadlines envisaged by CPS are not appropriate.
- In terms of allocation of days, the phase one of the study will be the data collection, conducted in collaboration with SPC facilities team, mainly on site. The second phase will cover the treatment and analysis of data collected during phase 1 to design draft recommendations and improvement options. The third phase will focus on the production of recommendations based on phase 2 analysis and the financial/priority analysis on the possible energy saving options. The last phase of the consultancy, phase 4 will focus on the consolidation a cost benefit analysis of the technical recommendation throughout global cost, provisional cost of

investments, exploitation and maintenance (Including Return on Investment calculation). The tenderer must indicate the number of days envisaged per phase.

D. Reporting and contracting arrangements

Duty station and travel: It is anticipated that the Consultant will be home based except with travel to the onsite visit locations. Onsite visits will be carried by one person.

If travel is required in the proposed consultancy with SPC, this will be approved in advance by SPC and organised separately under the direct authority of SPC according to SPC travel policy in force.

Institutional Arrangement: In the frame of this contract, the supplier will report directly to the SER senior adviser, Aude CHENET.

The supplier will provide SPC with a proposal for the work to be carried out so that all information is collected through engagement with focal persons and onsite visit.

Reporting:

Reporting and recommendations with comprehensive information will be provided back to SPC throughout consultation.

The work should be planned between November and March 2024, however noting that SPC offices visit shall take place before 15th December and after 15th January, period during which staff is often on annual leave.

The consultant will report on energy saving recommendations completed with a financial analysis over the commendations' cost, the exploitation cost, the maintenance cost, material renewal cost, return on investment and a life cycle and global cost study.

A first draft report will have to be submitted early March for ending of the contract and validation of the final report by end of March 2024.

E. Skills and qualifications

- The supplier need to have at least 10 years of experience in the field of conducting energy audits, through engaging accordingly with staff for data collection, with particular knowledge over the assessment of infrastructure energy saving opportunities, accounting of energy through electrical appliances. He/she will have to provide SPC with a comprehensive energy audit for each of the three locations premisses (noting Fiji has Narere, Nabua and lotus building offices located in Nabua). The supplier will have to formulated energy and environmental related recommendations, with supporting documentation over energy consumption and GHG emissions before and after recommendations implementation.
- The supplier must justify of the **ISO 50002** certification (**or equivalent**) which specifies the process requirements for carrying out a proper energy audit to identify current energy performance and potential energy performance improvement measures.

F. Scope of Bid Price and Schedule of Payments

- the contract price is lump sum payments based on milestones. The contract price shall include professional fees management and operating costs, **excluding travel /perdiem cost which will be organised by SPC** for the consultant selected.
- Payments should be done following the below schedule:

| Milestone/deliverables | Deadline | % payment |
|---|-----------------|------------------|
| Signature of the contract | November 2023 | 20% |
| Delivery of first consolidated draft report | 01/03/2024 | 40% |
| Validation of the final consolidated report | 31/03/2024 | 40% |
| TOTAL | | 100% |

G. Annexes to the Terms of Reference

Appendix I include the ToRs for the work to be carried out

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 | | |
| The proposal shall provide all elements required under §2.2 | Mandatory requirements. Bidders will be disqualified if any of the requirements are not met | |
| Technical requirements | | |
| Technical requirement 1: Relevant CVs and references: professional qualifications and/or diplomas are relevant to the service and enable the objectives to be achieved. | 15% | 150 |
| Technical requirement 2: References for energy audits comparable to the proposal and/or attesting to the required capabilities of the team members. | 15% | 150 |
| Technical requirement 3: Site visits, understanding of the need, presentation of the methodology and timetable for the service, taking into account the rules and requirements defined in the specifications, standards applied, software and calculations used. | 35% | 350 |
| Technical requirement: Quality of the proposal | 5% | 50 |
| Financial requirement: Quality of the offer | 30% | 300 |
| Total Score | 100% | 1000 |

BIDDER'S FINANCIAL PROPOSAL SUBMISSION FORM – SERVICES

Total price of the services included taxes (in words and in euros): *[total amount]*

| Services description | Unit Price | Total quantity | Total Amount Euro (including taxes) |
|---|------------|----------------|-------------------------------------|
| Phase 1: Status and data collection | Lumpsum | 1 | <i>[total amount]</i> |
| Phase 2: Treatment and analysis of data | Lumpsum | 1 | <i>[total amount]</i> |
| Final report (including results / recommendations after analysis conducted in phase 3 and 4) | Lumpsum | 1 | <i>[total amount]</i> |
| Any other related costs specify (operating, management and any administrative cost) – This will be reimbursed by SPC upon submission of receipts. The costs must solely be for the purpose of implementation of project activities and will require approval from SPC before it is incurred – SPC doesn't cover visa & travel insurance fees. These fees must be detailed and the lumpsum will be considered as the max amount for this service. | Lumpsum | 1 | <i>[total amount]</i> |
| Total | | | <i>[Total]</i> |

| Milestone/deliverables | % payment | Amount |
|---|------------------|---------------|
| Signature of the contract | 20% | |
| Delivery of first consolidated draft report | 40% | |
| Validation of the final consolidated report | 40% | |
| TOTAL | 100% | |

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]*

Appendix 1

This appendix aims to define the tasks involved in carrying out a complete energy audits of SPC buildings and operating systems in Noumea headquarters and Fiji regional offices in Suva.

It specifies the process for carrying out these studies by a technical service provider external to SPC, as well as the procedures in implementing the recommendations.

The energy audits will be divided **into 4 phases:**

Phase 1: status and data collection

the data collection a list of reference documents required for the study (map, principle schemes, invoices, technical documentation) will be elaborated and communicated to facilities prior to onsite visits.

For reference, last 2 SPC energy audits conducted for the sites mentioned in 2012 will be provided for the consultancy to be planned with adequate supporting information.

This phase will also allow to combine, measure, and verify all elements enabling the design of the energy profile of sites. In particular will be collected:

1. Meteorological and topographic data
2. Building map and structure plans
3. Principle scheme with technical appliances (aircond, VMC, ECS etc.)
4. Energy invoices and contracts
5. Regulation systems data (timeline..)=
6. Technical functioning data
7. Previous Suva and Noumea energy audits reports

The reference documents can be transmitted digitally if they are digitized, or consulted on site if they are not. It is the contractor's responsibility to verify the availability of the information required for the proper execution of the contract.

Phase 2: treatment and analysis of data

This second phase will focus on the treatment and analysis of data collected throughout phase 1. This step conducted offsite will cover:

- Critical analysis of existing situation occupancy and operating conditions, envelope quality, climatic installation
- Site energy balance, building by building: comparison of actual and theoretical consumption levels.
- Enumeration and ranking of possible improvements: low-investment and rapid execution or more time-consuming ones.
- Analysis of the energy and environmental impact of recommendations
- Feasibility study for setting up and extending a renewable energy electricity production system (potentially over Suva/Nabua new building currently in project)
- Feasibility study for setting up a more reasonable and sustainable use of water on sites, including treatment and recycling.

Phase 3: coherent Improvement programme

This third phase will build on the conditions of the previous phase to draw up a work program for the project owner. It will distinguish:

1. corrective measures that do not require major investment, but rather focus on regulation, equipment management and user habits,
2. measures which are more costly and time-consuming, but which are also likely to bring about a more significant improvement in the site's energy balance.

For each operation planned, will be given:

- a detailed description of how the work will be carried out (surface area, length, thickness, materials, etc.)
- the corresponding costs (unit and quantity), specifying the source of information for the prices.
- a profitability calculation based on the state of play. The gross payback time should be specified in relation to the estimated lifespan of the material or equipment used, and preferably a discounted overall cost calculation. This calculation should include energy price estimations for the duration of the material.
- to facilitate the decision-making process, the service provider will include in his costing the financial support arrangements or measures applicable depending on the project owner's situation: energy saving certificates, tax credits, national or local subsidies, etc.

Energy accounting for the buildings will be developed to enable SPC to monitor consumption and technical operating data for the site. This tool could be based on metering and data collection, transmitted, stored and presented locally or remotely, but in all cases, it would be simple and effective.

A presentation of ISO 50001 certification will be given, with the targets to be achieved and their conditions of implementation. An assessment of current SPC energy use, identification of opportunities for improving energy efficiency and recommendations for energy-saving measures will be done.

The relevance of setting up an energy management service (EnMS) on the CPS campuses will be assessed and, where appropriate, the conditions for its implementation (tools, costs, timescales) will be developed. Energy policies, performance targets and continuous improvement opportunities will be described in detail.

phase 4: financial analysis

A detailed financial analysis based on the global cost method will be carried out for all work programs.

Calculations will include at least the following elements:

1. The estimated cost of the work (by item and overall), based on a preliminary budget estimate of +/- 20%.
2. Operating costs for each energy user (building, and other specific electrical uses)
3. Plant maintenance costs:
 - a. Estimated replacement costs for heavy equipment over the period used for the overall cost analysis.
 - b. Estimated costs of treatment or recycling for small assets and equipment purchased and used by SPC.

This financial analysis will enable the project owner to precisely identify the cost of the work and the payback period. It will also enable these works to be scheduled over the coming years.