



# REQUEST FOR QUOTATION (RFQ)

## FOR GOODS

<b>Project Title:</b>	<b>Pacific Women Lead</b>
<b>Nature of the goods</b>	<b>Production of Various programme collateral</b>
<b>Location:</b>	Suva, Fiji
<b>Date of issue:</b>	12/01/2024
<b>Closing Date:</b>	29/01/2024
<b>SPC Reference:</b>	RFQ24-6138

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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](mailto: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 [pwl@spc.int](mailto:pwl@spc.int) and with the subject line of your email as follows: **Submission RFQ24-6138**. The email should also be copied to [rfq@spc.int](mailto:rfq@spc.int).

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- Filled financial proposal, including any proposed variation.

- Cover Letter/email with filled technical proposal of portfolio or equivalent evidence of recently produced items similar to the specifications in this RFQ.

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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 **11:59pm Fiji time on 29/01/2024**.

### 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.

Sian Rolls will be your primary point of contact for this RFQ and can be contacted at [sianr@spc.int](mailto:sianr@spc.int). You should copy any communications into [rfg@spc.int](mailto:rfg@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	12/01/2024
RFQ Closing Date	29/01/2024
Award of Contract	31/01/2024
Commencement of Contract	1/02/2024
Conclusion of Contract	30/04/2024

### 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 FJD 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](mailto: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 the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 20 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

The **Human Rights and Social Development (HRSD) Division** has a vision for just, equitable and resilient Pacific societies. It aims to achieve this by advancing human rights, equality and social inclusion for all Pacific people, grounded in cultural values and principles.

As the key implementing partner for the Pacific Women Lead portfolio, SPC leads the **Pacific Women Lead at SPC (PWL at SPC) programme**, located within SPC's HRSD Division. The PWL at SPC programme receives more than AUD 55 million under the Australian Government's AUD 170 million PWL portfolio. PWL at SPC has funding for five years from 2021–2026. The PWL at SPC programme goal is that Pacific women and girls, in all their diversity, are safe and equitably share in resources, opportunities and decision-making, with men and boys.

There are three outcomes: (1) Women's leadership promoted;

(2) Women's rights realised; and

(3) Pacific regional partners increase the effectiveness of regional gender equality efforts.

The PWL at SPC team is seeking a provider to produce a range of programme collateral, noting the delivery requirements may be split between multiple suppliers.

### B. Functional Specification

The collateral – a range of merchandise – being procured will be distributed to the partners in the region and made available at appropriate events.

### C. Design Specification

Where possible, solicitations can indicate costs for a range of options of varying environmental impact – such as recycled or reused/reusable materials.

### D. Technical specification

Fabric tote bags

- Volume: 300
- Size: can fit A4-sized documents
- Featuring customised design elements reflecting Pacific Women Lead at SPC branding assets

#### Lanyards

- Volume: 300
- Size: can accommodate at least a size A7 name card
- Cost to including pocket for ID badge or name card
- Colours to reflect Pacific Women Lead at SPC brand (Pantone 3125, 293 and 3025)

#### USBs

- Volume: 300
- Size: at least 4GB
- No packaging, recycled material preferred
- Customised design to reflect Pacific Women Lead at SPC branding assets, comparative costs can be provided for either engraved or stamped application

#### Planners

- Volume: 300
- Cover 300gsm gloss art, pages 150gsm
- A5 landscape, spiral bound at top long edge
- Artwork provided: 2 pages in the front (pg 1-2), 10 pages repeated x12, 2 pages in the back (pg 123-124), plus cover.

#### Notebook:

- Volume: 300
- Cover 300gsm gloss art, pages 150gsm
- A5 portrait, spiral bound at left long edge
- Artwork provided: 200 pages (2 page designs), plus cover.

### **E. Delivery Requirements**

Prior to the production of the full volume of the products, the supplier must provide proofs for sign-off. When the full volume of the product is produced, the supplier will deliver the material to the SPC Nabua Campus, with receipt confirmed by a PWL at SPC communications staff member.

### **F. Warranty Requirements (when applicable)**

n/a

### **G. Reporting Arrangements**

The supplier will report to the Communications Officer (PWL at SPC) for the sign off and approval of deliverables.

## H. Scope of Bid Price and Schedule of Payments

The contract will be paid in a lump sum, with acceptance of the deliverables below required as payment. The solicitations are expected to provide a confirmation of timeframe, with total costs inclusive of proofs and transport for delivery as well as deliverables. Terms of payment shall be in accordance with provisions of Article 10 of the SPC [General Terms and Conditions of Contract](#).

<b>Milestone/deliverables</b>	<b>Deadline</b>	<b>% payment</b>
Fabric tote bags x300 Lanyards x300 USBs x300 Planners x300 Notebook x300	30 April 2024	100
<b>TOTAL</b>		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
<b>Mandatory requirements</b>		
<ul style="list-style-type: none"> <li>- <a href="#">The Conflict-of-Interest Declaration form</a> completed.</li> <li>- Quote for providing the requested collateral, including any proposed variation.</li> <li>- Cover Letter/email with filled technical proposal of portfolio or equivalent evidence of recently produced items similar to the specifications in this RFQ.</li> <li>- Filled financial proposal outlining all costs for providing the requested collateral, including any proposed variation, in line with the milestone of this RFQ including any proposed variation.</li> </ul>		Bidders will be disqualified if any of the requirements are not met
<b>Technical requirements</b>		
<b>Requirement 1 - Functional specification:</b> Workplan is provided with relevant production milestones and timeline, including confirmation that a proof will be delivered in advance of production, clarification of logistics arrangements, packaging and mode/company of delivery.	15%	105
<b>Requirement 2 - Design specification:</b> Experience in the production of relevant merchandise, as evidenced by a portfolio showcasing recent high-quality collateral.	30%	210
<b>Requirement 3 - Technical specification:</b> Experience producing high-quality products, preferably for a Pacific-based development organisation, as evidenced by a portfolio showcasing recent high-quality collateral.	20%	140
<b>Requirement 4 - Qualifications/Knowledge/Experience:</b> Established organisation with 5+ years of experience in commercial production or cottage industry, ideally with evidence of training and competency in skills relevant to the production of the specified merchandise.	20%	140
<b>Requirement 5 - Other:</b> Evidence of a Social and Environmental Policy or other indication of applied social and environmental impacts/considerations, especially in relation to the use of materials and technology as well as social impact.	15%	105
<b>Total Score</b>	<b>100%</b>	<b>700</b>

## PART 5: SUBMISSION FORMS

### 5.1. Technical Submission Form

#### PART A – Background

	RESPONSE BY BIDDER
Name:	
Physical Address:	
Postal Address:	
Telephone Contact:	
Email:	
Two contacts of referees or references. Attach additional details considered as relevant.	

#### PART B – Evaluation Criteria

CRITERIA	RESPONSE BY BIDDER
<b>Technical requirement 1 (15%):</b> Workplan is provided with relevant production milestones and timeline, including confirmation that a proof will be delivered in advance of production, clarification of logistics arrangements, packaging and mode/company of delivery.	
<b>Technical requirement 2 (30%):</b> Experience in the production of relevant merchandise, as evidenced by a portfolio showcasing recent high-quality collateral.	
<b>Technical requirement 3 (20%):</b> Experience producing high-quality products, preferably for a Pacific-based development organisation, as evidenced by a portfolio showcasing recent high-quality collateral.	
<b>Technical requirement 4 (20%):</b> Established organisation with 5+ years of experience in commercial production or cottage industry, ideally with evidence of training and competency in skills relevant to the production of the specified merchandise.	

<b>Technical requirement 5 (15%):</b> Evidence of a Social and Environmental Policy or other indication of applied social and environmental impacts/ considerations, especially in relation to the use of materials and technology as well as social impact.	
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**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]*

## 5.2. Financial Undertaking Form

### Part A: Undertaking

1. If this proposal is accepted, I agree that to enter into an agreement with SPC, to commence and complete all the work specified or indicated in the contract documents.
2. I confirm that I have examined all the RFQ documents to: **RFQ24-6138 - Production of Various programme collateral.**
3. I agree to complete the services for the price stated in the remuneration.

The format shown below should be used in preparing the price schedule.

All prices in the proposal must be presented in **FJD**. I agree to complete the services for the following price (VIP):

Particulars	Amount (FJD)
<b>Note:</b>	
<i>* SPC/HRSD will not cover separate lines for overheads/running costs or contingencies. If these apply, the costs are to be considered in the professional fees charged for the delivery of the specific services.</i>	
<p><b>Milestone 1</b></p> <p>The contract will be paid in a lump sum, with acceptance of the deliverables below required as payment. The solicitations are expected to provide a confirmation of timeframe, with total costs inclusive of proofs and transport for delivery as well as deliverables. Terms of payment shall be in accordance with provisions of Article 10 of the SPC General Conditions.</p> <p>Submission and Approval of agreed workplan with dates.</p> <ul style="list-style-type: none"> <li>a) Fabric tote bags x300</li> <li>b) Lanyards x300</li> <li>c) USBs x300</li> <li>d) Planners x300</li> <li>e) Notebook x300</li> </ul>	100%
<b>Total Financial offer (inclusive of all taxes)</b>	<b>100%</b>

**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]*