

# REQUEST FOR QUOTATION (RFQ)

## FOR GOODS

<b>Project Title:</b>	Tonga EV Demonstration Project
<b>Nature of the goods</b>	Supply and deliver one Nissan Leaf or equivalent electric vehicle to the PCREEE Office, O.G Sanft Building, Nuku'alofa, Tonga.
<b>Location:</b>	Tonga
<b>Date of issue:</b>	29/06/2022
<b>Closing Date:</b>	1/08/2022
<b>SPC Reference:</b>	22-4136

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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 [solomonef@spc.int](mailto:solomonef@spc.int) and with the subject line of your email as follows: **Submission 22-4136**. 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
- Technical proposal including timeframe for delivery of good
- CV
- Two contacts of referees or references from clients that you have supplied vehicles to
- Valid business license
- Electric vehicle inspection report including battery report from the supplier of the vehicle
- Car manual (in English if possible)
- 

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 **5:00PM Tonga Standard Time on 1/08/2022**.

## 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.

Mr. Solomon Fifita will be your primary point of contact for this RFQ and can be contacted at [solomonef@spc.int](mailto:solomonef@spc.int). You should copy any communications into [rfq@spc.int](mailto: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	29/06/2022
RFQ Closing Date	1/08/2022
Award of Contract	15/08/2022
Commencement of Contract	15/08/2022
Conclusion of Contract	11/11/2022

## 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](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

### 3.1 Background/context

The Pacific Community (SPC) Pacific Centre for Renewable Energy and Energy Efficiency (PCREEE) was established in April 2017 with its headquarters in Nukualofa, Tonga. The Centre has a strong focus on the private sector and industries in supporting Renewable Energy & Energy Efficiency programs to enhance the productivity and competitiveness of key industries with high job leverage in the Pacific.

Reducing the reliance on fossil fuel and the GHG emissions in the transport sector is a priority of both the PCREEE and the Tonga government. The PCREEE is presently rolling out a regional e-mobility readiness programme to prepare the PICTs to make informed decisions about their respective mobility futures. Enthusiasts in Tonga have imported electric cars and there is therefore, an urgent need to put in place the relevant institutional, technical, policy and legislative measures to ensure the technology is safe and is appropriate for Tonga's environment and people.

The PCREEE in collaboration with the Tonga Department of Energy (MEIDECC), Tonga Power Limited, Tonga Electricity Commission, Ministry of Infrastructure, Tonga Chamber and Commerce are conducting an Electric vehicle demonstration project in Tonga. The project aims to identify and document the impacts of EV charging activities on the Tonga's national grid and to strengthen Tonga's readiness to support EVs transition as a strategy for reducing GHG emissions and meeting energy efficiency targets in the transport sector as stated in the Tonga Energy Road Map Plus, Tonga Energy Efficiency Master Plan and Tonga's second Nationally Determined Contributions.

The RFQ is to procure a Nissan Leaf or equivalent electric vehicle for the PCREEE office to be used to collect vital financial and technical data on the:

- charging capacity of EVs and costs,
- EV driving range,
- EV driving habits,
- Impacts of EV charging on the grid,
- How can EV charging be used to fill troughs in Tonga electricity demand profile,
- and other technical data as required.

### 3.2 Functional Specification

The scope of work is to supply and deliver the following:

- Supply and deliver the Nissan Leaf or equivalent electric vehicle to the PCREEE Office at O.G Sanft Building, Nuku álofa, Tonga.
- Complete and fulfil all the Tonga Ministry of Infrastructure's vehicle inspections and registration requirements.
- Deliver the vehicle with its license/number plate, warranty of fitness and 12 months quarterly certificates

- The work must be completed within 12 weeks of signing the contract.

### 3.3 Design Specification

n/a

### 3.4 Technical specification

The Nissan leaf or equivalent electric vehicle must meet the minimum specifications below:

Item	Minimum Specifications	Quantity
Nissan Leaf or equivalent electric vehicle	<p>Electric vehicle specifications:</p> <p><b>Colour:</b> White, silver, red or blue.</p> <p><b>Condition:</b> Used or second-hand</p> <p><b>Year of production:</b> 2017 model or later</p> <p><b>Transmission:</b> Automatic</p> <p><b>Battery:</b></p> <ul style="list-style-type: none"> <li>- At least 30kWh</li> <li>- State of Health (SOH) must be at least 75%</li> </ul> <p><b>Milage:</b> No more than 50,000KM</p> <p><b>Others</b></p> <ul style="list-style-type: none"> <li>- Must have new 12V auxiliary battery</li> <li>- Must provide spare key</li> <li>- Must have new tyres</li> <li>- Shall be equipped with; AC, AM/FM radio, front and back seatbelt, power windows and locks, anti-lock brake system, power steering, full sized spare tire, complete set of tools for replacing tire,</li> </ul>	1
	<p><b>Charging cable/cord:</b></p> <ul style="list-style-type: none"> <li>- At least 8A at 240V charging cable with in-cord control and protection device (IC-CPD) and domestic plug. Must be approved for use with 240V and 50Hz electricity supply and comply with CE of other internationally recognised standards</li> </ul>	1
	<p><b>Warranty</b></p> <p>Must have 2 year mechanical and battery warranty</p>	1



	<b><u>Additional document required to be submitted with the Tender</u></b>  Service history records of the car from the Supplier, including battery condition report and car manual (in English)	1
<b>Car Registration</b>	Must complete all requirements of the Tonga Ministry of Infrastructure;  1. Car register under PCREEE with license/number plate 2. Annual warranty of fitness 3. 12-month Quarter registration	1

### 3.5 Delivery Requirements

- Supply and deliver one Nissan Leaf or equivalent electric car to the PCREEE Office, Level 4 O.G Sanft Building, Nuku'alofa, Tonga within 12 weeks of signing the contract.
- The vehicle must be inspected and passed all the Ministry of Infrastructure's vehicle inspections and registration requirements.
- The vehicle must be registered under the Pacific Centre for Renewable Energy and Energy Efficiency.
- Vehicle must include license/number plate, annual warranty of fitness certificate and 12-month quarter certificate.
- All ownership document must be submitted with the delivery of the vehicle to the PCREEE Office

### 3.6 Warranty Requirements

Must have 2 year mechanical and battery warranty

### 3.7 Reporting Arrangements

All queries, questions and communications must be emailed to the Manager of PCREEE - [solomonef@spc.int](mailto:solomonef@spc.int)

### 3.8 Scope of Bid Price and Schedule of Payments

Milestone/deliverables	Deadline	% Payment	Amount in [insert currency]
Signing of contract	Signing of contract	0	

Receipt of the Bill of Lading	6 weeks after signing of contract	30	
Supply and delivery of one Nissan Leaf or equivalent electric vehicle to the PCREEE Office, Level 4 O.G Sanft Building, Nuku'alofa, Tonga.	12 weeks after signing of contract	70	
<b>TOTAL</b>		100	

### 3.9 Annexes to the Specification of Goods

Tonga EV Demonstration Concept Note
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## 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.

Competency Requirements	Score Weight (%)	Points obtainable
<ul style="list-style-type: none"> <li>- Valid Business License</li> <li>- Two referees contacts or two references from clients</li> </ul>		<p><b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met</p>
<p><b>Functional specification:</b></p> <ul style="list-style-type: none"> <li>- Supply and deliver the Nissan Leaf or equivalent electric vehicle to the PCREEE Office at O.G Sanft Building, Nukuálofa, Tonga.</li> <li>- Must complete and fulfil all the Tonga’s Ministry of Infrastructure’s vehicle inspections and registration requirements.</li> <li>- Deliver the vehicle with its license/number plate, warranty of fitness and 12 months quarterly certificates</li> <li>- The work must be completed within <b>12 weeks of</b> signing the contract.</li> </ul>	20%	14
<p><b>Technical specification:</b> Meets the minimum technical specifications of the electric vehicle, in particular:</p> <ul style="list-style-type: none"> <li>- 2017 model or later (used condition)</li> <li>- Battery of at least 30 kWh and at least 75% state of health</li> <li>- Mileage of no more than 50,000 km</li> <li>- New 12V auxiliary battery</li> <li>- New Tyres</li> <li>- Colour: white, silver, red or blue</li> <li>- At least 8A at 240V charging cable with in-cord control and protection device (IC-CPD) and domestic plug. Must be approved for use with 240V and 50Hz electricity supply and comply with CE of other internationally recognised standards</li> <li>- Provides inspections, battery report manual of the electric vehicle from the supplier.</li> <li>- Other requirements stated in 3.4 Technical specifications</li> </ul>	40%	28
<p><b>Qualifications/Knowledge/Experience</b></p> <ul style="list-style-type: none"> <li>- Minimum of 3 years organisational experience on supplying and/or servicing vehicles in Tonga or the Pacific Islands</li> </ul>	20%	14

<ul style="list-style-type: none"> <li>- At least a diploma in mechanic and/or electric vehicle related field</li> <li>- Good communication and interpersonal skills</li> <li>- Knowledge and experience in the mechanics of vehicle, preferably hybrid or electric vehicle.</li> <li>- Knowledge in the operation and maintenance of battery, preferably for hybrid and electric vehicle.</li> </ul>		
<b>Other:</b> 2 years of mechanical and battery warranty	20%	14
<b>Total Score</b>	<b>100%</b>	<b>70</b>