



REQUEST FOR QUOTATION (RFQ)

FOR GOODS

Project Title:	New Zealand Enhanced Pacific Market Access Partnership (EPMAP)
Nature of the goods	Supply and Installs 3 x Heat Exchanger for 3x High Temperature Forced Air (HTFA) Chambers
Location:	Nadi
Date of issue:	16/05/2023
Closing Date:	23/05/2023
SPC Reference:	RFQ 23-5413

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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 visonit@spc.int and with the subject line of your email as follows: **Submission 23-5413- Heat Exchangers for HTFA Chambers**. 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 with technical specification of the equipment with total financial offer - bidder must ensure that they provide necessary information against the evaluation criteria in Part 4 of the RFQ document.

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 **23/05/2023**.

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.

Visoni Timote will be your primary point of contact for this RFQ and can be contacted at visonit@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	16/05/2023
RFQ Closing Date	23/05/2023
Award of Contract	26/05/2023
Commencement of Contract	26/05/2023
Conclusion of Contract	26/06/2023

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 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. 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 Heat Exchanger plays a crucial role in the High Temperature Forced Air (HTFA) chamber used for quarantine treatment at Natures Way Cooperative Fiji Ltd (NWC). The HTFA chamber is designed to raise the temperature of fruits and vegetables to a specific level for a certain duration to effectively control fruit fly. The heat exchanger is a key component that helps achieve and maintain the desired temperature within the chamber.

NWC business revolves around the treatment of BQA commodities before shipment for export using the (HTFA) technology. The exporters, who are cooperative members, buy their products for exports from farmers who are also cooperative members and bring it to NWC for treatment and packing before shipment overseas.

Most of Fiji's horticultural export markets were lost when the chemical ethylene dibromide was banned as a quarantine treatment in 1990. Fortunately, Fiji was proactive in addressing this constraint.

In a unique partnership between industry and government, Fiji embarked on an ambitious project to acquire high temperature forced air (HTFA) quarantine treatment technology developed by the United States Department of Agriculture (USDA). The technology transfer was part of a partnership with the US Agency for International Development (USAID). New Zealand was a part of this program – providing complementary technical assistance and critical start-up working capital.

The EPMAP project has identified that there is a need to urgently replace parts of the HTFA treatment which if not replaced, has potential to affect the testing when the machines cannot correctly perform to provide the needed outcome.

There are 3 heat exchangers for 3 treatment chambers that need changing. the 3rd chamber has a much bigger exchanger. Bidders can contact the focal point of this RFQ for a site visit if necessary.

The problematic parts that need replacing is fundamental for the supply of optimum agricultural products to the countries that receive products from Fiji that have been treated through HTFA.

B. Functional Specification

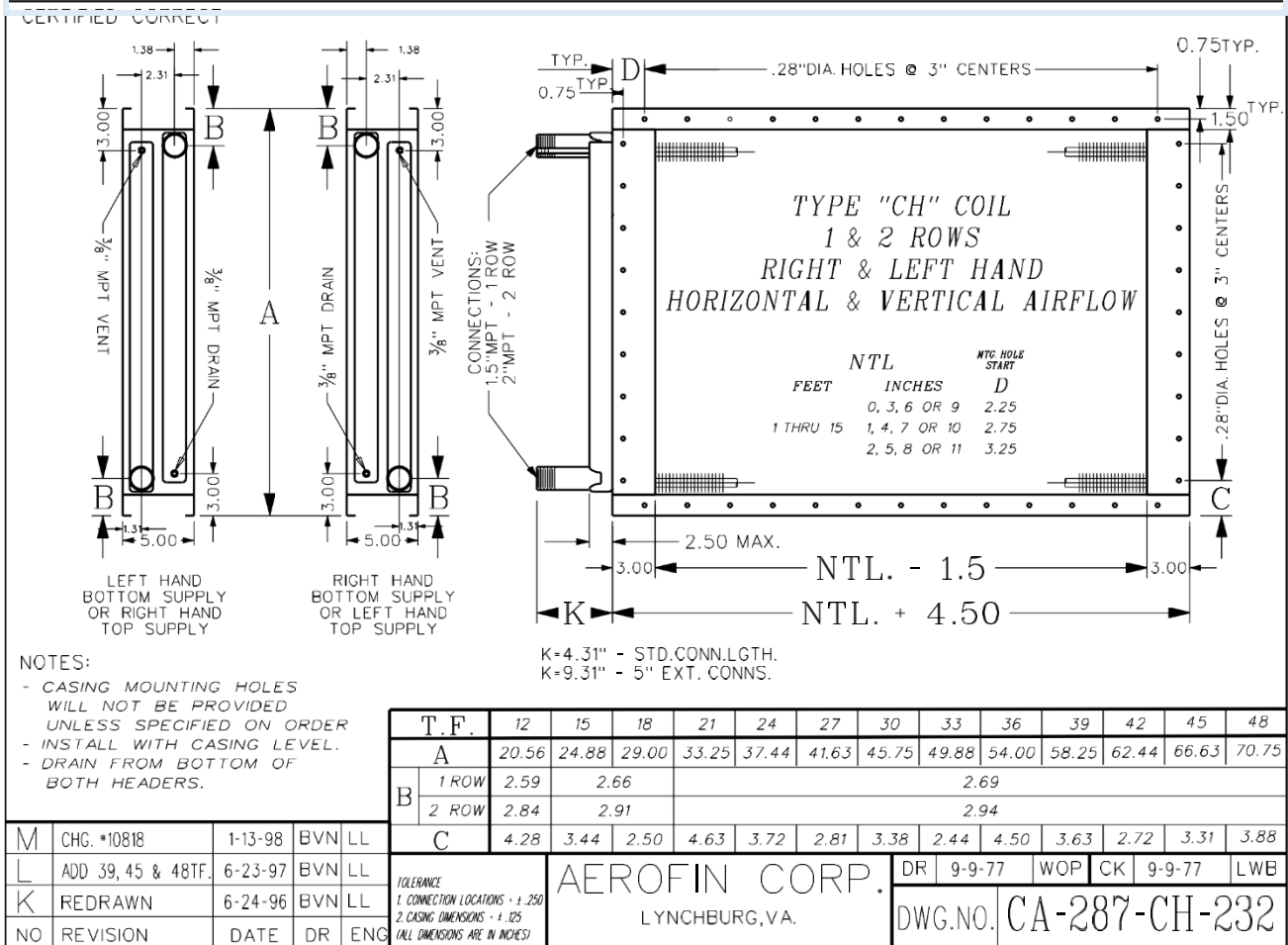
Below are a few points highlighting the importance of the heat exchanger in the HTFA chamber:

1. **Temperature Control:** The heat exchanger is responsible for heating the air within the chamber to the required temperature. It transfers thermal energy from the heat source to the circulating air, ensuring that the desired temperature is achieved and maintained consistently throughout the treatment process.
2. **Efficient Heat Transfer:** The heat exchanger maximises the efficiency of the heat transfer by facilitating the exchange of thermal energy between the heat source and the circulating air. This helps in achieving rapid and uniform heating of the produce within the chamber.
3. **Safety and Reliability:** The heat exchanger's proper functioning is crucial for the safe and reliable

operation of the HTFA chamber.

In summary the heat exchanger in the HTFA chamber is vital for achieving precise temperature control, efficient heat transfer, energy optimisation and overall effectiveness and reliability of the quarantine treatment.

C. Design Specification & Technical specifications



Quantity:

The requirement is to supply and Install 3x Heat Exchangers in 3x High Temperature Forced Air (HTFA) chamber in line with the functional and design specifications provided. The 3rd chamber has a much bigger exchanger. Bidders can contact the focal point of this RFQ for a site visit if necessary.

The exchangers supplied should be compliant to relevant ISO standards also meet the local building and OHS regulations.

D. Delivery Requirements

Goods need to be supplied and installed at Nature's Way Cooperative, Nasoso Road, Nadi.
All works and commissioning must be completed no later than 26/06/2023.

E. Warranty Requirements

At least one year warranty on equipment's, and installation.

F. Reporting Arrangements

- Contractor will liaise with the General Manager and Operations Manager of NWC and the project.
- NWC management will report to SPC on a weekly basis.

G. Scope of Bid Price and Schedule of Payments

Payment will be made within 30 days in full upon successful commissioning of the 3 heat exchangers and receipt of invoice and delivery report.

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		
		Bidders will be disqualified if any of the requirements are not met
Technical requirements:		
Functional specification: Bidder is qualified and has experience in carrying out similar nature of work	25%	250
Design specification: Bidders quotation is fully compliant to the design that was provided.	25%	250
Technical specification: Bidder has provided warranty and relevant operational guide on the use of the exchanger. Bidder has also indicated ability to meet the timeframe of the installation.	20%	200
Financial offer	30%	300
Total Score	100%	1000