

REQUEST FOR QUOTATION (RFQ)

Procurement of IT Equipment

22 June 2023

Project Title: PACIFIC RESILIENCE PROJECT (PREP II)

Source of Funding: D074-4P

Contract Name: Procurement of GPS Tablet for Fieldwork

Contract Ref: FJ-SPC-364756-GO-RFQ

Dear Supplier,

1. You are invited to submit your price quotation(s) for the supply of GPS Tablets for fieldwork.
2. Information on technical specifications and required quantities are attached in Annex 1.
3. Price quotations will be evaluated for each item and contract awarded to the firm offering the lowest evaluated total cost for each item, if substantially responsive to the technical specifications.
4. Your price quotation in the form attached (Annexes 1, 3 and 4) may be submitted by hand delivery, surface mail, courier service and facsimile or electronically at the following address:

George Beck
Pacific Resilient Project (PREP II) / Geoscience, Energy & Maritime Division
(GEM)
The Pacific Community (SPC)
Private Mail Bag
Suva, FIJI
Email: georgeb@spc.int

5. The deadline for receipt of your quotation(s) by the Purchaser at the addresses indicated in above Paragraph 3 is: **7th July 2023**.
6. Your quotation in duplicate and in English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information for each item quoted.
7. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.
 - (i) **PRICES:** The prices should be quoted in any single freely convertible currency for the total cost at final destination: Pacific Community (SPC) Geoscience Division 241 Mead Road, Nabua, Suva, Fiji Islands, (excluding taxes, VAT and custom duties but should include inland

transportation, insurance, loading and unloading domestically supplied goods plus the price of delivery to the place of destination)

(ii) EVALUATION OF QUOTATIONS: Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of the total price at final destination as para. 2 above.

In evaluating the quotations, the Purchaser will determine for each bid the evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows:

- a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
- c) if a Supplier refuses to accept the correction, his quotation will be rejected.

For comparison of evaluated prices, the total evaluated price for all items will be converted to Fiji Dollars at the selling rate of exchange issued by the ANZ Bank in Fiji on the date of evaluation of prices.

(iii) AWARD OF CONTRACT/PURCHASE ORDER: The award will be made to the bidder offering the lowest evaluated price and that substantially meets the required standards of technical and financial capabilities. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.

(iv) VALIDITY OF THE OFFER: Your quotation(s) should be valid for a period of thirty days (30) from the deadline for receipt of quotation(s) indicated in Paragraph 4 of this Invitation to Quote.

8. Further information can be obtained from: George Beck, Programme Manager, Pacific Resilience Programme, Pacific Community, georgeb@spc.int.
9. Please confirm by e-mail the receipt of this invitation and whether or not you will submit the price quotation(s).

NOTIFICATION OF AWARD

[use SPC letterhead paper]

[date]

To: *[name and address of the Supplier]*

Project Title: PACIFIC RESILIENCE PROJECT (PREP II)

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Notification of Award

This is to notify you that your Quotation dated ***[insert date]*** for supply of ***Procurement of Office Equipment*** is hereby accepted for the Contract Amount of ***[insert currency and amount in numbers and words]***, as corrected and modified in accordance with the Invitation to Quote.

You are hereby required to counter-sign the attached Contract Agreement (including Annexes) and return it to the Purchaser within seven (7) days of receipt of this Notification.

Sincerely,
Name and title of the Purchaser's authorized person

Attachment: Contract Agreement (with Annexes) completed and signed by Purchaser

FORM OF CONTRACT

Project Title: PACIFIC RESILIENCE PROJECT (PREP II)

Source of Funding: D074-4P

Contract Name: Procurement of GPS Tablet for Fieldwork

Contract Ref: FJ-SPC-364756-GO-RFQ

THIS AGREEMENT made on __ (day) __, __ (month) __, __ (year) __ between the Secretariat of the Pacific Community (SPC) (hereinafter called "the Purchaser") on the one part and _____ (hereinafter called "the Supplier") on the other part.

WHEREAS the Purchaser has invited quotation for **GPS Tablet for Fieldwork** (as per specs on Annex 1), to be supplied by Supplier, viz. Contract: FJ-SPC-364756-GO-RFQ, (hereinafter called "Contract") and has accepted the Bid by the Supplier for the supply of goods under Contract at the sum of _____ (_____) hereinafter called "the Contract Price".

NOW THIS AGREEMENT WITNESSETHES as follows:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - a) Invitation to Quote (including signed Form of Quotation, Terms and Conditions of Supply, Technical Specifications, and signed Statement of Technical Compliance); and
 - b) Supplier's Quotation (including signed Form of Quotation, Terms and Conditions of Supply, Technical Specifications, and signed Statement of Technical Compliance); and
 - c) Addendum (if applicable);
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of Contract and remedy any defects therein in conformity with the provisions of Contract.
3. The Purchaser hereby covenants to pay in consideration of the goods supply and acceptance of Contract and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by Contract.
4. Applicable Law. The Contract shall be interpreted in accordance with the laws of the Republic of Fiji.
5. Force-Majeure. The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force-Majeure.

For purposes of this clause, "Force-Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force-Majeure situation arises, the Supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by

the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force-Majeure event.

6. Resolution of Disputes. The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the country procedures of the Purchaser's country. The dispute shall be referred to jurisdiction at the Courts of Suva, Republic of Fiji.
7. Failure to Perform. The Purchaser may cancel the Contract if the Supplier fails to deliver the Goods in accordance with this Contract with a 14-day notice given by the Purchaser, without incurring any liability to the Supplier.
8. Fraud and Corruption. If the Purchaser determines that the Supplier and/or any of its personnel, or its agents, or its Subcontractors, consultants, service providers, suppliers and/or their employees has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices (as defined in the prevailing World Bank's sanctions procedures), in competing for or in executing the Contract, then the Purchaser may, after giving 14 days' notice to the Supplier, terminate the Contract.

8.1 The Supplier shall carry out all instructions of the Purchaser which comply with the applicable laws where the destination is located

9. Inspections and Audits

The Supplier shall permit, and shall cause its Subcontractors and consultants to permit, the Bank and/or persons appointed by the Bank to inspect the Supplier's offices and all accounts and records relating to the performance of the Contract and the submission of the bid, and to have such accounts and records audited by auditors appointed by the Bank if requested by the Bank. The Supplier's and its Subcontractors and consultants' attention is drawn to Clause 5 Fraud and Corruption, which provides, inter alia, that acts intended to materially impede the exercise of the Bank's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Bank's prevailing sanctions procedures).

Signature and seal of the Purchaser:
FOR AND ON BEHALF OF

Authorised Signatory

Signature and seal of the Supplier:
FOR AND ON BEHALF OF

Authorised Signatory

TERMS AND CONDITIONS OF SUPPLY**Project Title:** PACIFIC RESILIENCE PROJECT (PREP II)**Source of Funding:** D074-4P**Contract Name:** Procurement of GPS Tablet for Fieldwork**Contract Ref:** FJ-SPC-364756-GO-RFQ1. Prices and Schedules for Supply

Item No	Description of Goods	Quantity	Unit Price	Total Price at final destination (includes all taxes, VAT, customs, duties, inland transportation and insurance)	Delivery Period (days) from Date of Notification of Award, to final destination
			<i>(to be filled by Bidder)</i>		
1	GPS Tablets	5			90 calendar days
	TOTAL				

(Note: In case of discrepancy between unit price and total derived from unit price, the unit price shall prevail)

Accessories & Software - The products must contain all the necessary accessories and software for an immediate functional connection.

2. Fixed Price: The prices indicated above are firm and fixed and not subject to any adjustment during contract performance.
3. The Purchaser reserves the right at the time of contract finalization to increase by up to 15% the quantity of goods and services originally specified without any change in unit prices as well as other terms and conditions.
4. Delivery Schedule: The delivery should be completed as per above schedule but not exceeding 60 calendar days from contract signature. The final destination for delivery of the Goods is Pacific Community (SPC) Geoscience Division 241 Mead Road, Nabua, Suva, Fiji Islands.
5. Insurance: The supplier is responsible for all kinds of insurance until the goods delivered and installed (if applicable) to the final destination and the Purchaser will not assume any responsibility until goods are delivered and installed. For the readily available goods in the country of Purchase, the Purchaser will not assume any responsibility until goods are delivered and installed to the final place of destination. In case of goods supplied from abroad specifically for this Contract; the Goods supplied shall be fully insured in a freely convertible currency against loss of damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal

to 110 percent of the total value of the Goods from «Warehouse» to «Warehouse» on «All risks» basis, including «War Risks». The Supplier shall arrange and pay for cargo insurance, naming the Purchaser as the beneficiary.

6. Delivery and Documents (for goods supplied from abroad): Upon shipment, the Supplier shall notify the Purchaser and the Insurance Company by cable or fax the full details of shipment, including purchase order number, description of goods, quantity, the vessel, the Shipping and Forwarding Receipt from freight Company showing full details, port of loading, date of shipment, port of discharge, etc. The Supplier shall mail the following documents to the Purchaser, with a copy to the Insurance Company:
- (i) Copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
 - (ii) Duplicate air/ truck transport document and/ or duplicate of railway transport document, and/or duplicate FCR (Forwarders Certificate of Receipt) in 1 Original and 2 Copies marked «freight prepaid»;
 - (iii) Copies of the packing list identifying contents of each package;
 - (iv) Manufacturer's or supplier's warranty certificate;
 - (v) Certificate of origin
7. Payment for your invoice will be made as follows:
payment will be made 100% on acceptance of the goods.
8. Warranty: Goods offered should be covered by manufacturer's warranty for at least 3 years from the date of delivery to the Purchaser. Please specify warranty period and terms in detail.
9. Packaging and Marking Instructions: The Supplier shall provide standard packing of the Goods as required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.
10. Defects: All defects will be corrected by the Supplier without any cost to the Purchaser within 30 day from the date of notice by Purchaser. Name and address of service facility which the defects are to be corrected by the supplier within the warranty period:

Name and Address :

11. Supplier confirms compliance with above specifications (Technical Specifications provided in Annex 2, subject to the accepted deviations, if any, in Annex 4.

NAME OF SUPPLIER: (Company Details).

Authorized Signature _____

Place:

Date:

ANNEX 2: TECHNICAL SPECIFICATIONS

Project Title: PACIFIC RESILIENCE PROJECT (PREP II)

Source of Funding: D074-4P

Contract Name: Procurement of GPS Tablet for Fieldwork

Contract Ref: FJ-SPC-364756-GO-RFQ

TECHNICAL SPECIFICATIONS

The Pacific Resilience Programme (PREP) is a series of projects funded by the World Bank and implemented at the regional and national level by the Pacific Community, Pacific Island Forum Secretariat and Samoa, Tonga, Marshall Islands and Vanuatu. The overall project development objective is to strengthen early warning, resilient investments and financial protection.

- All goods and materials to be incorporated in the goods offered shall be new, unused, and of the most recent or current models, and that they incorporate all recent improvement in design, material, and software.
- Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished, the provisions of the latest current edition or revision of the relevant standards or codes in effect shall apply.
- The components, devices and accessories shall comply with the International Manufacturing Codes and Standards.

Specification

Respondents are requested to provide a quotation for **5 GPS Tablets** based on the **minimum** specifications below.

Specifications	Minimum Requirement
Operating System	Android 10 +
Real Time Accuracy	1-100 cm (Submeter accuracy)
GNSS Accuracy	Integrated High accuracy receiver
Battery Life	Minimum 8 hours
Camera	13 MP/5 MP and Front and rear facing cameras
Memory	Minimum 4GB
Storage	Minimum 64GB
Charger	Power Charge
Connectivity	Cellular Data Connectivity
Warranty	Minimum 1 year
Internationally recognized brand	Genuine supplier

ANNEX 3: FORM OF QUOTATION (NATIONAL SHOPPING-GOODS)

[To be completed, signed and submitted on Letterhead of Supplier]

FORM OF QUOTATION

_____ (Date)

To: The Pacific Community (SPC)
Private Mail Bag
Suva, FIJI
Email: georgeb@spc.int

Project Title: PACIFIC RESILIENCE PROJECT (PREP II)
Source of Funding: D074-4P
Contract Name: Procurement of GPS Tablet for Fieldwork
Contract Ref: FJ-SPC-364756-GO-RFQ

We offer to execute the Supply and delivery of in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of _____ (amount in words and numbers) (_____) (name of currency). We propose to complete the delivery of Goods described in the Contract within a period of _____ calendar days from the Date of Notification of Award.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Quotation required by the proposal documents.

Authorized Signature: _____
Name and Title of Signatory:

Name of Supplier: **(Company Details)**
Address: _____
Phone Number _____

Fax Number, if any _____

ANNEX 4: STATEMENT OF TECHNICAL COMPLIANCE

[To be completed, signed and submitted by the Supplier as an attachment to the signed Form of Quotation]

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Contract Ref: FJ-SPC-364756-GO-RFQ

Date:

To: The Pacific Community (SPC)
Private Mail Bag
Suva, FIJI
Email: georgeb@spc.int

We, the undersigned, confirm that we shall supply the Goods listed in Annex 1 according to the standards and specifications described in Annex 2 except for those deviations listed below:

List all deviations of the proposed items of Goods:

or

nil

We confirm that the Goods proposed in our quotation substantially satisfy the requirements specified in the specifications. The main technical responses are as listed below:

List all the main technical characteristics of the proposed items of Goods:

Authorized Signature: _____

Name and Title of Signatory _____

Name of Supplier: _____

Address: