

REQUEST FOR QUOTATION (RFQ)

FOR GOODS

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| Project Title: | Pacific Awareness and Response to the Coconut Rhinoceros Beetle (PARC) Project |
| Nature of the goods | Procurement of 1,000 packets of PO46-Lure, Oryctalure for CRB Pheromone Trapping |
| Location: | Narere, SPC Land Resource Division, Suva Fiji |
| Date of issue: | 12/02/2024 |
| Closing Date: | 22/02/2024 |
| SPC Reference: | RFQ 24-6189 |

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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 akanisil@spc.int and sarleshk@spc.int and with the subject line of your email as follows: **Submission RFQ 24-6189- Quotation for 1,000 packets of Oryctalure for CRB Trapping**. 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 that is responsive to the specification in Part 3 and must be valid for atleast 120 days.
- Any other documents to support your quotation such as brochures, videos, references of past deliveries of similar nature (not mandatory)

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 22/02/2024**.

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.

Sarlesh Kumar and Akanisi Lomaloma will be your primary point of contact for this RFQ and can be contacted at sarleshk@spc.int and akanisil@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 | 12/02/2024 |
| RFQ Closing Date | 25/02/2024 |
| Award of Contract | 28/02/2024 |
| Commencement of Contract | 4/03/2024 |
| Conclusion of Contract | 15/04/2024 |

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 bidders' local currency 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

Background/context

The Coconut Rhinoceros Beetle (CRB) is a serious invasive pest of coconut in the Pacific. The Pacific Community (SPC) is supporting Republic of Marshall Islands with the containment efforts through the RMI CRB Response funding support from New Zealand Ministry of Foreign Affairs and Trade (MFAT).

The containment efforts are through an integrated approach (IPM) involving numerous strategies. One of the incorporated options is pheromone trapping. The pheromone is a synthetic formulation of the aggregation pheromone naturally produced by the insect. Numerous formulations are available but the one produced by Chemtica International is widely used. This can be sourced and used as part of the IPM programs in infested areas or as a monitoring tool in areas free of CRB.

Oryctare Lure specific to CRB and does not infect other non-target insects. It is also environment and user-friendly and easy to transport to the field for application.

A. Functional Specification

Oryctare Lure is a synthetic aggregatory pheromone for CRB. It attracts both male and female adults, usually at a ratio of 1:2. It comes in sachets and is placed in various types of traps (eg. Bucket, PVC pipe, panel, barrier) with collection containers for retrieval and destruction. The lure solution lasts in the sachets for up to around three months depending on the temperature. They will need to be replaced as they run out to maintain consistency with the catches. The amount to be ordered depends on the target area of infestation and the duration of the trapping program. The infestation in Majuro, RMI is confined to a small area of around 200m X 50m and a thousand sachets in adequate stock to run the trapping program for at least two years.

B. Technical Specification

The CRB pheromone are slow-release liquid formulation of synthetic pheromone packaged in small sachets and repackaged in bigger sealed packages in quantities of 10 sachets per package. The packages are normally stored in the fridge and opened up during use where each sachet is hung per pheromone trap in the field. They slow release to attract the beetles to traps for collection and killing. Trapping densities in management programs are usually 5 per hectare (high density) or 2 per hectare (low density), and a single traps set up at strategic locations for monitoring.

The unit price normally comes in the cost of per sachet. A thousand sachets are needed for the RMI team to use as part of their CRB containment program in the incursion area and to set up for monitoring on outer islands for potential spread.

C. Delivery Requirements

To be delivered including freight to SPC, Narere Campus Suva, Fiji within 30 days of commencement of contract.

Bidders must state the shipment terms and ETA in their quotations clearly. SPC prefers C&F or CIF shipping terms.

D. Warranty Requirements (when applicable)

Consignment should be packed within 20 days before dispatch.

E. Reporting Arrangements

Sarlesh Kumar (PARC Field Coordinator)- SPC Land Resources Division (LRD) is the lead contact.

Advise upon dispatch of product to SPC once advised on order.

Liaise directly with SPC once the orders are ready to be dispatched.

No other organisations/entities will support with the process.

F. Scope of Bid Price and Schedule of Payments

Full payment within 30 days from receipt of goods and invoice.

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 |
|--|------------------|-------------------|
| Technical requirements | | |
| PO46-Lure Orycalure (oryctes spp) | 50 | 350 |
| Able to meet the quantity and timeframe | 30 | 210 |
| Ability to accept SPC's payment terms and conditions | 20 | 140 |
| Total Score | 100% | 700 |

Financial Evaluation:

The financial evaluation carries 300 points. The maximum number of points is allocated to the lowest-priced proposal. All other financial proposals receive proportional scores based on how they compare with the lowest-priced proposal. These scores are calculated according to the formula below:

$$\frac{[Total\ financial\ component\ score] \times [Lowest\ price]}{[Price\ under\ consideration]} = Score\ for\ financial\ proposal$$