

RFP24-6218

Preferred Courier Service Provider SPC

Pre-Bid Meeting

Supplementary Information –1

Date	5 th March 2024
Start	11.30am-12.40pm (Fiji Time)
Attendees	<ul style="list-style-type: none">➤ Rajneil Raj (DHL Express)➤ Shanil Singh (DHL Express)➤ Mereseini Marama (Movements International)➤ Demesi (Movements International)➤ Johnathan Latchman (All Freight Logistics)

1. New Key Dates

Please note that the clarification submission deadline date for this RFP is **8th March 2024**.

2. Clarifications to Questions asked during pre-bid session.

a) What do we need to have in the technical proposal and financials, and will they be different emails?

Your proposal must be submitted in two separate emails.

- **Email 1:** You must submit your **technical proposal (Annexes 1 to 4 and all their supporting documents)** in English as an attachment to one email. No financial information may appear in the technical proposal.
- **Email 2:** You must submit your **financial proposal (Annex 5)** in a separate email. All prices in the proposal must be presented in FJD. Your Financial proposal is to be password protected. SPC will request the password if it is required.
- Both emails are to be sent to procurement@spc.int with the subject line of your email as: Submission **RFP24-6218**. Your proposal must be received no later than **18/03/2024** by **11.45 p.m Fiji Time**. Only one bid per bidder is permitted.

b) Regarding the conflict of interest, does it concern the whole company or just the team submitting the proposals?

- SPC acknowledges the difficulty in tracking every potential link a big company may have. Please confirm if any conflict arises in the board or partners of the company and on the team submitting the proposals with procurement staff, EQAP staff or Senior Management leadership of SPC.

c) Regarding the financial submission form, does it have to be in that format only?

- As long as you have the same information than that should be fine, and you may add information to the table, but you must not remove anything.

3. Others:

- Please be advised that bidders who did not attend the pre-bid meeting is still able to submit their bid.
- Bidders to ensure all communication on RFP to be directed to procurement@spc.int email.
- SPC is intending to sign agreements with more than one vendor.
- A sample of the Preferred supplier agreement is available as part of the tender document package. This includes the general terms and conditions. If the bidder has reservations must submit them together with the submission. If not, SPC will understand that all general terms and conditions as published are accepted and therefore the contract will have the standard clauses.

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