

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	Innovation, digitalisation & technology introduced by PHD resulting in improved effectiveness and efficiency within Pacific Health Ministries
<b>Nature of the services</b>	Maintenance Training provided to Laboratory Scientists and Biomed Technicians & Engineers
<b>Location:</b>	Fiji
<b>Date of issue:</b>	4/03/2024
<b>Closing Date:</b>	17/03/2024
<b>SPC Reference:</b>	RFQ 24-6193

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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 services 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 [talicac@spc.int](mailto:talicac@spc.int) and with the subject line of your email as follows: **Submission RFQ 24-6193**. 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
- Evidence of Certification

- Provide a list of qualified employees who will certify BSCs and scanned copies of the employees' documents confirming their education, experience, and qualifications to provide these services.

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 **23.49 FJT** on **17/03/2024**.

### 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.

Talica Cabemaiwai will be your primary point of contact for this RFQ and can be contacted at [talicac@spc.int](mailto:talicac@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 services.

### 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
<b>RFQ sent to potential vendors</b>	4/03/2024
<b>RFQ Closing Date</b>	17/03/2024
<b>Award of Contract</b>	20/04/2024
<b>Commencement of Contract</b>	1/05/2024
<b>Conclusion of Contract</b>	30/07/2024

## 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 bidder's 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](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: TERMS OF REFERENCE

### A. Background/context

The Covid-19 pandemic has highlighted the need for PICs laboratories to be more proactive in building capacities within countries to properly maintain and service BSC to reduce contamination and improve the quality of testing. The Public Health Division of SPC is supporting the six countries (Nauru, Niue, Republic of the Marshall Islands, Samoa, Tuvalu, and Yap) to provide training for Laboratory Scientists and Biomed technicians on how to safely use BSCs and perform service and maintenance.

This training will be delivered in Nadi, Fiji, and covers basic procedural report writing and practical applications in a laboratory setting. This will allow laboratory participants to have a good knowledge of the Biosafety cabinets and demarcate the basic maintenance tasks to be performed by laboratory scientists and the more complicated engineering services to be done by Biomedical engineers.

## **B. Purpose, objectives, scope of services**

1. To develop and implement a third-party NATA /ILAC accredited laboratory documented system.
2. Procedures to identify the difference between pass/ fail when conducting test methods.
3. To associate Laboratory test methods and biological safety cabinet containment.
4. Training test methods will include the use of instruments to determine:
  - Air Velocity (inflow and downflow) and Uniformity
  - Lighting
  - Sound
  - Pressure testing
  - Ultraviolet lighting
  - Modified Air Barrier Control procedure.
5. To conduct decontamination of equipment and room assessment
6. To conduct maintenance cleaning of BSC and associated equipment with appropriate cleaning agents to use /not and the danger of mixing.
7. Ability to carry out decontamination of BSC and other equipment such as incubators in the case of low spillage.
8. Test reporting system to be provided for the purpose of training and development.
9. To provide full agenda of the training schedule.
10. To provide the first phase test equipment complete set for SPC which includes but not limited to the following:
  - Anemometer
  - Light meter
  - Service equipment sound tester
  - UV light tester
  - Pressure gauge
11. To also provide decontamination portable system in the training for SPC.

## **C. Timelines**

Contract duration will be from May 1<sup>st</sup>, 2024-31st July 2024.

## **D. Reporting and contracting arrangements**

- The contractor will be responsible to Team leader, Laboratory Strengthening program
- The contractor will interact with PHD staff, including Biomed Advisor and assistants.
- The contractor will have to travel to Fiji to conduct training to the PICTS Laboratory Scientists and Biomed assistants.

## **E. Skills and qualifications**

### **Accreditation and Certification:**

- Accreditation to BSC certification standards by recognized agencies such as NATA/NFS/TGA/ILAC or equivalent, or
- Inclusion of at least one team member with specialized training and certification in BSC standards.

### **Experience and Expertise:**

- Demonstrated track record with a minimum of 3 years in BSC certification.

### **Equipment and Instruments:**

- Confirmation of possession of all necessary instruments and devices essential for BSC certification, ensuring compliance with specified standards.

### **Calibration Certificates:**

- Provision of up-to-date calibration certificates for all equipment utilized in BSC certification processes.

### **Regional Experience:**

- Previous engagement in BSC certification within the Pacific region is desirable.

### **Certification Documentation:**

- Issuance of certification documents in English, meeting requisite standards and regulatory requirements.

## **F. Scope of Bid Price and Schedule of Payments**

- Terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions
- Bidder is to submit their payment terms with price inclusive of travel/accommodation and any other related cost



## 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
<b>Mandatory requirements</b>		
<ul style="list-style-type: none"> <li>Should have certification from a global accreditation body</li> <li>Evidence of Certification</li> <li>Provide a list of qualified employees who will certify BSCs and scanned copies of the employees' documents confirming their education, experience, and qualifications to provide these services</li> </ul>	<p><b>Mandatory requirements.</b>  <i>Bidders will be disqualified if any of the requirements are not met</i></p>	
<b>Technical requirements</b>		
<b>Technical requirement 1:</b> Should be accredited with a global accreditation body such as NATA/NSF/TGA/ILAC or equivalent at least	40%	400
<b>Technical requirement 2:</b> Demonstrated track record with a minimum of 3 years in BSC certification	20%	200
<b>Technical requirement 3:</b> Have the ability to travel and deliver training on conducting basic maintenance with specific equipment.	10%	100
<b>Financial</b>		
<b>Price and payment terms</b>	30%	300

## Part 5: PROPOSAL SUBMISSION FORMS

### BIDDER'S LETTER OF APPLICATION FORM

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services for the sum as may be ascertained in accordance with the Financial Proposal attached herewith and made part of this proposal.

We acknowledge that:

- SPC may exercise any of its rights set out in the RFP/RFQ documents, at any time;
- The statements, opinions, projections, forecasts, or other information contained in the Request for Proposal documents may change;
- The RFP/RFQ documents are a summary only of SPC's requirements and is not intended to be a comprehensive description of them;
- Neither the lodgement of the RFP/RFQ documents nor the acceptance of any tender nor any agreement made subsequent to the RFP/RFQ documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the RFP/RFQ documents, or since the date as at which any information contained in the RFP/RFQ documents is stated to be applicable;
- Excepted as required by law and only to the extent so required, neither SPC, nor its respective officers, employees, advisers or agents will in any way be liable to any person or body for any loss, damage, cost or expense of any nature arising in any way out of or in connection with any representations, opinions, projections, forecasts or other statements, actual or implied, contained in or omitted from the RFP/RFQ documents.

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded based on the Technical and Financial Components proposed.

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the Bidder's representative: *[insert name of the representative]*

Title: *[insert title of the representative]*

Address:

Date: *[Click or tap to enter a date]*

## TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

## INSTRUCTIONS TO BIDDERS

Technical Requirements	
<i>Evaluation criteria</i>	<i>Response by Bidder</i>
<b>Technical requirement 1:</b>	
Should be accredited with a global accreditation body such as NATA/NSF/TGA or equivalent.	<i>[Bidder's answer]</i>
<b>Technical requirement 2:</b>	
Demonstrated track record with a minimum of 3 years in BSC certification	<i>[Bidder's answer]</i>
<b>Technical requirement 3:</b>	
Have the ability to travel and deliver training on conducting basic maintenance with specific equipment.	<i>[Bidder's answer]</i>
<b>For the Bidder:</b> <i>[insert name of the company]</i>	
Signature:	
Name of the representative: <i>[insert name of the representative]</i>	
Title: <i>[insert Title of the representative]</i>	
Date: <i>[Click or tap to enter a date]</i>	

## BIDDER'S FINANCIAL PROPOSAL

All costs indicated on the Financial Proposal should be **inclusive** of all applicable taxes.

The format shown below should be used in preparing the price schedule. All prices in the proposal must be presented in bidders' local currency.

Particulars	Amount (STATE CURRENCY)
Professional Training Fee (Lump sum)	
Others(Specify)	
<b>TOTAL</b>	

Professional fees: Staff salaries, consultant fees and any other professional costs (with details on the level of effort of each person on the team if applicable. i.e., 50% full time, full-time, etc.).

Other expenses: if any, that are directly related to the delivery of the services will be reimbursable based on actuals (receipts and other supporting documents will be required). Such expenses will need prior approval before it is incurred and paid.

SPC does not provide or reimburse insurance for consultant's travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes, or duties for which the consultant may be liable.

The Contractor will travel to Fiji for the training duration. SPC will not cover any IT and communication equipment for the duration of the assignment. The consultant is to ensure stable internet connection for virtual interactions when necessary.

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, considering of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

**For the Bidder:**

Signature:

Name of the representative:

Title: