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Pacific  
Community  
Communauté  
du Pacifique

RFP 24-6794

# REQUEST FOR PROPOSAL (RFP)

## FOR GOODS

<b>Project Title:</b>	Safe Agriculture trade Facilitation through Economic integration in the Pacific' (SAFE Pacific project).
<b>Nature of the goods</b>	Turmeric Processing Line for Produce Processing Pte Ltd
<b>Location:</b>	Suva, Fiji
<b>Date of issue:</b>	5/08/2024
<b>Closing Date:</b>	2/09/2024
<b>SPC Reference:</b>	24-6794

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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).

SPC has our headquarters in Noumea, New Caledonia and has regional offices in Fiji, the Federated States of Micronesia and Vanuatu, as well as an office in France. SPC works across the Pacific and has staff in nearly all of our Pacific Island Country and Territory members.

SPC works for the well-being of Pacific people through the effective and innovative application of science and knowledge and is guided by a deep understanding of Pacific Island contexts and cultures. 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.

SPC's *Procurement Policy* provides the framework for ensuring that SPC obtains the best value for its purchases, in terms of both cost and quality; demonstrates financial probity and accountability to its members and development partners; manages and prevents the potential for conflicts of interest; reduces its environmental impact and manages any other risks.

At SPC, all procurement follows the same main steps: planning; statement of needs; requisition; solicitation; evaluation; award; receipt; and payment. Different procedures apply depending on the value of the goods, services and works to be procured.

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 Proposal (RFP) Process

At SPC, procurement valued at more than EUR 45,000 must be advertised through a Request for Proposal (RFP) with any bids received evaluated by SPC's Procurement Committee to determine the offer that provides the best value for money.

This RFP sets out SPC's requirements and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information. The RFP contains detailed instructions and templates to enable you to submit a compliant bid. It sets out the overall timetable; it confirms the evaluation criteria that SPC will use to evaluate proposals; it explains the administrative arrangements for the receipt of the bids; and it sets out how bidders can request further information.

Your participation confirms your acceptance of SPC's conditions of participation in the RFP process.

## Part 2: INSTRUCTIONS TO BIDDERS

### 2.1 Background

SPC invites you to submit a bid to deliver the goods as specified in [Part 3](#).

SPC has advertised this RFP on its website and may send it directly to potential vendors. The same specifications, submission and other solicitation requirements will be provided to all vendors.

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 bid to be considered, you must provide all the prescribed information by the closing date and in the format specified.

### 2.2 Submission instructions

Your submission must be clear, concise and complete and should only include information that is necessary to respond effectively to this RFP. Please note that you may be marked down or excluded from the procurement exercise if your submission contains any ambiguities or lacks clarity.

Your proposal must include the following documents (annexes of [Part 5](#) of the RFP):

#### Email 1

- a) Bidder's Letter of Application (Annex 1);
- b) Conflict of Interest Declaration (Annex 2);
- c) Information about the bidder and Due diligence (Annex 3);
- d) Technical proposal submission form (Annex4);
- e) Other supporting documents – functional, design and technical specification for each item, business registration certificate, references of similar work done in the past

#### Email 2

- f) Financial proposal submission form (Annex 5) – should be password protected.

Your proposal must be submitted in **two separate emails**.

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.

You must submit your **Financial proposal** (Annex 5) in a separate email. All prices in the proposal must be presented in bidders' local currency. Your Financial proposal is to be password protected. SPC will request the password in the event that it is required.

Both emails are to be sent to [procurement@spc.int](mailto:procurement@spc.int) with the subject line of your email as: **Submission RFP 24-6794- Turmeric Processing Line for Produce Processing Pte Ltd**.

Your proposal must be received no later than **2/09/2024** by **11.59PM Fiji time**. Only one bid per bidder is permitted.

SPC will send a formal acknowledgement to each proposal received before the deadline.

SPC reserves the right to exclude from consideration any proposal not received by the deadline, with incomplete information or in incorrect form.

## 2.3 Clarifications

You may submit questions or seek clarifications on any issue relating to this RFP. The questions are to be submitted in writing to [procurement@spc.int](mailto:procurement@spc.int) with the subject line: **Clarification -RFP 24-6794 Turmeric Processing Line for Produce Processing Pte Ltd**. The deadline for submission of clarifications is **18/08/2024 by 11.59pm Fiji time**.

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 RFP process, at any point where there is phone call or other conversation, SPC will keep a record or a file note of the exchange with prospective bidders.

## 2.4 Evaluation

### Validity

Each proposal will be assessed for compliance with the submission requirements by the Bids Opening Committee. At this stage, basic due diligence will also be undertaken.

To assist in the examination, evaluation and comparison of proposals, SPC may ask the bidder for clarification of its proposal or additional information. The request for clarification will be in writing.

### Technical

All valid proposals will be assessed against the technical evaluation criteria set out in Part 4. The criteria are provided with weighted scores according to the relative importance of each. SPC will not change the evaluation criteria set out in the RFP at any stage of the procurement process. Any changes in the evaluation criteria will result in the RFP process being re-issued.

Bidders are expected to familiarise themselves with local conditions and take these into account in preparing their proposal. Where minimum qualifications are set as specific evaluation criteria (which may include educational qualification, professional accreditation or certification, licensing, experience and expertise), proposals submitted must necessarily meet these criteria.

### Financial

Any bids that pass the minimum technical evaluation requirements will pass onto financial evaluation.

During the financial evaluation, if there is a discrepancy between the unit price and the total price, the lower price shall prevail. If there is a discrepancy between words and figures the amount in words will prevail.

The total cost of the proposal must be submitted inclusive of taxes in accordance with the applicable legislation, and is not subject to revision.

## 2.5 Contract award

SPC may award the contract once the Procurement Committee has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be the most responsive to the RFP documents, provide the best value for money and best serve the interests of SPC.

SPC's *General Terms and Conditions of Contract* will apply to any contracts awarded under this RFP, unless otherwise agreed. Any requested changes to the General Terms and Conditions of Contract must be foreshadowed in the submission. In the absence of requests for changes, the General Conditions of Contract and the terms of the PSA contract shall be deemed to be known, understood, and accepted by the bidder.

The award of the contract will be made by contract signed and dated by both parties.

## 2.6 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
RFP advertised	5/08/2024
Deadline for seeking clarification	18/08/2024
RFP Closing Date	2/09/2024
Award of Contract	26/09/2024
Commencement of Contract	27/09/2024
Conclusion of Contract	23/01/2025

## 2.7 Legal and compliance

**Child and vulnerable adult protection:** SPC is committed to the well-being of children and vulnerable adults. All SPC contractors are required to commit to the principles of SPC's Child and Vulnerable Adult Protection Policy ([XI.G Manual of Staff Policies](#)). Breach of this requirement can result in SPC terminating any contract with a successful bidder. Any allegations of potential misconduct in relation to this RFP involving children or vulnerable adults should be sent to [complaints@spc.int](mailto:complaints@spc.int).

**Confidentiality:** Unless otherwise agreed by SPC in advance or where the contents of the RFP are already in the public domain when **shared** with the bidder, bidders shall at all times treat the contents of the RFP 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 RFP 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 RFP process. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder.

**Cost of preparation of proposals:** Under no circumstances will SPC be liable for any proposal submission costs, expenditure, work or effort that you may incur in relation to your provision of a proposal (including if the procurement process is terminated or amended by SPC).

**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.

**Eligibility:** Bidders are required to disclose to SPC whether they are subject to any sanction or temporary suspension imposed by any international organisation, or whether they are subject to bankruptcy proceedings. You may not be bankrupt or suspended, debarred, or otherwise identified as ineligible by any international organisation. Failure to disclose such information may result in debarment and termination of any contract issued to the bidder by SPC.

**Fraud and corruption:** SPC has zero tolerance for fraud and corruption. All contractors have an obligation to report potential fraud and corruption. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder. Allegations of potential

misconduct by an SPC staff member or contractor involving fraud or corruption can be sent to [complaints@spc.int](mailto:complaints@spc.int).

**Good faith:** The information in this RFP is provided by SPC in good faith. No representation, warranty, assurance or undertaking (express or implied) is or will be made, and no responsibility or liability will be accepted by SPC in relation to the adequacy, accuracy, completeness or reasonableness of this RFP or any information provided by SPC in relation to this RFP.

**Modifications:** Any clarifications, corrections or modifications will be published on the SPC website prior to deadline. In the event a bidder has submitted a bid before the clarification, correction or modification, the bidder will be informed and may modify the bid. The modified bid will still need to be received before the deadline.

**No offer of contract or invitation to contract:** This RFP 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 RFP. SPC will handle any personal information it receives under the RFP in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

**Right to amend, seek clarity, withdraw, not award:** SPC reserves the right to: (1) amend, add to or withdraw all or any part of this RFP at any time, or to re-invite bids on the same or any alternative basis; (2) seek clarification or documents in respect of any bidder's submission; (3) choose not to award a contract as a result of this RFP; (4) make whatever changes it sees fit to the timetable, structure or content of the procurement process, depending on approvals processes or for any other reason. Please note that while SPC will not change the evaluation criteria set out in the RFP without the RFP process being re-issued, SPC does reserve the right at the time of award of contract to vary the quantity of services and goods specified in the RFP and to accept or reject any proposal at any time prior to award of the contract without incurring any liability to the affected bidder or any obligation to inform the affected bidder/s of the grounds for SPC's action.

**Right to disqualify:** SPC reserves the right to disqualify: (1) any bidder that does not submit a proposal in accordance with the instructions in this RFP; (2) any bidder that misrepresents information to SPC; (3) any bidder that directly or indirectly canvasses any SPC employee concerning the award of a contract.

**Use of material:** Bidders shall not use the contents of the RFP or any related material for any purpose other than for the purpose of considering submitting, or submitting, a bid to SPC.

**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 RFP process.

## 2.8 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: Specification of Goods

### Background/context

The 'Safe Agriculture trade Facilitation through Economic integration in the Pacific' (SAFE Pacific project) being funded under the 11th European Development Fund (EDF) aims to provide targeted assistance to support small Pacific Island Countries (PICs) to increase export capacity and improve economic growth. With its rich diversity of culture and resources, there is potential for greater trade and market opportunities for small Pacific ACP (African, Caribbean, Pacific) states.

SAFE Pacific is being implemented in 15 Pacific ACPs: Cook Islands, Fiji, Federated States of Micronesia, Kiribati, Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Solomon Islands | Samoa, Timor-Leste, Tonga, Tuvalu, Vanuatu.

**The project's specific objectives are two-fold:**

- 1) to increase intra-regional and international trade and;
- 2) to increase the private sector's participation in economic integration

As an activity of SAFE Pacific project (Safe Agriculture trade Facilitation through Economic integration in the Pacific) funded by the European Union, a call focusing on Capacity building support for micro, small, and medium enterprises (MSMEs) in the kava, coconut, coffee, and turmeric industries was launched in September 2023. It was open to those MSMEs wishing to seek capacity-building support in certification, product development, market intelligence, participation at trade shows, business-to-business meetings, technical support in crop production, business mentoring, training and workshops, export-related infrastructure, and equipment for MSMEs to develop and to strengthen their productive export capacity.

As such the proposal from Produce Processing Pte Ltd was evaluated and selected for support which included establishment of a **Turmeric Processing Line** in line with the specifications provided in part B, C and D.

### Functional Specification

Each step in the turmeric processing line is crucial for maintaining the quality and safety of the final product. Proper processing ensures that the turmeric retains its desirable properties, such as colour, aroma, and medicinal value. SPC is seeking a supplier to provide the following equipment's that are needed to successfully establish a Turmeric Processing Line for Produce Processing Pte Ltd:

#### Equipment List:

Item	Equipment Name	Quantity
1. Elevator	1. Elevator	1
2. Peeling Machine Line	2. Peeling Machine	1
	3. Batch Peeling Machine for Turmeric	2
3. Bubble Washing Line	4. Picking line 1	1
	5. Bubble Washing Machine	1
	6.Picking line 2	1



	7. Picking line 3	1
	8.SUS table	4
	9. SUS tank	10
	10. Plastic tank (HDPE) Certified	10
4. High Pressure Spray Washing Machine	11.Hire pressure spray washing machine	1
5. Air Drying Machine	12. Air Drying Machine	1
6. Slicing Machine Line	13.Slicing Machine	1
	14.Powder Machine	1
7. Hot Air Dryer	15.Drying Machine	1

#### Detailed Specification of each equipment:

Item	Equipment Name	Quantity	Functional Specification	Design Specification	Technical Specification
1. Elevator	<b>1. Elevator</b>	<b>1</b>	Ability to lift the Turmeric from the hopper to the Peeling Machine. The turmeric will be poured manually to the hopper	<p>High quality PU (4mm, acid, alkali and corrosion resistance)</p> <p>Easily cleanable</p> <p>Capability to adjust the tightness of the conveyor belt</p> <p>The four feet must be non-slip, and the height of each foot can be adjusted to prevent unevenness in the workshop;</p> <p>The shape, size and direction of the outlet must be adjustable</p>	<p>316 Stainless Steel &amp; PU (4mm, acid, alkali and corrosion resistance)</p> <p>Size: 2500x700x1600mm</p> <p>Power: 0.55kw</p> <p>Type: PU belt</p>
2. Peeling Machine Line	<b>2. Peeling machine</b>	<b>1</b>	Ability to peel turmeric	The material of the brush roller should be of high quality such as 1010 nylon yarn, i.e. if you use the brush for a long time, the brush will fall to one side, and the brush should	<p>Material: food grade 316 Stainless Steel</p> <p>Size:3400x1000x1400mm</p> <p>Power: 4.37kw</p>

				<p>return to its original shape with boiling water.</p> <p>Discharge speed should be adjustable;</p> <p>Brush roller should be wavy shape to have, increased contact with the turmeric and it will ensure peeling is cleaner.</p> <p>Connectable to water pipe to allow clean water to flow out from the nozzles for cleaning</p> <p>Bottom needs to be equipped with water tray to prevent sewage from flowing everywhere.</p> <p>Machine should be easily moveable and should have atleast 4 wheels.</p>	<p>Length of the roller: 2600mm</p> <p>Medium Brush Thickness: 0.4mm each (choose suitable brush for turmeric) Equipped with extra one set of brush</p>
<b>3. Turmeric peeling machine</b>	<b>2</b>	Peel turmeric	<p>Brush roller should be waved shape to have, increased contact with the turmeric and it will ensure peeling is cleaner.</p> <p>Connectable to water pipe to allow clean water to flow out from the nozzles for cleaning</p> <p>Botton needs to be equipped with water tray to prevent sewage</p>	<p>Material: 316 Stainless-Steel High-quality nylon brush rollers</p> <p>Size: 2600x850x1000mm</p> <p>Power: 3kw</p> <p>Brush roller's length: 1800mm</p> <p>Equipped with extra one set of brush</p>	

				<p>from flowing everywhere.</p> <p>Machine should be easily moveable and should have atleast 4 wheels</p>	Capacity: about 1000kg/h
3. Bubble Washing Machine Line	<b>4. Picking Line 1</b>	1	Used for conveying the turmeric from one machine to the another	<p>The machine should be customizable so that the front and rear are connected properly</p> <p>Workers should be able to stand on both sides of the picking line to check the peeled material</p>	<p>Material: 316 Stainless Steel &amp; PU (4mm, acid, alkali and corrosion resistance)</p> <p>Size for reference: 1500 x 700x900mm</p> <p>Power: 0.55kw</p>
	<b>5. Bubble Washing Machine</b>	1	<p>Removes soil, dirt, and other impurities from the raw turmeric rhizomes</p> <p>Should be able to wash turmeric and clean them as part of the line processing</p>	<p>Pump should be able to circulate water to save water resources</p> <p>The filter screen should roughly filter impurities</p> <p>There should be small holes inside the pipe inside the machine so that when blower blows through the small holes lot of bubbles are formed that will roll at the bottom to make the turmeric cleaner and push the material forward.</p> <p>Nozzles should be fitted/provided for washing</p> <p>The speed of the conveyor should be</p>	<p>Material: 316 Stainless Steel</p> <p>Size: 5200*1200*1400mm</p> <p>Power: 7kw</p> <p>Belt width: 800mm</p>

				adjustable	
<b>6.Picking Line 2</b>	1	Conveyor to next machine	The machine should be customizable so that the front and rear are connected properly	Workers should be able to stand on both sides of the picking line to check the peeled material	Material: 316 Stainless Steel & PU (4mm, acid, alkali and corrosion resistance)  Size for reference: 2000x700x900mm  Power: 0.55kw
<b>7. Picking Line 3</b>	1	Conveyor to next machine	The machine should be customizable so that the front and rear are connected properly	Workers should be able to stand on both sides of the picking line to check the peeled material	316 Stainless Steel & PU (4mm, acid, alkali and corrosion resistance)  Size for reference: 1800x700x900mm  Power: 0.55kw
<b>8. SUS Table Stainless Steel Table</b>	4 sets	The SUS table is a versatile and essential piece of equipment in the turmeric processing line, contributing to efficient and hygienic handling, sorting, and preparation of turmeric rhizomes.	For sorting and inspecting the turmeric rhizomes for quality. Any undesirable parts, such as damaged or rotten pieces, can be removed at this stage.		Material: 316 Stainless Steel  Size: 2300x950x870mm  Detachable for easy shipping
<b>9. SUS tank Stainless steel tank</b>	10 sets	SUS tank is a crucial piece of equipment in the turmeric processing line, enabling efficient and hygienic washing, soaking, blanching, boiling, holding, and mixing of turmeric rhizomes	Primary use of the SUS tank is for washing and cleaning the turmeric rhizomes. The tank can be filled with water or a cleaning solution to remove soil, dirt, and impurities from the turmeric.		Material: 316 Stainless Steel  Inside measurement: 1000x1000x600mm  Drainage outlet on the side
<b>10. Plastic Tank</b>	10 sets	The tanks will be used for various things such as water storage, pre-soaking, waste collection,	Should be durable, resistant to corrosion, lightweight nature, and cost-effective		Material: HDPE  Outside measurement: 1200x1000x760mm

			fermentation, holding and transfer and mixing solutions		Should have cover on top  Customized drain outlet,  Should have wheels  Should have necessary certification.
4. High Pressure Spray Washing Machine	<b>11. High Pressure Spray Washing Machine</b>	1	Suitable for cleaning turmeric - Removes the rough outer skin of the dried rhizomes, giving them a smooth and shiny appearance.	The speed of the conveyor should be adjustable  Mesh belt mesh size should be atleast 3mm and should be customisable  There should be an option of circulating water pump to save water  The filter water tank should be able to filter the impurities  The spray needs to have high pressure for increased cleaning power	Material: food grade 316 Stainless Steel  Size: 6200x1450x1550mm  Power: 9.1kw  Belt width: 800mm  Maximum 60 psi
5. Air Drying Machine	<b>12. Air Drying Machine</b>	1	Air knife-shaped fan, strong wind, used to remove moisture from the surface of turmeric.  Reduces the moisture content of the turmeric rhizomes to a safe level for storage and grinding.	Should include atleast 12 fans  Should have options to dry both sides  The height of the fan should be adjustable  Bottom of the machine should be equipped	Material: food grade 316 Stainless Steel  Size: 6000x1200x1600mm  Power: 11.2kw  Mesh belt width: 800mm

				with water tray to prevent sewage from flowing everywhere.  The sides should be secured to prevent the Turmeric from falling	Have atleast 12 fans
6. Slicing Machine Line	<b>13. Turmeric Slicing Machine</b>	1	Reduces the size of the dried rhizomes to facilitate grinding.	Should be able to slice Turmeric at the thickness level stated in the technical specification.  Should have the necessary certification and meet the required standards	Material: 316 Stainless Steel  Size: 800x600x1300mm  Power: 2.2kw  Thickness: 1-8mm adjustable  Capacity: atleast 2000kg/h
	<b>14. Powder Machine</b>	1	Should be able to convert the sliced turmeric to powder form to an acceptable standard for packing  Ensure uniform particle size of the turmeric powder.	Should be compatible with the slicing machine and grind the Turmeric to an acceptable standard.	Material: 316 Stainless Steel  Size: 700*850*1550mm  Grinding fineness: 4 screens, 60 mesh, 80 mesh, 100 mesh and 120 mesh  Capacity: about 200kg/h  Power: 11kw  Internal structure should be air-cooled with dust suction device
7. Hot Air Dryer	<b>15. Drying Machine</b>	1	The hot air dryer machine is a critical component in ensuring the turmeric is dried properly, maintaining its		Material: 316 Stainless Steel  Size: 2000x1500x2150mm

			quality, and making it ready for subsequent processing and packaging.		<p>Electricity heated</p> <p>Power: 24 kw</p> <p>Should have atleast 48 trays and hold about 2Kg Turmeric slices per tray</p> <p>Drying time should not be more than 4 hours</p> <p>Temperature should be adjustable up to atleast 180 degrees or more.</p>
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### Delivery Requirements

- Bidders are required to provide the lead time and delivery schedule. This should not be more than 4 months. If it is, please state reasons. The delivery date cannot go beyond 23/01/2025.
- The term of trade is CIF. The port for delivery is Suva Port.
- All Duties & Taxes for clearance will be borne by the Consignee.
- The supplier upon receipt of the official approved SPC Purchase Order shall prepare delivery of all items as listed on the order preferably by the next business day or within three (3) business days. The supplier shall prepare and ship the items in the next available shipment to the agreed location.
- Appropriate packing will be checked upon delivery by the requesting department in SPC. In the case where goods are not appropriately packed, receipt of goods may be refused and/or any additional costs incurred as a result will be charged to the supplier.
- The goods ordered shall be received and the delivery docket signed by SPC staff only. Under exceptional circumstances, SPC may authorise a country focal point or Project Manager based in country to confirm receipt of the items ordered.
- The supplier(s) will be made known of the receiving official in the country before the order is placed. SPC will not be responsible for costs incurred from loss of items that is not received by an SPC staff or SPC authorised focal point.
- For any goods returned to the supplier, the supplier shall pick up the returned materials/items from the site without any additional cost.

### Warranty Requirements (when applicable)

- All items quoted under this RFP will need to have a 2-year warranty and should be transferrable under the same conditions to the beneficiaries.
- The Vendor/Contractor warrants that the Equipment fully complies with all applicable government environmental and safety standards. The Equipment shall perform substantially in accordance with the manufacturer's user manuals, technical materials, and related writings pertaining to such Equipment, and such Equipment shall perform any function described in such writings.

- Bidders must demonstrate their ability to provide backup support and parts. A Service Level Agreement (SLA) may be entered into with the selected contractor.
- Within the warranty period, Seller will repair or replace without cost to Buyer any product or parts covered by the warranty which Seller finds to be defective in material or workmanship, provided that the Buyer gives the Seller prompt notice.
- During the Warranty period, the Buyer must return the equipment to the Contractor's designated location, freight prepaid. Contractor shall repair or replace all defective equipment at its own expense.

### **Reporting Arrangements**

The contractor will be responsible to the Value Chain Specialist and the Finance and Procurement Officer under SAFE Pacific Project, and the focal point from Produce Processing Pte Ltd.

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

Bidders can advise their preferred payment terms and conditions in their financial proposal (Annex 5). SPC generally does not enter into contract requiring advance payment and makes payment in line with article 10 of the SPC's General Terms and Conditions.

SPC may advance up to 20 per cent of the value of a contract if the advance payment is justified and is required for:

- a. mobilisation costs
- b. start-up costs, or
- c. design costs.



## Part 4: PROPOSAL EVALUATION MATRIX

### 4.1 Evaluation criteria & Score Weight

A two-stage procedure will be utilised to evaluate the proposals, with evaluation of the **Technical proposal** being completed prior to any **Financial proposal** being opened and compared.

The competencies which will be evaluated are detailed in [Part 3](#).

The evaluation matrix below also 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.

The technical component, which has a total possible value of 700 points, will be evaluated using the following criteria.

Evaluation criteria	Score Weight (%)	Points obtainable
<b>Mandatory requirements</b>		
<p><b>Email 1</b></p> <ul style="list-style-type: none"> <li>a) Bidder’s Letter of Application (Annex 1);</li> <li>b) Conflict of Interest Declaration (Annex 2);</li> <li>c) Information about the bidder and Due diligence (Annex 3);</li> <li>d) Technical proposal submission form (Annex4);</li> <li>e) Other supporting documents – functional, design and technical specification for each item, business registration certificate, references of similar work done in the past</li> </ul> <p><b>Email 2</b></p> <ul style="list-style-type: none"> <li>f) Financial proposal submission form (Annex 5) – should be password protected.</li> </ul>		Bidders will be disqualified if any of the requirements are not met
<b>Technical requirements</b>		
<b>Meets the minimum requirements of the functional specification</b>		
Responses are clear and concise and shows that the functional specification for each item is met	25%	175
<b>Meets the minimum Design specification requirements</b>		
Responses are clear and detailed and answers all the design specifications requirements	25%	175
<b>Meets the technical Specification Requirements</b>	25%	175

The minimum size, dimensions, weight, capacity, certifications has been met for all items		
<b>Meets the delivery and warranty requirements and service standards</b>		
The delivery can be completed within 4 months		
Schedule for delivery provided	25%	175
Shipping terms CIF provided		
Warranty of upto 2 years provided		
Backup support of upto 5 years		
<b>Total Score</b>	<b>100%</b>	<b>700</b>
<b>Qualification score</b>	<b>70%</b>	<b>490</b>

#### 4.2 Financial evaluation

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the goods and financial incentives and benefits provided to SPC. The lowest financial proposal will be awarded maximum 300 points and other financial offers and incentives will be awarded points as per the formula below:

$$\text{Financial Proposal score} = (\text{Lowest Price} / \text{Price under consideration}) \times 300$$

## Part 5: PROPOSAL SUBMISSION FORMS

### Annex 1: BIDDER'S LETTER OF APPLICATION

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required goods 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 Request for Proposal documents, at any time;
- The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
- The Request for Proposal 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 Request for Proposal documents nor the acceptance of any tender nor any agreement made subsequent to the Request for Proposal documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the Request for Proposal documents, or since the date as at which any information contained in the Request for Proposal 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 Request for Proposal 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 on the basis of 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]*

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

## Annex 2: CONFLICT OF INTEREST DECLARATION

### INSTRUCTIONS TO BIDDERS

#### What is a conflict of interest?

A conflict of interest may arise from economic or commercial interests, political, trade union or national affinities, family, cultural or sentimental ties, or **any other type of relationship or common interest between the bidder and any person connected with the contracting authority** (SPC staff member, consultant or any other expert or collaborator mandated by SPC).

#### Always declare a conflict

The existence of a potential or apparent conflict of interest does not necessarily prevent the bidder concerned from taking part in a tender process. **However, the declaration of the existence of such a conflict by the persons concerned is essential and allows SPC to take appropriate measures to mitigate it and prevent the associated risks.**

Bidders are therefore invited to declare any situation, fact or link which, to their knowledge, could generate a real, potential or apparent conflict of interest.

#### Declaration at any time

Conflicts of interest may arise at any time during the procurement process or the implementation of a contract (e.g. new partner in the project) or as a result of a change in personal life (e.g. marriage, inheritance, financial transaction, creation of a company). If such a relationship is found and could be perceived by a reasonable person as likely to influence a decision, a declaration of the situation is necessary. In case of doubt, a conflict situation must be declared.

#### Declaration for any person involved

A declaration must be completed for each person involved in the tender (principal representative of the bidder, possible subcontractors, consultant, etc.)

#### Failure

Failing to declare a potential conflict of interest may result in the bidder being refused a contract or placed on SPC's list of non-responsible suppliers.

## DECLARATION

I, the undersigned, *[name of the representative of the Bidder]*, acting in the name and on behalf of the company *[name of the company]*, declare that:

<input type="checkbox"/>	To my knowledge, I am not in a conflict-of-interest situation
<input type="checkbox"/>	There is a potential conflict of interest with regard to my <i>[Choose an item]</i> . relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned</i> , although, to the best of my knowledge, this person is not directly or indirectly involved in any stage of the procurement process
<input type="checkbox"/>	I may be in a conflict of interest with regard to my <i>[Choose an item]</i> relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned</i> , as this person is, to the best of my knowledge, directly or indirectly linked to the procurement process
<input type="checkbox"/>	To my knowledge, there is another situation that could potentially constitute a conflict of interest: <i>[Describe the situation that may constitute a conflict of interest]</i>

In addition, I undertake to:

- declare, without delay, to SPC any situation that constitutes a potential conflict of interest or is likely to lead to a conflict-of-interest;
- not to grant, seek, obtain or accept any advantage, whether financial or in kind, to or from any person where such advantage constitutes an unfair practice or an attempt at fraud or corruption, directly or indirectly, or constitutes a gratuity or reward related to the award of the contract;
- to provide accurate, truthful and complete information to SPC in connection with this procurement process.

I acknowledge that I and/or my company and/or my business partners who are jointly and severally bidding on the **RFP 24-6754** may be subject to sanctions such as being placed on SPC's list of non-responsible vendors, if it is established that false statements have been made or false information has been provided.

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

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

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

### Annex 3: INFORMATION ABOUT THE BIDDER AND DUE DILIGENCE

Please complete the following questionnaire and provide supporting documents where applicable.

VENDOR INFORMATION				
Are you already registered as an SPC vendor?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>1. Please provide information related to your entity.</b>				
Company name	[Enter company name]	Address	[Enter address]	
Director/CEO	[Enter name of the executive person]	Position	[Enter position of the executive person]	
Business Registration/License number	[Enter company registration/license number (or tax number)]			
Date of business registration	[Enter date of business registration]			
Country of business registration	[Enter country of business registration]			
<b>Status of the entity:</b>				
<input type="checkbox"/> For-profit entity (company), <input type="checkbox"/> NGO, <input type="checkbox"/> International organisation, <input type="checkbox"/> Government body, <input type="checkbox"/> University, <input type="checkbox"/> Association, <input type="checkbox"/> Research Institute, <input type="checkbox"/> Other: [insert details]				
<b>2. Please provide relevant documentation to support and verify the legal existence of the entity, the authority of its officer and proof of its address, such as:</b>				
<input type="checkbox"/> Delegation of authority or power of attorney document <input type="checkbox"/> Certificate of business registration/license <input type="checkbox"/> Memorandum, Articles or Statutes of Association <input type="checkbox"/> Telephone, water, or electricity bill in the name of the entity <input type="checkbox"/> Bank account details bearing the name of the entity				
<b>3. How many employees does your company and its subsidiaries have?</b>			[provide answer]	
<b>4. Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', what type of business insurance do you have?			[provide answer]	
<b>5. Are you up to date with your tax and social security payment obligations?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', please explain the situation:			[Provide details]	
<b>6. Is your entity regulated by a national authority?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please specify the name:			[Insert name of the national regulation authority]	
<b>7. Is your entity a publicly held company?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>8. Does your entity have a publicly available annual report?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please send SPC your audited financial statement from the last 3 financial years if available				

DUE DILIGENCE					
<b>9. Does your entity have foreign branches and/or subsidiaries?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If you answered 'yes' to the previous question, please confirm the branches:					
• Head Office & domestic branches			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Domestic subsidiaries			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Overseas branches			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Overseas subsidiaries			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>10. Does your entity provide financial services to customers determined to be high risk including but not limited to:</b>					
Foreign Financial Institutions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Casinos	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cash Intensive Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Foreign Government Entities	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Non-Resident Individuals	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Money Service Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Other, please provide details:			[Provide details]		
<b>11.If you answered 'yes' to any of the boxes in question 10, does your entity's policies and procedures specifically outline how to mitigate the potential risks associated with these higher risk customer types?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please explain how:			[Provide explanation]		
<b>12.Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect fraud, corruption, money laundering or terrorist financing activities?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please send SPC your policy in English.					
If 'No', what process does your entity have in place to prevent and detect money laundering or terrorist financing activities?				[provide answer]	
<b>13.Does your entity have an officer responsible for anti-corruption, or anti-money laundering and counter-terrorism financing policy?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please state that officer's contact details:			[Insert name and contact details]		
<b>14.Has your entity or any of its current or former directors or CEOs ever filed for bankruptcy?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:			[Provide details]		
<b>15.Has your entity or any of its current or former directors or CEOs ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of any laws or regulations, including those relating to money laundering or terrorism financing?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:			[Provide details]		

## SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)

<b>16.Does your entity have a written policy, controls and procedures to implement its Social and Environmental Responsibility (SER) commitments?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please send SPC your policy in English.					
If 'No', what process does your entity have in place to ensure your social and environmental responsibility?				[provide answer]	
<b>Does your Policy or Process cover the followings?</b>					
<input type="checkbox"/> Child protection <input type="checkbox"/> Human rights <input type="checkbox"/> Gender equality <input type="checkbox"/> Social inclusion <input type="checkbox"/> Sexual harassment, abuse or exploitation <input type="checkbox"/> Environmental responsibility					
Please, outline the major actions you have undertaken in these areas:			[provide answer]		
<b>17.Does your entity have an officer responsible for Social and Environmental Responsibility (SER)?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please state that officer's contact details:			[Insert name and contact details]		

## SUPPORTING DOCUMENTS (where relevant)

• Business registration/license proof	<input type="checkbox"/>
• Bank account details document	<input type="checkbox"/>
• Address of the entity and Authority of officer proofs	<input type="checkbox"/>
• Audited financial statement from the last 3 financial years	<input type="checkbox"/>
• Fraud, corruption, anti-money laundering and counter terrorist financing Policy	<input type="checkbox"/>
• SER Policy	<input type="checkbox"/>

I declare that the particulars given herein above are true, correct and complete to the best of my knowledge, and the documents submitted in support of this form are genuine and obtained legally from the respective issuing authority.

I declare that none of the funds received or to be received by my company will be used for criminal activities, including financing terrorism or money laundering.

By sending this declaration to SPC, I agree that my business and personal information may be used by SPC for due diligence purposes. I also understand and accept that SPC will treat any personal information it receives in connection with my proposal in accordance with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

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

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

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



## Annex 4: TECHNICAL PROPOSAL SUBMISSION FORM

Refer Annex 4 attached separately

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

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

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

## Annex 5: FINANCIAL PROPOSAL SUBMISSION FORM

### FINANCIAL PROPOSAL SUBMISSION FORM – GOODS INSTRUCTIONS TO BIDDERS

Bidders should detail as much as possible the price requested in response to the technical specifications.

Wherever possible, the unit prices of the individual goods should be indicated, followed by the total amount (including any additional services and any other costs associated with the delivery of the goods).

Good detail in the financial proposal helps bidders to give clarity and transparency to their proposal and makes it easier for SPC to score the proposals received.

The contract to be concluded with the selected bidder must mention all the costs incurred for the execution of the assignment entrusted to him (including insurance, packaging, delivery costs, unloading, etc., where applicable). No additional costs can be claimed from SPC after the contract has been signed.

Bidders must also mention any special conditions relating to the amount of their proposal or the terms of payment.

The financial proposal must be submitted inclusive of taxes where applicable in accordance with the applicable legislation. However, the final amount of the awarded contract may be paid to the successful bidder inclusive or exclusive of taxes, depending on the tax exemptions enjoyed by SPC as an intergovernmental organisation in its member countries and territories.

The following form is given as an indication, the bidder may submit its financial proposal to SPC in another format, provided that it complies with the instructions detailed in this RFP.

## BIDDER'S FINANCIAL PROPOSAL – GOODS

<i>TABLE 1 - Cost, Insurance and Freight of Equipment's</i>				
Goods description	Lump sum Price [Currency]	Total quantity	Freight (CIF)	Total Amount [Currency]
1. Elevator	[unit price]	[quantity]	[Amount]	[total amount]
2. Peeling Machine	[unit price]	[quantity]	[Amount]	[total amount]
3. Batch Peeling Machine for Turmeric	[unit price]	[quantity]	[Amount]	[total amount]
4. Picking line 1	[unit price]	[quantity]	[Amount]	[total amount]
5. Bubble Washing Machine	[unit price]	[quantity]	[Amount]	[total amount]
6.Picking line 2	[unit price]	[quantity]	[Amount]	[total amount]
7. Picking line 3	[unit price]	[quantity]	[Amount]	[total amount]
8.SUS table	[unit price]	[quantity]	[Amount]	[total amount]
9. SUS tank	[unit price]	[quantity]	[Amount]	[total amount]
10. Plastic tank (HDPE) Certified	[unit price]	[quantity]	[Amount]	[total amount]
11.Hire pressure spray washing machine	[unit price]	[quantity]	[Amount]	[total amount]
12. Air Drying Machine	[unit price]	[quantity]	[Amount]	[total amount]
13.Slicing Machine	[unit price]	[quantity]	[Amount]	[total amount]
14.Powder Machine	[unit price]	[quantity]	[Amount]	[total amount]
15.Drying Machine	[unit price]	[quantity]	[Amount]	[total amount]
<b>Option 1 - CIF</b>				[Total 1]

<i>Table 2 - Installation, Commissioning and Training</i>			
Description	Lump sum Price [Currency]	Total quantity	Total Amount [Currency]
[Item description]	[unit price]	[quantity]	[total amount]
[Item description]	[unit price]	[quantity]	[total amount]
[Item description]	[unit price]	[quantity]	[total amount]
[Item description]	[unit price]	[quantity]	[total amount]
			[Total 2]

Table 3 Maintenance Parts and after sales service support for atleast 5 years			
Description	Lump sum Price [Currency]	Total quantity	Total Amount [Currency]
[Item description]	[unit price]	[quantity]	[total amount]
[Item description]	[unit price]	[quantity]	[total amount]
[Item description]	[unit price]	[quantity]	[total amount]
[Item description]	[unit price]	[quantity]	[total amount]
[Item description]	[unit price]	[quantity]	[total amount]
			[Total 3]

Total amount – Cost of item, insurance and freight (CIF) <b>(Option 1)</b>	[total amount for 1]
Total Amount– CIF, and Installation, Commissioning and Training <b>(Option 2)</b>	[total 1+ total 2]
Total Amount – CIF, and maintenance and aftersales service support <b>(Option 3)</b>	[total 1+ total 3]
Total Amount – CIF, Installation, Commissioning and Training, and Maintenance and aftersales service support <b>(Option 4)</b>	[total 1+total 2 + total 3]

- Bidders are requested to state their preferred payment terms. SPC generally does not enter into contract requiring advance payment and makes payment in line with article 10 of the SPC's [General Terms and Conditions of Contract](#):

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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, taking into account 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:** [insert name of the company]

Signature:

**Name of the representative:** *[insert name of the representative]*

**Title:** *[insert Title of the representative]*

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