

REQUEST FOR QUOTATION (RFQ)

FOR GOODS

Project Title:	Electrification of Kiribati's Line Islands Powered through Solar Energy (EKLIPSE)
Nature of the goods	Supply and delivery of electrical personal protective equipment
Location:	Kiritimati Island, Kiribati
Date of issue:	3/03/2025
Closing Date:	17/03/2025
SPC Reference:	RFQ25-7682

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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 jakew@spc.int and with the subject line of your email as follows: **Submission RFQ25-7682**. 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
- Technical Submission Form completed (Annex 2)
- Financial Submission form completed (Annex 3a)
- Financial Proposal Price List (Annex 3b; Excel file)

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 FJT on 17/03/2025**.

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.

Jake Ward will be your primary point of contact for this RFQ and can be contacted at jakew@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
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RFQ sent to potential vendors	3/03/2025
RFQ Closing Date	17/03/2025
Award of Contract	18/04/2025
Commencement of Contract	18/04/2025
Conclusion of Contract	18/04/2026

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](#) 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 AUD 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

SUPPLY AND DELIVERY OF PERSONAL PROTECTIVE EQUIPMENT TO KIRITIMATI ISLAND, KIRIBATI

3.1 Background/context

Two projects are currently underway to enhance Kiritimati Island's power supply:

1. **Kiribati Utilities Reform Programme (KURP)** – funded by New Zealand's Ministry of Foreign Affairs and Trade (MFAT).
2. **Electrification of Kiribati's Line Islands Powered through Solar Energy (EKLIPSE) Project** – funded by the Government of Australia's Department of Foreign Affairs and Trade (DFAT).

The Government of Kiribati's (GoK) Ministry of Line and Phoenix Islands Development (MLPID) is responsible for operating and maintaining the island's power supply through its Power Division (PD) and Electrical Division (ED), which collectively employ 35 staff. To enhance occupational health and safety (OH&S), this Request for Quotation (RFQ) seeks to procure high-quality personal protective equipment (PPE) for MLPID staff. The cost will be shared between the KURP and EKLIPSE projects.

3.2 Functional, design and technical specifications

The table below lists the materials to be procured under this RFQ, along with their intended purpose.

Item	Description	Unit	Size	Total
1	Unisex hi-vis short sleeve polo - orange with segmented reflective panels, left pocket; Full colour MLPID Energy Planning Unit logo left front chest above pocket (approx. 10cm x 10cm); Monochrome (blue) Save Energy logo on back (approx. 20cm x 20cm). See Attachments for logos ¹ .	ea	2XL	12
		ea	XL	19
		ea	L	6
		ea	M	3
		ea	Sub-total	40
2	Workers safety harness (non-metallic)	ea	2XL	4
		ea	XL	7
		ea	L	4
		ea	Sub-total	15
3	2.0m adjustable lanyard with 19mm snap hook each end	ea	2 m	12
		ea	Sub-total	12
4	Triple locking Carabiner - 30kN	ea	30 kN	14
		ea	Sub-total	14
5	1.8m webbing pole strap with 19mm hooks	ea	1.8 m	12
		ea	Sub-total	12
6	Kevlar latex dip gloves	pair	XL	23
		pair	L	37
		pair	M	16
		pair	Sub-total	76

¹ The Save Energy image provided in the attachments will need to be changed to blue on a transparent background.

Item	Description	Unit	Size	Total
7	Leather working gloves	pair	XL	30
		pair	L	44
		pair	Sub-total	74
8	Class 2 rubber insulating gloves - up to 20,000V	pair	10.5	6
		pair	10.0	6
		pair	Sub-total	12
9	All-purpose mechanic gloves	pair	XL	28
		pair	L	32
		pair	M	16
		pair	Sub-total	76
10	Lineman gloves, leather	pair	10.5	37
		pair	10.0	37
		pair	Sub-total	74
11	Bump cap - long peak - orange hi-vis	ea	1 size fits most	39
		ea	Sub-total	39
12	Class C hard hat + LED light, rechargeable	ea	1 size fits most	20
		ea	Sub-total	20
13	High visibility work trousers - navy/orange	pair	46	7
		pair	44	7
		pair	42	7
		pair	40	6
		pair	38	8
		pair	36	4
		pair	34	3
		pair	Sub-total	42
14	Mid-height work safety boot, black	pair	13	3
		pair	12	5
		pair	11.5	
		pair	11	7
		pair	10.5	18
		pair	10	4
		pair	9	2
		pair	8	1
		pair	Sub-total	42
15	Carpenter's tool backpack	ea	1 size	37
		ea	Sub-total	37
16	Full-face breathing mask	ea	1 size	8
		ea	Sub-total	8
17	Spare filter for breathing mask	ea	1 size	8
		ea	Sub-total	8
18	TTMC - W17 arc-rated 10 cal polo Shirt, orange, MLPID logo left front chest Save Energy logo back	ea	2XL	14
		ea	XL	19
		ea	L	3

Item	Description	Unit	Size	Total
		ea	M	3
		ea	Sub-total	39
19	Raincoat, hi vis, heavy duty	ea	3XL	14
		ea	XL	19
		ea	L	3
		ea	M	3
		ea	Sub-total	39
20	Particulate dust mask respirator (safety mask)	ea	Safety Mask	40
		ea	Sub-total	40
21	Industrial burns first aid kit in soft carry bag	set	First Aid Carry Bag	4
		set	Sub-total	4
22	Safety specs - tinted	ea	1 size	72
		ea	Sub-total	72
22	Safety specs - clear	ea	1 size	37
		ea	Sub-total	37
23	Earmuffs	ea	1 size	20
		ea	Sub-total	20
24	Earmuff hygiene kit, suitable for earmuffs purchased	ea	1 size	40
		ea	Sub-total	40
25	Foam earplugs, pack of 500 pairs	pack	1 size	2
		pack	Sub-total	2
26	Shipping to Kiritimati Island Port, Kiribati	lump sum		1

3.3 Delivery requirements

- The supplier is responsible for packing and delivering all items to Kiritimati Island Port (not Tarawa).
- SPC will handle customs clearance and pay associated destination charges at the Kiritimati port.
- Delivery should occur as soon as possible following the contract signing or purchase order issuance but must not exceed seven months.
- As container ships land at Kiritimati every three to four months, suppliers should factor this into logistics planning.
- All shipping costs, including pre-shipment inspections, packing, handling, export charges, insurance, and freight expenses, must be included in the quotation.
- Items must be securely packed and clearly labeled to minimize damage or distortion during transit.

3.4 Screening and quality control

- Mock-ups and/or samples of shirt logo designs and placement are to be provided prior to production.
- Pre-shipment quality control checks must be conducted by the supplier, ensuring compliance with **AS/NZS and ISO safety standards** where applicable.

- The Contractor is to provide photos of all bulk items and packed containers immediately prior to closing and locking for shipment.

3.5 Warranty requirements

Where applicable, bidders should clearly state the warranty period for the items, with a minimum being the factory warranty.

3.6 Reporting arrangements

The Contractor will provide all necessary shipping documents as soon as they are available. AS/NZS certifications for applicable equipment must also be provided prior to shipping.

3.7 Scope of bid price and schedule of payments

1. The rates quoted by the bidder should represent best value for money.
2. As per Section 22 of SPC's General Terms and Conditions of Contract, while SPC is exempt from tax in Kiribati, the financial proposal is to take into account all expenses the organisation will incur in the delivery of the scope of work.
3. Suggested payment schedule for supply, delivery and acceptance of goods on Kiritimati Island is as follows.

Invoice #	Milestone/Output	% Payment
1	Submission of updated delivery schedule (within 1 week of contract signing)	10%
2	Submission of freighting documents and applicable certifications (AS/NZS, pre-shipping quality check, other)	30%
3	Delivery, quality check and acceptance of goods at destination	60%
	TOTAL	100%

3.8 Attachments

Attachment 1 – MLPID Energy Planning Unit logo

Attachment 2 – Save Energy image

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.

Competency requirements	Score weight (%)	Points obtainable
The bidder will need to attach: <ol style="list-style-type: none"> 1. Conflict of interest declaration form (Annex 1) 2. Technical proposal submission form (Annex 2) 3. Financial proposal submission form (Annex 3a) 4. Financial proposal price list (Annex 3b; Excel file) 		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Functional, design and technical specification: Compliance with functional, design and technical requirements as stated in the Specification of Goods	50%	500
Supply experience: Evidence of at least 5 years' experience in supply of similar goods	10%	100
Delivery: Experience shipping goods in the Pacific and capacity to deliver items within 6 months	10%	100
Maximum technical score	70%	700
Maximum financial score	30%	300
Maximum total score	100%	1000