



REQUEST FOR QUOTATION (RFQ)

FOR GOODS

Project Title:	Safe Agricultural trade Facilitation through Economic integration in the Pacific [SAFE Pacific] project funded by the European Union & the 'Support to business-friendly and Inclusive National and Regional Policies, and Strengthen Productive Capabilities and Value Chains' Project (Business Friendly Project)
Nature of the goods	Supply, delivery, and support arrangements for the procurement of a heavy-duty vertical double chamber vacuum packing machines and associated accessories for Gaston Chocolate Ltd and South Seas Commodities, Port Vila, Vanuatu
Location:	Vanuatu
Date of issue:	28/03/2025
Closing Date:	6/04/2025
SPC Reference:	RFQ25-7796

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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 SAFEProcurement@spc.int and with the subject line of your email as follows: **Submission RFQ25-7796-heavy-duty vertical double chamber vacuum packing machine heavy-duty vertical double chamber vacuum packing machine**. The email should also be copied to rfq@spc.int.

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed

- A quotation that is compliant to the specification of the goods in PART 3 and responsive to the evaluation criteria. Quotation should also state the delivery time.
- Business Registration Certificate/Licence
- Full specification of the equipment and accessories specified in PART 3
-

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

Bids will be evaluated on the basis of information received by **11.59pm Fiji time on 6/04/2025**.

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.

Ruci Tabua will be your primary point of contact for this RFQ and can be contacted at SAFEProcurement@spc.int. You should copy any communications into rfq@spc.int.

Details will be kept of any communications between SPC and bidders. This assists SPC to ensure transparency of the procurement process. While SPC prefers written communication in the RFQ process, at any point where there is phone call or other conversation, SPC expects to keep a file note of the exchange, with all forms of communication with prospective bidders to be retained as source documents for the procurement of the goods.

2.5 Key Dates

Please see the proposed procurement timetable in the table below. This timetable is intended as a guide only and while SPC does not intend to depart from the timetable, it reserves the right to do so at any stage.

STAGE	DATE
RFQ sent to potential vendors	28/03/2025
RFQ Closing Date	06/04/2025
Award of Contract	8/04/2025
Commencement of Contract	8/04/2025
Conclusion of Contract	30/08/2025

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. 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

A. 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

The procurement of this item is for a MSME grantee (Gaston Chocolate Ltd and South Seas Commodities, Vanuatu) which will strengthen local capacity in value addition and storage for agricultural produce. This directly contributes to SAFE Pacific's goals of building resilient agri-food systems and promoting sustainable economic integration in the Pacific region.

B. Project Overview

This Scope of Work outlines the supply, delivery, and support arrangements for the procurement of heavy-duty vertical double chamber vacuum packing machines and associated accessories for a Gaston Chocolate Ltd and South Seas Commodities, a processing facility in Port Vila, Vanuatu. The procurement aims to strengthen post-harvest handling and packaging operations

C. Technical specification

Description of Works

The supplier shall be responsible for the following with detailed specifications and quantities:

Supply of Equipment and Parts/Accessories:

1. 2 each X Heavy Duty Vertical Double Chamber Vacuum Packing Machine
2. 60 units X 1KG PVC Gusset Moulds (L115 x W75 x H175 mm)
3. 6 units X 1KG Stainless Steel (SS304) Formers
4. 4 units X 5KG Stainless Steel (SS304) Moulds
5. 2 units X 5KG Stainless Steel (SS304) Formers
6. 9,800 pcs X Plastic Gusseted Pouches (1KG, Center Seal)
7. 2,000 pcs X Plastic Vacuum Bags (16" x 19", 160 Micron)

D. Delivery and Installation Requirements

Equipment to be delivered to Port Vila, Vanuatu where possible to provide door to door delivery with custom clearance no later than 30/08/2025. The consignee will be Gaston Chocolate Ltd and South Seas Commodities, Port Vila, Vanuatu. The consignee/SPC key focal point needs to inspect, accept and confirm delivery before the final payment.

Shipping Terms: DAP shipment terms are preferred by SPC, however if this is not possible, then CIF Port Vila, Vanuatu, will be accepted.

Delivery Timeline: Ready stock or within 4–5 weeks upon receipt of commercial clearance and purchase order

Packing: Export wooden packaging

Insurance: Included in the quoted price

Installation:

- Equipment is plug-and-play; manual and video guide to be provided.
- On-site installation and commissioning maybe requested, with travel, accommodation, and per diem for the engineer covered by SPC.

E. Warranty Requirements (when applicable)

Overall performance as per expectation, mechanical, electronical components must carry a warranty of not anything less than 6-months. Ensure warranty is specified in the quotation for each equipment and parts.

F. Reporting Arrangements

The successful bidder will report to the Managing Director of Gaston Chocolate Ltd & South Seas Commodities, and Procurement Officer – SAFE Pacific Project for the duration of the work.

G. Scope of Bid Price and Schedule of Payments

SPC is a regional organisation with a 30-days payment policy upon supply of goods. However, for this procurement, the following payment schedule will be followed:

The selected bidder will be furnished with an official SPC Purchase Order (PO) as a payment commitment.

Milestone/deliverables	Deadline	% payment
Upon completion of contract signing, inception meeting on the specs and delivery timeframes for mobilisation of resources and arrangement of equipment for delivery	Within 1 week from contract signing	20%
Completion of manufacturing and confirmation that all equipment and parts are ready for shipment, supported by relevant documentation (e.g., photos, packing list, BOL, and/or readiness report)	Within 4 to 5 weeks upon receipt of 1 st payment	60%
On successful delivery, installation and commissioning of the equipment at the designated site, and submission of commissioning report with relevant documentations, accepted by Gaston Chocolate Ltd & South Seas Commodities.	30/08/2025	20%
TOTAL		100%

H. General Requirements

Bidders are required to provide the following information in their quotation:

- Provide full Specs of their product
- **Preferred currency:** All quotations to be submitted in bidders own local currency
- **Quotation Validity:** Quotes are accepted on the basis that they are valid for one hundred twenty (120) days from the closing date for receipt of Quotes and further 60 days for the selected bid as stated in PART 2 (section 2.6)
- **Financial Proposal Format** – submit your quotation in your own standard format with detailed pricing breakdown and warranty, itemising list of each equipment and part as specified in the RFQ, including unit price and total cost, including shipping costs, with your preferred payment terms, if different from our schedule of payments.
- On shipment refer to Part 3 section D “Delivery and Installation Requirements”

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
Mandatory requirements		
- A quotation compliant to the specifications in part 3 - Filled and Signed Conflict of Interest Form – See Part 5 - Business registration certificate/Licence	Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: Compliance with Technical Specification and Warranty: Provide a detailed datasheet or technical brochure confirming full compliance with the specifications listed under Part 3, Clause C – Technical Specification. Partial or alternate specifications must be clearly indicated.	40%	280
Technical requirement 2: Delivery Timeline and Logistics: Provide a delivery schedule and logistics plan confirming DAP/CIF delivery, timeline, and export packaging details. Include confirmation of freight and insurance arrangements (if applicable).	40%	280
Relevant Experience and Technical Capability: Provide a brief company profile outlining relevant experience, especially in the Pacific region or similar environments. Include at least two references or examples of previous supply contracts for similar equipment (with client name, country, and year).	20%	140
Total Score	100%	700

Financial Evaluation:

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

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

Part 5: CONFLICT OF INTEREST DECLARATION FORM

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 involved from taking part in a procurement process. **However, the declaration of the existence of such a conflict by the persons involved 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:

☐	To my knowledge, I am not in a conflict-of-interest situation
☐	There is a potential conflict of interest with regard to my [Choose an item]. relationship with [name of the person concerned] in his or her capacity as [mention position/role/personal or family link with the person concerned], although, to the best of my knowledge, this person is not directly or indirectly involved in any stage of the procurement process

☐	I may be in a conflict of interest with regard to my [Choose an item] relationship with [name of the person concerned] in his or her capacity as position/role/personal or family link with the person concerned], as this person is, to the best of my knowledge, directly or indirectly linked to the procurement process
☐	To my knowledge, there is another situation that could potentially constitute a conflict of interest: [Describe the situation that may constitute a conflict of interest]

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 [Select RFQ or RFP] [SPC Reference number] 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 Bidder's representative: [insert name of the representative] Title: [insert title of the representative] Date: [Click or tap to enter a date]
