

REQUEST FOR PROPOSAL (RFP)

FOR SERVICES

RE-ADVERTISEMENT

Project Title:	FIRE ALARM SYSTEM- SPC NABUA CAMPUS
Nature of the services	The fire protection services tender includes supply, installation, testing, commissioning, and maintenance of fire alarm systems for the SPC Nabua office buildings. Services must comply with local fire safety regulations and NFA standards, ensuring the safety and security of personnel and assets. The tender also encompasses regular maintenance, emergency response planning, to support ongoing operational requirements."
Location:	SPC NABUA CMAPUS 3 LUKE STREET NABUA
Date of issue:	15/04/2025
Closing Date:	26/05/2025
SPC Reference:	RFP25-7681

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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.

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 services 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 the RFP, provided on a separate document):

- 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) Financial proposal submission form (Annex 5).

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 FJD. 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 with the subject line of your email as: **Submission RFP25-7681 - FIRE ALARM SYSTEM- SPC NABUA CAMPUS** .

Your proposal must be received no later than **26/05/2025 by 11h45pm 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

[Site visit & pre-bid meeting](#)

A mandatory site visit will be organized at SPC Nabua Campus **on 30/04/2025**. The site visit will be followed by an on-site pre-bid meeting.

Bidders must register their attendance through the SPC procurement email (procurement@spc.int) by

11h45pm, Fiji Time on 28/04/2025.

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 with the subject line: **Clarification RFP25-7681 - FIRE ALARM SYSTEM- SPC NABUA CAMPUS** . The deadline for submission of clarifications is **20/05/2025** by **11h45pm 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.

Shortlisted bidder's presentation

Bidders that are short-listed during the RFP evaluation process shall be required to conduct a presentation to, and respond to queries of, SPC's Procurement Technical Evaluation Committee. The bidders will be provided an opportunity to provide an overview of the operational aspect of the services they are proposing.

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

The purpose of this RFP is to implement Preferred Supplier Agreements (PSAs) based on work areas. Initial contract will be for one (1) year and can be renewed for three (3) more years based on performance. Implementation contracts or POs will be issued for specific work under the PSA.

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. A sample PSA is attached to this RFP (Annex 6).

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	15/04/2025
Site visit and pre-bid meeting	30/04/2025
Deadline for seeking clarification	20/05/2025
RFP Closing Date	26/05/2025
Award of Contract	21/07/2025
Commencement of Contract	1/08/2025
Conclusion of Contract	31/07/2026

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.

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 FJD 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.

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. 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

3.1 Background/context

The Pacific Community (SPC) is an international organization established in 1947 with its Headquarters located at Noumea, New Caledonia. SPC operates regional offices in Suva - Fiji, Port Vila -Vanuatu, Honiara- Solomon Islands, Tonga, and the Federated States of Micronesia.

SPC's Suva offices are situated in various locations, including:.

1. Nabua Campus - 3 Luke Street, Nabua
2. Mead Road Campus - 241 Mead Road, Nabua
3. Lotus Campus - Level 1 and 2, Lotus Building, Nabua
4. Narere Campus - Beaumont Road, Narere

To ensure the upkeep and maintenance of these offices, SPC implements a comprehensive maintenance schedule. This schedule is managed by the SPC Facilities team, which oversees routine maintenance tasks and coordinates construction projects as needed. These projects may include the development of new office spaces, laboratory facilities, walkways, and other infrastructure improvements.

This Request for Proposal seeks to engage a Fire Protection Service Provider for the supply, installation, testing, and commissioning of a Fire Alarm System at the SPC Nabua office buildings. This activity is part of the approved 2025 operational plan.

3.2 Description of the works

Bidders are required to undertake the supply, installation, testing and commissioning of the Fire Protection Services installation for the SPC Nabua Fire Alarm System in accordance with the specified scope of work and provided specification.

- ***Annex 7 – Fire Alarm Services Drawings***
- ***Annex 8 - Fire Protection Specifications***

3.3 Timelines/Duration of the works

The program of works is scheduled to commence no later than August 2025, with completion anticipated by December 2025. Bidders must adhere to the Work Programme reporting requirements as detailed in Section 5.9 of the Fire Protection Specification in Annex 8.

3.4 Site Description

The work shall be carried out at the SPC Nabua Campus, 3 Luke Street, Nabua.

3.5 Technical Drawings

Bidders shall refer to the Services Drawings provided in Annex 7.

3.6 Building/ Service Standards

Bidders shall undertake the work in line with the adopted standards outlined in Section 4.4, 4.5 and 5.3 of the Fire Protection Specifications provided in Annex 8.

3.7 Risk Management

Bidders shall undertake the work in line with the risk mitigation actions specified in Section 4.7 of the Fire Protection Specification – Annex 8 including actions to be adhered to for accident reporting, procedures, health and safety, and hazardous waste management.

3.8 Environmental and sustainability considerations

Bidders shall refer to the Fire Protection Specification for the environmental assessment requirements that needs to be adhered to while carrying out the work and sourcing of materials.

Bidders shall adopt sustainable and socially responsible practises in the areas of human rights, labour, the environment, and anti-corruption. This shall include the promotion of gender equality, human rights, elimination of child labour, fair labour conditions in alignment with the Fiji Employment Laws and International Labor conventions whilst carrying out the scope of work.

Bidders shall consider the following whilst undertaking the contract:

- **Material Selection:** Specify environmentally friendly materials for fire protection equipment and systems, prioritizing products with minimal environmental impact during manufacturing, use, and disposal.
- **Energy Efficiency:** opt for fire alarm systems and equipment that are energy-efficient and compliant with energy-saving standards, reducing overall energy consumption during operation.
- **Waste Management:** Implement waste reduction strategies during installation and maintenance phases, such as recycling materials and properly disposing of hazardous waste according to environmental regulations.
- **Emissions Control:** Ensure that installation activities comply with emission control measures to minimize air and noise pollution.
- **Sustainable Practices:** Promote sustainable practices throughout the project lifecycle, including efficient use of resources, water conservation etc.

3.9 Reporting and contracting arrangements

The appointed bidder will work closely and under the direct supervision of the SPC approved project manager. The appointed bidder will need to request approval of payments, for which output from the project manager will be required before submission for final approval from SPC. Over the course of the works, periodical joint monitoring will be conducted by the Contractor, the Project Manager and the relevant SPC personnel.

3.10 Final inspection and certification of completion and acceptance

Bidders are required to undertake the final inspections and certification in accordance with Section 6 - 8 of the Fire Protection Specification."

3.11 Skills and qualifications

- **Experience and Expertise:**

Demonstrate over 5 years’ organisational experience in designing, installing, and maintaining fire alarm systems similar to the scale and complexity of the SPC Nabua office buildings.

The Project Manager and site manager /supervisor shall demonstrate over 10 years’ experience managing similar contracts.

- **Certifications and Licenses:**

The company must be legally registered and have the necessary relevant valid permits, license to carry out the work.

Certification from recognized bodies in fire safety and protection standards.

- **Technical Competence:**

Proficiency in implementing fire alarm systems, including knowledge of different types of systems, detection technologies (e.g., smoke detectors, heat detectors), and alarm notification methods (e.g., audible alarms, visual indicators).

- **Compliance and Standards:**

Familiarity with national and international fire safety codes, standards, and regulations.

Ability to ensure compliance with SPC's specific requirements and standards.

- **Quality Assurance and Maintenance Practices:**

Capability to provide ongoing maintenance and support services for the installed fire alarm system, including testing, inspection, and timely repairs.

- **Project Management Skills:**

Ability to effectively manage project timelines, resources, and budgets.

Experience in coordinating with multiple stakeholders and managing subcontractors if necessary.

- **Safety and Risk Management:**

Commitment to safety protocols and practices during installation and maintenance activities.

- **References and Track Record:**

Provide references from previous clients with similar projects, demonstrating successful completion of fire protection services.

Evidence of customer satisfaction and adherence to project specifications (reference letters to be provided)

3.12 Scope of Bid Price and Schedule of Payments

Milestone/deliverables	Deadline	% payment
Upon submission of detailed Work Programme.	2 weeks following signing of Contract.	5%
Upon completion of supply and installation of equipment and Fire Alarm System and sign off by the Project Manager and SPC.	TBC	35%
Upon successful testing and commissioning of the fire alarm system and sign off by the Project Manager and SPC.	TBC	25%

Final payment upon completion of documentation and training and sign off by the Project Manager and SPC.	TBC	30%
Retention	12 months following Practical completion and final acceptance	5%
TOTAL		100%

3.13 Annexes to the Scope of works

- Annex 7 – Fire Alarm Services Drawings
- Annex 8 - Fire Protection Specifications

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 bellow 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
Mandatory requirements		
<ol style="list-style-type: none"> 1. The company must be legally registered and have the necessary relevant valid permits, license to carry out the work. Bidder must provide copies of relevant valid License and Registration Certificate. 2. Certification from recognized bodies in fire safety and protection standards 3. Provide references from three (3) previous clients with similar projects, demonstrating successful completion of fire protection services. Evidence of customer satisfaction and adherence to project specifications (reference letters to be provided). 4. Bidders must attend the pre-bid meeting and the mandatory site visit. 		Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Technical Capacity		
<ul style="list-style-type: none"> • Minimum 5 years relevant organisation experience • Minimum 10 years relevant experience for key personnel/team lead engineer. The Bidder must submit a detailed CV for the person or persons nominated to supervise this contract outlining clearly outlining experience in similar roles, special qualifications.	20%	140
Technical Specifications		
<ul style="list-style-type: none"> • The technical bid complies with the technical components and requirements identified in the Fire Protection Services Drawings 	20%	140

and Specifications.		
Proposed Methodology and Approach		
<ul style="list-style-type: none"> • Working hours • Team Structure • Work Plan • Key Risks and Mitigation Plans 	25%	175
Warranty and After Sales support	10%	70
<ul style="list-style-type: none"> • Warranty 		
Maintenance and training		
<ul style="list-style-type: none"> • Maintenance and support services for the installed fire alarm system, including testing, inspection, and timely repairs • Trainings for Staff • Two (2) fire evacuation drills / year 	25%	175
Total Score	100%	700
Qualification score	70%	490

4.2 Financial evaluation

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the works 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:

$$\text{Financial Proposal score} = (\text{Lowest Price} / \text{Price under consideration}) \times 3$$