



REQUEST FOR TENDERS

File: AP 2/18/18 PRISMSS
Date: 2 October 2020
To: Interested Suppliers
From: Christian Slaven, SPREP IT Manager

Subject: Request for tenders: Supply of Video Conference System for the Pacific Regional Invasive Species Management Support Service (PRISMSS).

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
 - We value the Environment
 - We value our People
 - We value high quality and targeted Service Delivery
 - We value Integrity
- 1.3 For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced suppliers who can offer their services to supply the video conference systems listed in Annex 1 for the Supply of Video Conference Systems
- 2.2. The successful applicant will need to supply and deliver the equipment to the addresses given by **31 December 2020** as specified in the Terms of Reference in Annex 1.
- 2.3 Must be able to offer a competitive package including 3 years warranty and technical after sales support for the hardware.
- 2.4 Price should include all taxes and import duties as well as freight and handling fees from point of procurement to the assigned destination.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
list any conditions:
 - i. Provide proof of relevant experience in supplying similar equipment in the Pacific.
 - ii. Provide three references relevant to this tender submission, including the most recent work completed.
 - iii. Offers would be valid for 60 days from the closing date of tenders.
 - iv. Complete the **tender application form** provided (*please note you are required to complete in full all areas requested in the Form, particularly the Statements to*



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*demonstrate you meet the selection criteria – DO NOT refer us to your CV or your Technical Proposal. Failure to do this will mean your application will **not** be considered).*

- v. Sign the **Conflict of Interest form** provided.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should outline the interested supplier's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
- 4.3. Tender must also complete the **tender application form** and **conflict of interest form** provided.
- 4.4. The Financial Proposal must be inclusive of taxes, freight, handling and all other related costs.
- 4.5. Tender documentation must clearly outline the timeline for supply and delivery.
- 4.6. Provide outline of warranty conditions and requirements

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to Mareaa Pogi on maraeap@sprep.org and copy christians@sprep.org before 08 October 2020. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 09 October 2020.

6. Evaluation criteria

SPREP will select a preferred consultant on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tenderer satisfies the following criteria:

- 6.1. Costs – direct and indirect benefits/costs over the whole procurement cycle including taxes, import duties, freight and handling fees (where applicable) from point of procurement to assigned destination (30%);
- 6.2. After sales support –for maintenance and troubleshooting (10%)
- 6.3. Products matching specifications of the order – including clear conditions and requirements for the warranty of the hardware and the software components (30%);
- 6.4. Convenience and timeliness of the order (20%);
- 6.5. Performance history of the suppliers (10%);

Assessment of the proposal will be based on the evaluation of the Technical specification (70%) and Financial (30%).



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7. Deadline

- 7.1. **The due date for submission of the tender is: 16 October 2020, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked 'TENDER: **Supply of Video Conference System (PRISMSS)** to one of the following methods:

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA
Email: tenders@sprep.org (MOST PREFERRED OPTION)

Fax: 685 20231
Person: Submit by hand in the tenders box at SPREP reception,
Vailima, Samoa.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

**For any complaints regarding the Secretariat's tenders please refer to the
Complaints section on the SPREP website**
<http://www.sprep.org/accountability/complaints>



Annex 1

TERMS OF REFERENCE

Supply of Video Conference System (PRISMSS)

1. Background

This tender is for the supply of a Video Conference System.

2. Scope of work

The supplier is responsible for supplying a reliable, high-quality Video Conference System described in the Request for Tenders Document and delivered directly to the Secretariat of the Pacific Regional Programme Office in Apia, SAMOA.

The vendor is responsible for ensuring that the hardware fulfills the minimum specifications mentioned in the Request for Tender Document, which are:

QUANTITY	DESCRIPTION
1	Poly Studio 4K Premium Video Conference System
1	86" Avocor F Series
1	OPS i7 Slot PC (similar Specs to above ThinkSmart Tiny M920Q) need 2 HDMI

The goods are to be delivered by the supplier to the following address and received by SPREP by **31 December 2020**.

The successful provider must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct

https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf



Annex 2

Proposal Evaluation Criteria

The evaluation criteria are proposed below for reference.

Criteria		Maximum Points
1	Products matching specifications of the order	30
2	Convenience and timeliness of the order	20
3	Performance history of the suppliers	10
4	After sales support	10
Sub Total Technical Points		70
4	Financial Proposal <ul style="list-style-type: none">• Lowest bid = 30 points• Subsequent bids will be awarded points calculated as a percentage of the lowest bid	30
Total Points		100