



## **REQUEST FOR QUOTATION (RFQ)**

18<sup>th</sup> February 2025

**TO: SUITABLY QUALIFIED AND EXPERIENCED SUPPLIER (S)**

**SUBJECT: REQUEST FOR QUOTATION (RFQ) TO SUPPLY FIRST AID KIT FOR THE PACIFIC ISLANDS FORUM FISHERIES AGENCY.**

The Forum Fisheries Agency (FFA) has received grant financing from the World Bank International Development Agency (IDA) for the implementation of the Pacific Islands Regional Oceanscape Program – Second Phase for Economic Resilience (PROPER).

FFA now invites quotation in response to the **RFQ (Ref No: SB-FFA-450572-GO-RFQ)** from suitably qualified and experienced Supplier(s) to supply First Aid Kit for the FFA Boarding Inspection Aid support to the Members.

The selection of a Supplier for the provision of this service will be made in accordance with the World Bank's "Procurement Regulations for IPF Borrowers" (Fifth Edition September 2023)

To enable the submission of a quotation, the following document is attached:

Annex I: Request for Quotation.

Annex II: Terms and Conditions of Supply

Annex III: Technical Specification

Annex IV: Form of Quotation

Annex V: Statement of Technical Compliance

The deadline for submission of a Request for Quotation is **17<sup>th</sup> March 2025**, at 4.00pm (Solomon Islands time).

For further information on the RFQ, please submit your queries through email [proper.procurement@ffa.int](mailto:proper.procurement@ffa.int)

**REQUEST FOR QUOTATION (RFQ)**

Project Title: FFA: Pacific Islands Regional Oceanscape Program - Second Phase for Economic Resilience

Source of Funding (Grant no.): IDA-E2180

Contract Name: Procurement of First Aid Kit for FFA

Contract Ref: SB-FFA-450572-GO-RFQ

Dear Supplier,

1. You are invited to submit your price quotation(s) for the supply of the following items:

- |   |
|---|
| <ul style="list-style-type: none"><li>● <b>Procurement of First Aid Kit</b></li></ul> |
|---|

Information on technical specifications and required quantities are attached.

2. You must quote for all the items under this RFQ. Price quotations will be evaluated for all the items together and contract awarded to the supplier offering the lowest evaluated total price of all the items, if substantially responsive to the technical specifications.

3. Your signed price quotation in the forms attached (Annexes II, III and IV) may be submitted electronically at the following address:

**Email address:** proper.procurement@ffa.int

The deadline for receipt of your quotation(s) by the Purchaser at the address indicated in above Paragraph 3 is: **4pm (Solomon Islands Time), 17<sup>th</sup> March, 2025.**

4. Your quotation in ENGLISH language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English) for each item quoted.

5. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Supply is an integral part of the Contract. Quotations submitted not in accordance with these requirements may be rejected by the Purchaser.

6. PRICES

(a) For Goods supplied domestically: The prices should be quoted in SBD for the total price of EX-WORKS (ex-factory, ex-warehouse, etc.) plus the price of delivery to the final destination Forum Fisheries Agency Headquarter, Kolale Road, Central Honiara, Honiara City, Solomon Islands.

(b) For Goods to be imported: The prices should be quoted in any freely convertible currency for the total CIP price, to Forum Fisheries Agency Headquarter, Kolale Road, Central Honiara, Honiara City, Solomon Islands.

## EVALUATION OF QUOTATIONS

- (a) For Goods supplied domestically: Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of the total price at the final destination in accordance with Paragraph 2 above.
- (b) For Goods to be imported: Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of the total CIP prices to the final destination, in accordance with Paragraph 2 above.

In evaluating the quotations, the Purchaser will determine for each quotation the evaluated price by converting quotation prices to SBD using exchange rate of the Central Bank of Solomon Islands (<https://www.cbsi.com.sb/statistics/exchange-rates/>), in effect for the day of quotation submission and by adjusting the price quotation by making any correction for any arithmetical errors as follows:

- a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- b) where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
- c) if a Supplier refuses to accept the correction, his quotation will be rejected.

7. AWARD OF CONTRACT: The award will be made to the bidder offering the lowest evaluated price and offering goods which are substantially responsive to the technical specifications. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.

8. VALIDITY OF THE OFFER: Your quotation(s) should be valid for a period of sixty (60) days from the deadline for receipt of quotation(s) indicated in Paragraph 4 of this RFQ.

9. Further information can be obtained from: See below  
Name of contact person: Mr. Eddie Meke  
E-mail: [eddie.meke@ffa.int](mailto:eddie.meke@ffa.int)  
Copying in: Ms Judy Arumae  
Telephone: +677 21124 ext. 3034  
E-mail: [judy.arumae@ffa.int](mailto:judy.arumae@ffa.int)

10. Please confirm by e-mail the receipt of this RFQ and whether or not you will submit the price quotation(s).

## FORM OF CONTRACT (RFQ-GOODS)

Project Title: FFA: Pacific Islands Regional Oceanscape Program - Second Phase for Economic Resilience

Source of Funding (grant no.): IDA-E2180

Contract Name: Procurement of First Aid Kit for FFA

Contract Ref: SB-FFA-450572-GO-RFQ

THIS AGREEMENT number \_\_\_\_\_ made on \_\_ (day) \_\_, \_\_ (month) \_\_, \_\_ (year) \_\_ between Forum Fisheries Agency (hereinafter called “the Purchaser”) on the one part and \_\_\_\_\_ (hereinafter called “the Supplier”) on the other part.

WHEREAS the Purchaser has invited quotations for Procurement of First Aid Kit for FFA Member Countries to be supplied by Supplier, viz. Contract \_\_\_\_\_, (hereinafter called “the Contract”) and has accepted the quotation by the Supplier for the supply of goods under the Contract at the sum of \_\_\_\_\_ (\_\_\_\_\_ ) (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSES as follows:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
  - a) This signed contract agreement;
  - b) Supplier’s Quotation (including signed Form of Quotation, Terms and Conditions of Supply, Technical Specifications, and signed Statement of Technical Compliance); and
  - c) Addendum (if applicable);
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Purchaser hereby covenants to pay in consideration of the Goods supply and acceptance in accordance with the Contract and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.
4. Applicable Law. The Contract shall be interpreted in accordance with the laws of Solomon Islands.
5. Force-Majeure. The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force-Majeure.

For purposes of this clause, “Force-Majeure” means an event beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force-Majeure situation arises, the Supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force-Majeure event.

6. Resolution of Disputes. The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the country procedures of the Purchaser's country. The dispute shall be referred to jurisdiction at the Courts of Honiara, Solomon Islands.
7. Failure to Perform. The Purchaser may cancel the Contract if the Supplier fails to deliver the Goods in accordance with this Contract with a 14-day notice given by the Purchaser, without incurring any liability to the Supplier.
8. Fraud and Corruption. If the Purchaser determines that the Supplier and/or any of its personnel, or its agents, or its Subcontractors, consultants, service providers, suppliers and/or their employees has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices (as defined in the prevailing World Bank's sanctions procedures), in competing for or in executing the Contract, then the Purchaser may, after giving 14 days' notice to the Supplier, terminate the Contract.

9. Inspections and Audits

9.1 The Supplier shall carry out all instructions of the Purchaser which comply with the applicable laws where the destination is located.

9.2 The Supplier shall permit, and shall cause its Subcontractors and consultants to permit, the World Bank ("the Bank") and/or persons appointed by the Bank to inspect the Supplier's offices and all accounts and records relating to the performance of the Contract and the submission of the bid, and to have such accounts and records audited by auditors appointed by the Bank if requested by the Bank. The Supplier's and its Subcontractors and consultants' attention is drawn to Clause 8 Fraud and Corruption, which provides, inter alia, that acts intended to materially impede the exercise of the Bank's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Bank's prevailing sanctions procedures).

**Signature and seal of the Purchaser:**  
FOR AND ON BEHALF OF

**Signature and seal of the Supplier:**  
FOR AND ON BEHALF OF

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Name of Authorized Representative

## TERMS AND CONDITIONS OF SUPPLY

*[To be completed, signed and submitted by the Supplier as an attachment to the signed Form of Quotation]*

Project Name: FFA: Pacific Islands Regional Oceanscape Program - Second Phase for Economic Resilience

Contract Name: Procurement of First Aid Kit for FFA

Contract Ref: SB-FFA-450572-GO-RFQ

1. Prices and Schedules for Supply

**Goods:**

Item No	Description of Goods and Services	Quantity	Unit Price CIP to final destination (currency and amount)	Total Price CIP (currency and amount)	Delivery Period (days) from Date of Notification of Award, to final destination
			<i>(to be filled by Bidder)</i>		
1	First Aid Kit	30			45 days

2. Fixed Price: The prices indicated above are firm and fixed and not subject to any adjustment during contract performance.

3. The Purchaser reserves the right at the time of contract finalization to increase by up to 15% the quantity of goods and services originally specified for each item without any change in unit prices as well as other terms and conditions.

4. Delivery Schedule: The delivery should be completed as per above schedule. The final destination for delivery of the Goods and Services is FFA Head Officer, Honiara, Solomon Islands.

Insurance: The supplier is responsible for all kinds of insurance until the goods are delivered to the destination in Honiara, Solomon Islands, and the Purchaser will not assume any responsibility until goods are delivered.

5. Packaging and Marking Instructions: The Supplier shall provide standard packing of the Goods as required to prevent their damage or deterioration during transit to and unloading at the final/port of destination.

6. Delivery and Documents (for goods to be imported). Upon shipment, the Supplier shall notify the Purchaser and the Insurance Company by mail or fax the full details of shipment, including Contract number, description of goods, quantity, the vessel, the Shipping and Forwarding Receipt from freight Company showing full details, port of loading, date of shipment, port of discharge, etc. The Supplier shall mail the following documents to the Purchaser, with a copy to the Insurance Company:

- (i) Copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;

- (ii) Duplicate air/ship/truck transport document, and/or duplicate FCR (Forwarders Certificate of Receipt) in 1 Original and 2 Copies marked "freight prepaid";
- (iii) Copies of the packing list identifying contents of each package;
- (iv) Manufacturer's or supplier's warranty certificate;
- (v) Certificate of origin;
- (vi) Certificate of quality.

The above documents shall be received by the Purchaser at least one week before arrival of the goods at the final destination and, if not received, the Supplier shall be responsible for any consequent expenses.

7. Payment. Payment against the Contract will be made as follows:

- (a) For domestically supplied Goods: Payment against the Supplier's invoice will be made as follows:
  - i. 100% against receipt of goods and issue of Acceptance Certificate by the Purchaser, for the respective delivery. Payment shall be made by bank transfer to the account of the supplier. In case of very small amounts and non-availability of bank facilities in remote areas, payment may be made in cash by the Purchaser against a receipt.

- (b) For imported Goods: If goods are imported specifically for this Contract:

100% of the Accepted Contract Amount shall be paid against delivery of shipping documents, through bank transfer,

8. Warranty. Goods offered should be covered by a warranty as specified in Annex III, Technical Specifications.

9. Packaging and Marking Instructions. The Supplier shall provide standard packing of the Goods as required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.

10. Defects. All defects shall be corrected by the Supplier without any cost to the Purchaser within 30 days from the date of notice by Purchaser. Name and address of service facility of the Supplier by which the defects are to be corrected, within the warranty period:

Name and Address \_\_\_\_\_ (to be filled by Supplier)

11. The Supplier confirms compliance with the Technical Specifications provided in Annex III, subject to the accepted deviations, if any, in Annex V.

NAME OF SUPPLIER \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Place:

Date:

### TECHNICAL SPECIFICATIONS

Project Title: FFA: Pacific Islands Regional Oceanscape Program - Second Phase for Economic Resilience

Source of Funding (grant no.): IDA-E2180

Contract Name: Procurement of First Aid Kit for FFA

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#### Goods

General Description	Specific Detail Technical Standard, & Performance Parameters		Quantity Required
<b>FEATURES</b>	<ul style="list-style-type: none"> <li>● Risk Rating – Low/Moderate</li> <li>● Number of People covered - Low Risk 1-25 &amp; Moderate Risk 1-15</li> <li>● Type – Metal Wall Mount with handle</li> <li>● Colour – Any Colour</li> <li>● Item Count – 82 items (175 individual Components)</li> <li>● Case – Metal Powder Coated</li> <li>● Size – L25 xW16 x H41cm x weight 5Kg (minimum)</li> </ul>		
<b>KIT CONTENTS (COMPONENTS)</b>	● Antiseptic Cream - 25g	1	<b>30 Set of First Aid Kit</b>
	● Bandage - Conforming - 10cm x 1.5m (Orange Brand)	1	
	● Bandage - Conforming - 5cm x 1.5m (Orange Brand)	3	
	● Bandage - Conforming - 7.5cm x 1.5m (Orange Brand)	3	
	● Bandage - Crepe Heavy - 10cm x 1.5m (Brown Brand)	1	
	● Bandage - Crepe Hospital - 7.5cm x 1.5m (Blue Brand)	2	
	● Burn Gel Sachet - 3.5g	5	
	● CPR Card	1	
	● CPR Mask - Keyring - FAKA Logo - Blue	1	
	● Disposal Bags - 3 Pack	1	
	● Dressing - Combined - 10cm x 10cm (NWC001)	2	
	● Dressing - Combined - 10cm x 20cm (NWC002)	2	
	● Dressing - Low Adherent, Lite - 7.5cm x 10cm	4	
	● Dressing - Non Adherent - 10cm x 10cm	2	
	● Dressing - Non Adherent - 5cm x 5cm	6	
● Dressing - Wound Dressing - No. 14	1		
● Dressing - Wound Dressing - No. 15	1		

● Dressing Strips - Fabric - 50 Pack (Red Box)	1
● Dressing Strips - Plastic - 25 Pack (Green Box)	1
● Eye Pad - Sterile Single Use	4
● First Aid Notes	1
● Gauze Swabs - 7.5cm x 7.5cm - 3 Pack	4
● Gloves - Blue, Latex Free - 2 pack - 5 Pairs	1
● Instant Ice Pack - Large	1
● K700 - Cabinet only	1
● Kidney Dish	1
● Label - Primivo Manufacturer Declaration	1
● Note Book & Pen	1
● Paper Tape - OPAQUE Hypoallergenic, Non Woven - 2.5cm x 9m	1
● Safety Pins - 12 pack	1
● Saline - Eye Wash & Wound Solution - 15mL	10
● Scissors - Sharp, Blunt - 125mm	1
● Splinter Probes - 5 Pack	2
● Sticker - Large - First Aid Box Label	1
● Thermal Reflective Accident Blanket -185cm x130cm	1
● Triangular Bandage - Calico	1
● Triangular Bandage - Non Woven	2
● Tweezers - Fine Point - 125mm	1
● Wipes - Alcohol	10

**ANNEX IV**

**FORM OF QUOTATION (RFQ-GOODS)**

*[To be completed, signed and submitted on Letterhead of Supplier]*

\_\_\_\_\_ (Date)

To: \_\_\_\_\_ (Purchaser's Name)

\_\_\_\_\_ (Purchaser's Address)

\_\_\_\_\_

Project Name: \_\_\_\_\_

Contract Name: \_\_\_\_\_

Contract Ref: \_\_\_\_\_

We offer to execute the Contract for Procurement of First Aid Kit for FFA Member Countries, Ref: SB-FFA-450572-GO-RFQ, in accordance with the Form of Contract and Annexes accompanying your Request for Quotation (RFQ) for the Contract Price of \_\_\_\_\_ (amount in words and numbers) (\_\_\_\_\_) (name of currency). We propose to complete the delivery of Goods described in the Contract within a period of \_\_\_\_\_ calendar days from the Date of Notification of Award.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Quotation required by the RFQ.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory \_\_\_\_\_  
\_\_\_\_\_

Name of Supplier: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number, if any \_\_\_\_\_

e-mail address: -----

**STATEMENT OF TECHNICAL COMPLIANCE**

*[To be completed, signed and submitted by the Supplier as an attachment to the signed Form of Quotation]*

Project Name: \_\_\_\_\_  
Contract Name: \_\_\_\_\_  
Contract Ref: \_\_\_\_\_

Date:

To: *(name of Purchaser)*

We, the undersigned, confirm that we shall supply the Goods listed in Annex I according to the standards and specifications described in Annex III except for those deviations listed below:

List all deviations of the proposed items of Goods:

or

**nil**

We confirm that the Goods proposed in our quotation substantially satisfy the requirements specified in the specifications. The main technical responses are as listed below:

List all the main technical characteristics of the proposed items of Goods:

Authorized Signature: \_\_\_\_\_  
Name and Title of Signatory \_\_\_\_\_  
\_\_\_\_\_

Name of Supplier: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_