

REQUEST FOR QUOTES PROVISION OF SERVICES FOR HACCP CERTIFICATION IN TONGA

Description	Date/Details
Deadline for submissions:	Monday 24 July 2023, 5pm Fiji time
Mode of submission:	Electronic Only
Address for submission and questions:	Nicola Dowsing (PHAMA Plus Operations & Finance Manager) n.dowsing@phamaplus.com.au
File Format for submissions:	<p>An electronic copy of the quote (to include the methodology and financial quote) must be emailed as a single file in .pdf format with the subject line: "COMPANY/INDIVIDUAL NAME. Quote for: Provision of Services for HACCP certification in Tonga".</p> <p>PHAMA Plus will send a confirmation of receipt email in response to your electronic submission. If you do not receive a confirmation of receipt email within two working days your response has not been received. DT Global and DFAT bear no responsibility for, and make no guarantees, as to the successful receipt of your response. In all circumstances it is your responsibility to ensure that your response has been received.</p>

1. Background

Horticulture is a key sector for Tonga with exports of root crops, watermelons, kava and other fresh and frozen products being an important contributor to export earnings. The main markets are Australia, New Zealand and United States, and there is increasing demand for products to be HACCP certified. PHAMA Plus is supporting a range of horticultural exporters in Tonga to improve productivity and quality including through new or upgraded packing and processing facilities and achieving HACCP certification. This includes support for advisory inputs and improvements to infrastructure and equipment to develop and implement HACCP food safety systems. The support currently covers four businesses, two of which are nearing audit readiness. Services are now required to independently audit and certify these HACCP food safety systems. As done for other businesses, PHAMA Plus support is available to co-fund audits for first time certifications with businesses then responsible for the ongoing costs for re-certification and implementation of their HACCP system. The level of co-funding is decided case-by-case and generally falls between 25-75%.

2. Scope of Work

- review of the documented Conduct independent audits of HACCP food safety systems for up to four horticultural businesses operating in Tonga.
 - Including desk-based system and site review.
- Liaise with the businesses to address any identified non-conformances.
- Issue recognised certification for those that successfully pass the audit.

3. Qualifications and Knowledge Required

The service provider requires:

- Recognised capability to conduct independent audit and certification of food safety systems prepared against Codex HACCP standard CXC 1 (revised in 2020).
- Relevant accreditation by JAS-ANZ.
- Capability to conduct audits in-person, remote and/or a hybrid form.
- Well recognised and with recent experience in the Pacific region and preferably Tonga.

4. Key relationships

- Report to the PHAMA Plus Tonga Country Manager.
- Individual businesses to be audited.

5. Deliverables and Timeframe

The service provider will submit:

- Audit reports including any identified non-conformances, resolutions required and timeframes, within two weeks of conducting the desk-based and site review components of the audit.
- Summary of final outcomes of the audits, within two weeks of completion or, as relevant, of the agreed timeframe to close-out any non-conformances.
- Other updates as required by PHAMA Plus.

The project is expected to be complete by 30 November 2023.

6. Fee and Payment Schedule

The service provider will be paid upon agreement of the completion of specific deliverables on a specific date to be agreed at the start-up of the work. Failure to meet the agreed due dates could result in payment of consultant fees being withheld pending further discussions with Hiring Manager or a renewed due date for deliverables being agreed upon.

Schedule of Payments: Fees will be paid in arrears, upon submission of a correctly rendered invoice supported by a timesheet and/or other evidence of inputs provided, and provision of any agreed and approved deliverables due during the invoicing or input period. Timesheets and deliverables are to be approved by the Hiring Manager.

7. SUBMISSION GUIDELINES

Quotes must include the following:

- 1) A brief methodology** outlining how the services will be delivered (**no more than 2 x A4 pages**). The methodology must address why the service provider is suited for this activity, including but not limited to:
 - Responses against the *Qualifications and Knowledge Required*;
 - The proposed use of in-person versus remote versus hybrid forms of audit.
 - In principle agreement to DT Global requirements for health, safety and security, child protection and environmental safeguards;
- 2) A financial quote.** This should include a cost per audit and any proposed options for in-person +/- /or remote inputs; including any preparations, desk review, site review, close-out of any non-conformances, and issuance of certification. Details should be provided on required in-person days including working and travel days from home-base per audit and if the timing for site review of multiple businesses could be aligned. Actual travel costs will be negotiated with the preferred supplier. **They should not be included in the quote.**

Note: Service providers are required to have relevant Public and Product Liability insurance and Professional Indemnity Insurance. DT Global will cover medical and travel insurance while providing the services to DT Global, including emergency assistance if and as required.

8. EVALUATION CRITERIA

PHAMA Plus will evaluate all quotes against the following value for money criteria:

1. Responses against *Qualifications and Knowledge Required*
2. Financial costing
3. Past performance/references
4. Quote meets specification.