



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Enhanced Pacific Market Access Partnership (EPMAP) Project
Nature of the services	[READVERTISED]Consultancy- Commercialization of Protein Bait Production in Fiji
Location:	Suva, Fiji
Date of issue:	30/09/2022
Closing Date:	7/10/2022
SPC Reference:	RFQ 22-4415

Contents

<u>ENHANCED PACIFIC MARKET ACCESS PARTNERSHIP (EPMAP) PROJECT</u>	<u>1</u>
<u>PART 1: INTRODUCTION</u>	<u>3</u>
1.1 ABOUT THE PACIFIC COMMUNITY (SPC)	3
1.2 SPC'S PROCUREMENT ACTIVITIES	3
1.3 SPC'S REQUEST FOR QUOTATION (RFQ) PROCESS	3
<u>PART 2: INSTRUCTIONS TO BIDDERS</u>	<u>3</u>
2.1 BACKGROUND	3
2.2 SUBMISSION INSTRUCTIONS	3
2.3 EVALUATION & CONTRACT AWARD	4
2.4 KEY CONTACTS	4
2.5 KEY DATES	4
2.6 LEGAL AND COMPLIANCE	5
2.7 COMPLAINTS PROCESS	5
<u>PART 3: TERMS OF REFERENCE</u>	<u>6</u>
BACKGROUND/CONTEXT	6
PURPOSE, OBJECTIVES, SCOPE OF SERVICES	7
TIMELINES	8
REPORTING AND CONTRACTING ARRANGEMENTS	8
SKILLS AND QUALIFICATIONS	9
SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	9
<u>PART 4: PROPOSAL EVALUATION MATRIX.....</u>	<u>10</u>
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	10
<u>PART 5: PROPOSAL SUBMISSION FORMS</u>	<u>11</u>

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 services 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 visonit@spc.int; riteng@spc.int and with the subject line of your email as follows: **Submission** RFQ 22-4415- Consultancy- Commercialization of Protein Bait Production in Fiji. 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
- Technical and Financial proposal submission form

- CV
- Business registration certificate if available
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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 **4pm Fiji time** on **7/10/2022**.

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.

Visoni Timote and Riten Gosaii will be your primary point of contact for this RFQ and can be contacted at visonit@spc.int; riteng@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 services.

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	30/09/2022
RFQ Closing Date	7/10/2022
Award of Contract	14/10/2022
Commencement of Contract	14/10/2022
Conclusion of Contract	28/02/2023

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](#) 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 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.

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: TERMS OF REFERENCE

Background/context

The Pacific Plant Protection Organization (PPPO) was founded in October 1994 by the South Pacific Conference (now the Pacific Community Conference) at its 34th Session in Port Vila, Vanuatu. The Biosecurity & Trade Support unit of the Land Resources Division of the Pacific Community (SPC-LRD) is the Secretariat of PPPO and administers its affairs. The PPPO is tasked with coordinating harmonization of phytosanitary measures and for fostering co-operation in plant protection and other phytosanitary matters among members and shall act for the members in developing contacts with and where appropriate, provide input into other global and regional organizations that have authority in such matters.

Under the Enhanced Pacific Market Access Partnership (EPMAP) project, the New Zealand Ministry for Primary Industries (MPI), with funding provided by the New Zealand Ministry for Foreign Affairs & Trade (MFAT) will collaborate with the PPPO to implement their prioritised activities in enhancing protection from biosecurity risks, management of existing risks and improving the facilitation of safe trade. The EPMAP provides support to targeted Pacific Island Countries and Territories (PICTs) to enhance their market access and phytosanitary assurances to New Zealand by ensuring countries have robust export facilitation and capacity building systems.

This consultancy is to ensure that protein bait can also be produced and made available in Fiji for the region, and to help in its affordability and accessibility to Pacific growers and exporters. This initiative will uphold the integrity of Pacific country export systems and assurance to their trading partners. Protein bait spraying has been used widely in the Pacific for the management of fruit flies especially on approved exported host commodities such as papaya, mango, breadfruit and eggplant to New Zealand. These commodities have been approved for export under bilateral conditions whereby commodities from registered premises are to be treated in field with protein bait. However, this requirement cannot be fully enforced in the Pacific due to accessibility and currently it is expensive to acquire protein bait since they have to be imported from outside the region and this has always been a challenge and risk. There is no facility within the Pacific region currently producing protein bait which would have helped facilitate a more cost-effective option for growers and exporters in the Pacific.

The continued absence of a regional solution to protein bait is a risk as it can potentially impede with the continued compliance to importation requirements and the effective management of country export assurance systems.

Meanwhile, SPC/PPPO in collaboration with Fiji Ministry of Agriculture (MOA) had started a research component of manufacturing and testing protein bait at the Koronivia Research Station (KRS). This previous work involved transfer of a set of protein bait production equipment from Biosecurity Vanuatu and its installation at KRS in Nausori, Fiji.

This consultancy is to undertake a review of the current protein bait production in Koronivia to ensure it meets the efficacy and attractancy requirements and what is required for its commercialization through interested existing commercial breweries.

This work is crucial to the survival of the export of fruit fly host commodities (mostly highly demanded products in the market).

Purpose, objectives, scope of services

Key Responsibilities will include:

1. Review of existing protein bait production and research report to confirm the accepted efficacy and level of attractancy of the KRS produced bait by consulting the Biosecurity Authority of Fiji (BAF), Ministry of Agriculture
2. Review and assess the efficacy/attractancy report to determine if the scientific data and outcome of the KRS-produced protein bait is conclusive, followed a robust research methodology, and laboratory screening to confirm that the production can be progressed to the commercial scale and released to the market or otherwise. Review will also include identification of gaps and additional activities to be undertaken to ensure a conclusive research outcome before the commercialisation initiation.
3. Consult with local breweries to identify commercial brewery partners willing to produce protein bait commercially as partners in the project and may also include collaboration with agricultural chemical retailers. Consultation will include presentations on the problem definition, what the commercial production will involve, components of protein bait production, commercial benefits to the brewery and roles of every agency involved.
4. Undertake national level consultation with identified national technical assistants and SPC Biosecurity Sanitary Phytosanitary (BSPS) Team in Fiji.
5. Report on recommendations which includes the costs for the commercialization in the production of protein bait in Fiji as an affordable source to the whole Pacific.
6. Confirmed commitment from brewery (ies) to be partners in commercial protein bait production.
7. Develop funding proposal to secure funding for the purchase and instalment of the commercial protein bait production.

Expected Milestones/ Outputs and Deliverables

The consultant is expected to deliver the following products by the end of the consultancy.

1. **Workplan report**, outlining schedule of consultations, methodologies and plans
2. **Report on the review of the protein bait** efficacy and attractancy and recommendations going forward. **(report 1)**
3. **Report on the potential detailed cost** of setting up the commercial production of protein bait in Fiji and should include list of equipment, machine (and their parts) and raw materials needed and their availability. **(report 2)**
4. **Report on the commitment and partnership arrangement** details from brewery (ies) agreeing to be partners in the commercial protein bait production. **(report 3)**
5. **Funding proposal for the purchase and instalment of commercial protein** bait production system. **(report 4)**
6. **Close out report (report 5)**

Timelines

- The consultancy will commence upon signing and will end no later than 28 February 2023, unless extended mutually by both parties.
- The consultant must propose a work plan, budget and activity schedule with timelines to achieve the expected outputs using the appropriate methodologies.
- The consultancy must be completed within the agreed timeliness and is strictly not subject to an extension.

Reporting and contracting arrangements

- The consultant will work collaboratively and closely with the SPC/PPPO Secretariat Team (based in Suva, Fiji) and the New Zealand MPI Pacific Team (based in Wellington, New Zealand). SPC Project Coordinator will follow-up with the consultant when any issues are identified and escalate to the MPI Project Manager if required. The consultant is expected to produce all documents, reports, PowerPoint presentation and a final report upon successful completion of activities according to the agreed milestones and key responsibilities under the Scope of Work.
- The consultant is expected to supply his/her own computer/laptop and is expected to work from home.
- The consultant is expected to travel within Fiji to areas relevant to this consultancy
- The consultant is expected to liaise closely with Fiji's NPPO, Ministry of Agriculture and the relevant suppliers of protein bait and agricultural chemical retailers.
- The consultant shall be engaged to undertake the consultancy working according to a planned schedule to be completed no later than expiry of the contract.

Travel Arrangements:

The travel for the consultant will be approved and facilitated by SPC (consultation with MPI) limited to payment of Air/boat fare and Daily Subsistence Allowance (covers meals, accommodation, incidentals and Airport transfers) in line with SPC's travel policy as and when required.

SPC does not provide insurance for consultants travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes or duties for which the consultant may be liable.

It is assumed that the consultant has taken into account these conditions when submitting their bid.

Skills and qualifications

Education:
Advanced degree in Agriculture Science, Biosecurity or Environmental.
Experience:
5 or more years of relevant experience in natural or environmental sciences, negotiations, biosecurity, and Agriculture related work or other similar expertise.
Previous experience in conducting review of biosecurity research and SOPs is essential. Similar work undertaken in the region previously will be advantageous.
Regional work experience or similar work undertaken previously
Good team player and communicator

Scope of Bid Price and Schedule of Payments

The consultant will be paid in line with the payment schedule below

Milestone no	Milestone/deliverables	Deadline	% payment
1.	Signing of contract for the “Commercialisation of Protein Bait in Fiji for the Pacific Region”	September 2022	10
2	Completion and approval of Workplan	September 2022	10
3.	Submission of the following reports: - Review of the Protein Bait situation. (report 1) - Report on the potential detailed cost (report2)	October 2022	20
4.	Submission of the report on the commitment and partnership arrangement (report 3)	November 2022	15
5.	Submission of the Funding proposal (report 4) and a PowerPoint presentation of all the consultancy findings delivered to EPMAP Project Team and SPC/PPPO.	February 2023	30
6.	Submission of the Close-out report (report 5)	February 2023	15
	TOTAL		100

Payments will be made within 30 days upon receipt and acceptance of relevant reports, timesheets and invoice

If there are any variations required to milestones and timelines, a formal amendment to contract will take place in line with the contract terms and conditions for amendment.

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.

Criteria	Weighting	Score
Mandatory requirements		
Needs to be based in Suva Fiji Provide CV with the proposal submission form	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Qualifications		
Advanced degree in Agriculture Science, Biosecurity or Environmental	30%	210
Experience:		
5 or more years of relevant experience in natural or environmental sciences, negotiations, biosecurity, and Agriculture related work or other similar expertise.	30%	210
Previous experience in conducting review of biosecurity research and SOPs is essential. Similar work undertaken in the region previously will be advantageous.	20%	140
Regional work experience or similar work undertaken previously	10%	70
Good team player and communicator	10%	70
Total Technical Score	100%	700

Financial Evaluation

Financial evaluation carries a total score of 300. These scores are calculated according to the formula below:

[Total financial component score] x [Lowest price]/ [Price under consideration] = Score for financial proposal

Part 5: PROPOSAL SUBMISSION FORMS

Section 1 - Technical Submission Form Consultancy- Commercialization of Protein Bait Production in Fiji

PART A – Background

	RESPONSE BY BIDDER
Name:	
Physical Address:	
Postal Address:	
Telephone Contact:	
Email:	
Two contacts of referees or references. Attach additional details considered as relevant	
Attach latest CV with the proposal	

PART B – Evaluation Criteria

CRITERIA	RESPONSE BY BIDDER
Advanced Bachelor's degree or higher qualification in Agriculture Science, Biosecurity and/or Business Administration	
5 years of relevant experience in agriculture, biosecurity or other similar expertise.	
Demonstrated experience in conducting agricultural and/or biosecurity research	
Strong links to national networks	
Good team player and communicator	

Section 2 – Financial Submission Form

In the financial proposal, bidders should detail as much as possible the price requested in response to the technical specifications.

Wherever possible, this should be stated as a lump sum and then as a total amount (e.g., lump sum can be daily rate for a consultant).

No additional costs can be claimed from SPC after the contract has been signed. Bidders must mention in their financial proposal all additional costs foreseen for the execution of the contract (material, equipment, travel, etc.). These costs will either be included in their fees, paid or reimbursed by SPC upon presentation of supporting documents. In any case, they must be estimated by the bidder in its financial proposal and will form an integral part of SPC's evaluation of proposals.

Bidders must also mention any special conditions relating to the amount of their proposal or the terms of payment.

The financial proposal must be submitted inclusive of taxes in accordance with the applicable legislation. However, the final amount of the awarded contract may be paid to the successful bidder inclusive or exclusive of taxes, depending on the tax exemptions enjoyed by SPC as an intergovernmental organisation in its member countries and territories.

The following form is given as an indication, the bidder may submit its financial proposal to SPC in another format, provided that it complies with the instructions detailed in this RFQ .

Particulars	Amount FJD
<p>Total Professional fees Bidders to specify daily rate as well.</p>	
<p>Any Other Related Costs (Please Specify the cost being quoted. This is reimbursable based on actuals)</p> <p>Note:</p> <ol style="list-style-type: none"> SPC will arrange airfare/boat fare and pay daily subsistence allowance which covers meals, incidentals and accommodation for any travels as and when required. SPC does not insure consultants for their travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or 	

<p>payments related to visas, taxes or duties for which the consultant may be liable thus any such costs arising from this consultancy must be factored into the financial proposal.</p>	
<p>Total Financial offer (inclusive of all taxes)</p>	

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, taking into account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

<p>For the Bidder: <i>[insert name of the company]</i></p> <p>Signature:</p> <p>Name of the representative: <i>[insert name of the representative]</i></p> <p>Title: <i>[insert Title of the representative]</i></p> <p>Date: <i>[Click or tap to enter a date]</i></p>
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