



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Friends of Chair report writer short term consultant
Nature of the services	Consultancy
Location:	Port Vila, Vanuatu (consultant must have permission to work in Vanuatu)
Date of issue:	28/09/2022
Closing Date:	5/10/2022
SPC Reference:	RFQ22-4506

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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).

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 miarr@spc.int and with the subject line of your email as follows: **Submission 22-4506-PRO**. 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
- Personal CV and cover letter
- Quote (lump sum), all expenses included

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 **5 pm, Port Vila time on 5/10/2023**.

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.

Mia Rimon, Director, Melanesia Regional Office, will be your primary point of contact for this RFQ and can be contacted at miar@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	28/09/2022
RFQ Closing Date	5/10/2022

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](https://spc.int/procurement) 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 EURO 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

A. Background/context

The Chair of SPC Conference is appointing a Friends of the Chair group to undertake a technical review of SPC services with SPC Pacific Island Members. The discussions will investigate, at the technical level, the impact of SPC services as experienced by SPC members.

The team will explore how SPC provides Pacific Island Members with the technical expertise and science to enable members to deliver on their own national development strategies and to deliver on regional commitments and agreements, particularly with respect to the 2050 Strategy.

It is expected that the consultations can inform what SPC needs to do better to deliver on member national priorities and regional common priorities. This technical review will also inform further discussion on possible organisational independent review at November CRGA and Conference.

B. Purpose, objectives, scope of services

The purpose of the consultancy is for a report writer to compile the findings of the technical review to be conducted in early September by the 6 members of the Friends of Chair group (FCG).

The primary objective of the report is to inform CRGA 52 and the 12th Conference of the Pacific Community on the findings of the FCG and to provide recommendations on a way forward to meet concerns and expectations of members.

The major activities to be undertaken by Friends of Chair are as follows:

- Meet with all SPC Island Member States and Territories, in person or virtually, at the technical line ministry/department/agency level.
- Discuss, explore and assess SPC technical service delivery and relevancy of said services experienced by each Pacific Island Member at the technical line ministry/agency level and against wider national development plan achievements, as well as contribution to regional progress against Pacific aspirations (e.g. the Framework for Pacific Regionalism, Samoa Pathway, and the 2050 Strategy for a Blue Pacific Continent).
- Considering the Climate Emergency and COVID19 pandemic, establish if SPC is on target to deliver technical and scientific services appropriately for members under the new SPC Strategic Plan and as part of the 2050 Strategy.
- Make recommendations to CRGA 52 and the 12th Conference as to possible actions that the Secretariat can undertake to address member concerns and improve member level impact and inform members on views on a possible organisational Independent Review.
- The consultant is responsible to compile and synthesise the FCG findings into a succinct report that will be presented to SPC members at the November CRGA and Conference meetings in Port Vila

C. Timelines

- Consultancy will be from October 10th to October 21st, 2022.

D. Reporting and contracting arrangements

The consultant will report to Director General Moses Amos, Ministry of Agriculture, Agriculture, Livestock, Forestry, Fisheries and Biosecurity, the lead technical advisor for the Chair for the Friends of Chair work.

Following the completion of the review, the consultant will compile and synthesise the findings of each of the Friends and provide a report for the Chair of Conference.

The Chair of Conference will then submit to the Secretariat (SPC) who will circulate the final report to members for their information ahead of and consideration at the CRGA 52 meeting in November as part of the CRGA 52 agenda papers.

E. Skills and qualifications

- Report writing skills and experience
- Analytical expertise
- Development work experience
- Working knowledge of the Pacific regional architecture
- Familiarity with intergovernmental organisations work is desired but not essential

F. Scope of Bid Price and Schedule of Payments

Contractor will be paid upon submission of the final report

Milestone/deliverables	Deadline	% payment
Consultant compile and submit final report to Lead Technical adviser at end of 11-day period	October 21 st , 2022	100 %
TOTAL		100 %

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.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
The contractor must be legally registered in the country of activity (please provide proof of registration)	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Report writing experience and expertise	50 %	50
Experience with development technical sectors	25 %	25
Familiarity with Intergovernmental Organisations and/or Government technical work and systems	25 %	25
Total Score	100 %	100