

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Consolidated metadata reports for PDH .STAT datasets
Nature of the services	The objective of the consultancy is to deliver a process for generating consolidated metadata reports for all datasets published on the Pacific Data Hub .STAT indicators database from SDMX structural and referential metadata available through the Application Programming Interface.
Location:	Home based
Date of issue:	28/10/2022
Closing Date:	14/11/2022
SPC Reference:	RFQ22-4726

Contents

PART 1: INTRODUCTION	3
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
PART 2: INSTRUCTIONS TO BIDDERS	3
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	4
2.7 COMPLAINTS PROCESS	5
PART 3: TERMS OF REFERENCE	6
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	7
C. TIMELINES	8
D. REPORTING AND CONTRACTING ARRANGEMENTS	9
E. SKILLS AND QUALIFICATIONS	9
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	9
PART 4: PROPOSAL EVALUATION MATRIX.....	10
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	10
Annexes	11

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 elodiel@spc.int with CC to sandrag@spc.int and with the subject line of your email as follows: **Submission RFQ22-4726**. 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 proposal and financial bid forms (Annexes I and II) completed and signed
- A Curriculum vitae

- A cover letter
- Sample of previous piece of work

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 **Midnight New Caledonia time** on **14/11/2022**.

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.

Mr Denis Grofils will be your primary point of contact for this RFQ and can be contacted at denisg@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	31/10/2022
RFQ Closing Date	14/11/2022
Award of Contract	17/11/2022
Commencement of Contract	24/11/2022
Conclusion of Contract	15/03/2023

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](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 or NZD 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 Pacific Data Hub and its .STAT statistical database

The Pacific Data Hub (PDH) aims to be the central access point for public information about the Pacific. A flagship component of this initiative is “PDH.STAT”, a statistical indicators database designed to publish high value statistical datasets leveraging modern standards and technologies in the area of open data.

PDH .STAT Data Explorer is the Graphical User Interface giving access to .STAT statistical content and is accessible on the Web at this address:

<https://stats.pacificdata.org/>

The general PDH data catalogue in which .STAT content is registered (among other resources) is accessible at the following address:

<https://pacificdata.org/>

PDH.STAT is an instance of .Stat Suite, a product developed by the Statistical Information System Collaboration Community (SIS-CC). The .Stat Suite, based on the Statistical Data and Metadata eXchange (SDMX) standard, is designed to support production and dissemination of timely, high-quality statistics that can be easily re-used.

For more info on .Stat Suite, see the following links:

- SIS-CC home page: <https://siscc.org/>
- .Stat Suite online documentation: <https://sis-cc.gitlab.io/dotstatsuite-documentation/>
- SDMX official website: <https://sdmx.org/>

Role and accessibility of metadata in the Pacific Data Hub .STAT database

Metadata plays a crucial role in statistical dissemination, as providing access to statistics in a clear and understandable form requires supporting metadata and appropriate guidance. Data published on PDH.STAT is accompanied by an extensive range of contextual information intended to support correct and complete understanding of statistics by users. This includes:

- Title and description of datasets;
- Number of observations available, date the tables were last updated;
- Structure of the tables: List of dimensions and attribute with labels and descriptions;
- Code lists providing labels and possibly descriptions for all codes used in the datasets;
- Flags and footnotes are included as standard data attributes to the datasets;
- Reference metadata holding for example information on data source, data processing, revision policy, or other comments;
- Information on temporal and spatial coverage;
- Information on granularity: frequencies, geographical levels, other breakdowns;

- Topic of the dataset and other datasets in the topic, tags associated to the dataset.

This information features in .STAT Data Explorer and is presented to users contextually when most relevant, it is also accessible through an SDMX Application Programming Interface (API). However, at this stage a consolidated view regrouping all metadata for each dataset published is not available.

B. Purpose, objectives, scope of services

The objective of the consultancy is to deliver a process for generating consolidated metadata reports for all datasets published on PDH.STAT (currently 85 but the number is increasing continuously).

At this stage around 50 metadata items are pre-identified and organised in 2 levels (metadata heading and metadata item).

Output reports to be published should be in PDF format.

The process should be written using an open-source language, Python would be preferred. The process should allow generating initial metadata reports and produce updated versions whenever it is necessary.

Information for the consolidated metadata reports is to be extracted from the SDMX API of PDH .STAT, by querying data, structural metadata and reference metadata.

It should be possible to produce reports in English and French (SPC's official languages) although French is not yet totally covered in PDH.STAT metadata (language attributes will allow distinguishing languages in PDH .STAT API responses). Translation of text from English to French for the report template or the metadata content is out of scope of the consultancy.

Source code of the program should be documented in English, and a document summarizing the use of the program produced should be delivered.

Publishing the reports on the Web and attaching them to PDH.STAT tables is out of scope of the consultancy.

Task 1: Define the list of information to collect for each report when available

Based on an initial proposal by SPC this task will result in the production of a matrix in which rows will hold metadata headings and metadata items that will structure consolidated metadata reports, and columns will list the sources of metadata. At the end of this task the content and structure of the metadata reports will be agreed and preliminary information on the way information will be collected from PDH .STAT will be gathered. The following metadata elements are pre-identified:

- Data presentation: Title, Description, Indicators, Topic, Tags, Data update, Metadata update;
- Coverage and granularity: Frequencies, First period, Last period, PICTs covered, Geographical levels, Additional breakdowns;
- Data source: Source organisation, Title of the dataset, License, Date collected, Link to the source, Comment on data collection;
- Data processing (descriptive text, possibly formatted in XHTML);
- Revision policy (descriptive text, possibly formatted in XHTML);
- Additional comments (descriptive text, possibly formatted in XHTML);
- Data structure: Table listing dimensions, measure and attributes composing the table with codes and codes labels for codes actually used in the table (with a limit if too many codes are used).

Task 2: Define the layout of the template for consolidated metadata reports

In this task a mock-up will be prepared to agree precisely on the layout to be used for metadata reports, including logos, colours, fonts, frames, headers and footers, treatment of empty fields, etc. This will be the basis to prepare the template used to actually generate the metadata reports.

Task 3: Develop a program for generating consolidated metadata reports

This task covers the development of a computer program allowing to generate consolidated metadata reports for any table published on PDH.STAT. The program will take the identification of a dataflow as input (SDMX endpoint, agency, identifier, version) and the target language of the metadata report, and will instantiate the metadata template defined to produce a consolidated metadata report in PDF.

Metadata fields for which no information is available will not be displayed.

A special treatment will be defined for metadata fields for which a too long enumeration of items would be necessary (for example in some cases for indicators or codes used for a dimension).

This task will result in the delivery of source code which includes explanatory comment and accompanied by a document explaining its use.

Task 4: Validate the process by reviewing generated reports for all tables published on PDH.STAT

In order to ensure the process is working correctly reports will be generated for all tables and be reviewed to identify possible issues that will be corrected in the report generation program.

This task will result in a metadata report in English for each dataset published on PDH.STAT, these reports having been reviewed and approved by SPC.

C. Timelines

A total of 20 working days are required under this contract, from the signature of the contract to the 27th of February 2023.

Tasks	Outputs	Estimated deliverable time	No of days
1 Define the list of information to collect for each report when available	Matrix with metadata headings and items and sources of metadata.	31.12.2022	3 days
2 Define the layout of the template for consolidated metadata reports	Template for metadata reports (incl. logos, colours, fonts, frames, headers and footers, treatment of empty fields, etc.)	23.01.2023	5 days
3 Develop a program for generating consolidated metadata reports	Computer program to generate consolidated metadata reports for any table published on PDH.STAT with and accompanied by a document explaining its use.	20.02.2023	10 days
4 Validate the process by reviewing generated reports for all tables published on PDH.STAT	Metadata report in English for each dataset published on PDH.STAT, these reports having been reviewed and approved by SPC.	27.02.2023	2 days

D. Reporting and contracting arrangements

The Contractor will work under the direct supervision of Mr Denis Grofils, Statistics Advisor Data Systems at the Statistics for Development Division of the Pacific Community. Weekly progress meetings will be held.

Place of Assignment

The work will be desk-based at the consultant's usual work location. No travel will be required.

E. Skills and qualifications

The successful contractor will have:

- Education: University degree in statistics, mathematics, IT or other related discipline.
- Knowledge and experience:
 - Minimum of 5 years of demonstrated experience in data and metadata management in the field of statistics, data science or IT;
 - Broad statistical experience, particularly in general statistical concepts, data collection and analysis techniques and metadata-driven approaches;
 - Computer literacy, in particular as it relates to data processing (e.g. Python);
 - Demonstrated experience using and implementing SDMX metadata standards;
 - Good interpersonal skills, team player with ability to network and effectively work in a multicultural setting, and with other agencies in the region involved in statistical work, able to work with stakeholders and must have good communication skills;
 - A demonstrated understanding of the ToRs and the required outputs. Good time management and the ability to meet deadlines.

F. Scope of Bid Price and Schedule of Payments

The contract is lump sum payments based on 2 groups of deliverables:

- The first 2 deliverables: Matrix with metadata headings/items and sources and template for metadata reports.
- The last 2 deliverables: Program to generate consolidated metadata reports and approved metadata report for each dataset published on PDH.STAT.

The bidder must include all costs including professional fees, management and operating costs, and any other administrative costs in the contract price.

The terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.

SPC shall make payments to the Contractor according to the following payment schedule and associated milestones:

Milestone/output		Estimated deliverable time	Working days payment	Amount in Euro or NZD
1	Matrix with metadata headings/items and sources	31.12.2022	0	
2	Template for metadata reports	23.01.2023	8	
3	Program to generate consolidated metadata reports	20.02.2023	0	
4	Metadata report for each dataset published on PDH.STAT	27.02.2023	12	
TOTAL			20	

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 (%)
University degree in statistics, mathematics, IT or other related discipline.	10%
Minimum of 5 years of demonstrated experience in data and metadata management in the field of statistics, data science or IT.	20%
Broad statistical experience, particularly in general statistical concepts, data collection and analysis techniques and metadata-driven approaches.	10%
Computer literacy, in particular as it relates to data processing (e.g. Python).	20%
Demonstrated experience using and implementing SDMX metadata standards.	30%
Demonstrated understanding of the ToRs and the required outputs.	10%
Total Score	100%

Annex I - TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

Technical Requirements	
Evaluation criteria	Response by Bidder
Experience and specified personnel/sub-contractors	
Experience:	Experience:
	<i>[insert details of relevant experience]</i>
	Details for three references:
	1. Client's name: <i>[insert name of client 1]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	2. Client's name: <i>[insert name of client 2]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	3. Client's name: <i>[insert name of client 3]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
Personnel:	Details about personnel/sub-contractors
	Manager's experience: <i>[insert details about manager's experience]</i>
	Consultants' experience: <i>[insert details about consultants' experience]</i>
Technical requirement - Diploma:	
University degree in statistics, mathematics, IT or other related discipline.	<i>[Bidder's answer]</i>
Technical requirement:	
Minimum of 5 years of demonstrated experience in data and metadata management in the field of statistics, data science or IT.	<i>[Bidder's answer]</i>
Technical requirement:	
Broad statistical experience, particularly in general statistical concepts, data collection and analysis techniques and metadata-driven approaches.	<i>[Bidder's answer]</i>
Technical requirement:	
Computer literacy, in particular as it relates to data	<i>[Bidder's answer]</i>

processing (e.g. Python).	
Technical requirement:	
Demonstrated experience using and implementing SDMX metadata standards.	<i>[Bidder's answer]</i>
Technical requirement:	
Demonstrated understanding of the ToRs and the required outputs	<i>[Bidder's answer]</i>

For the Bidder: *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

Annex II - FINANCIAL PROPOSAL SUBMISSION FORM – SERVICES

INSTRUCTIONS TO BIDDERS

In their 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, a project manager, a developer, a scientist, lump sum for the organisation of an event, price of a consultation and total amount can be: number of days of drafting required to produce the report, number of meetings required, number of conferences, workshops, etc.).

Good detail in their financial proposal helps bidders to give clarity and transparency to their proposal and makes it easier for SPC to score the proposals received.

The contract to be concluded with the selected bidder must mention all the costs incurred for the execution of the assignment entrusted to him. 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.

BIDDER'S FINANCIAL PROPOSAL – SERVICES

<i>Costs</i>			
Services description	Lump sum Price Euro	Total quantity	Total Amount Euro or NZD
Professional Fees (Hourly/Daily/Monthly RATE – SPECIFY)	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Any other related costs specify (operating, management and any administrative cost) – Reimbursable based on actuals	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Total			<i>[Total 1]</i>

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.

For the Bidder: *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*