

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	FIT Project Coconut Strategic Framework and Regional Network for the Pacific
Nature of the services	Consultancy services to compile reports on coconut sectors in PICTs and complete the business plan and roadmap document for the LRD Coconut Integrated programme
Location:	Remotely
Date of issue:	11/11/2022
Closing Date:	30/11/2022
SPC Reference:	RFQ 22-4769

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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 carmelp@spc.int and with the subject line of your email as follows: **Submission RFQ 22-4769**. 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 Submission form
- Financial proposal Submission form

- CV
- Business registration certificate if available

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 **11pm Fiji time on 30/11/2022**.

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.

Carmel Pilotti will be your primary point of contact for this RFQ and can be contacted at carmelp@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	11/11/2022
RFQ Closing Date	30/11/2022
Award of Contract	15/12/2022
Commencement of Contract	16/12/2022
Conclusion of Contract	14/03/2023

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 bidders own local currency 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

SPC - Land Resources Division has increased interest in the coconut sector in the Region. The Division currently has several projects and developments involving coconuts that are funded by various donors including ACIAR, DFAT and IFC with external country partners. In addition, an MoU was signed with the International Coconut Community (ICC) in 2017 which encourages collaboration and cooperation between ICC and SPC in the areas of technical advice, trade, and capacity building. All these initiatives will build on preceding projects and developments and improve the interaction and support from SPC to countries in the Pacific Region where coconuts are a valuable economic resource.

The Land Resources Division has developed a basis for an Integrated Programme for Coconut and through this process has identified the need for concerted, collaborative efforts in coconut developments in the Pacific Region for shared and real benefit from anticipated increases in world demand for coconut products.

The Project “Coconut Strategic Framework and Regional Network for the Pacific, funded by MFAT, seeks to address regional coconut research and development constraints by forming an inclusive, sustainable, and effective regional body that can collectively advance the agenda for research and development in the coconut sectors of PICTS.

Background information has been obtained from the first phase of this project which included a review of coconut sector plans and strategies, in PICTS, an online survey to collect information in a SWOT analysis and a regional workshop to solicit opinion on the need and functional aspects of a ‘Pacific Regional Coconut Forum’. In addition, follow-up one-on-one interviews will take place in November 2022 and data added to the online survey responses. A full report of all data gathered from preliminary reports now required to form the basis of, and guidelines for collaboration amongst SPC Member countries. As a complement to this information, the LRD Coconut Integrated programme Theory of Change and Roadmap developed internally will require a narrative and a draft to be written in consultation with the Associate Scientist Coconut Genetic Resources. This document and the full reports from the data collected will be required to be presented for consultation at a proposed “Coconut Summit’ planned to be held before March 31st 2023.

The role of the consultant engaged on this project will include:

1. Reviews of documentation provided in Phase 1 of this Project “Coconut Strategic Framework and Regional Network for the Pacific” and additional information required to complete a satisfactory report
2. Review information gathered during stakeholder consultative workshops and add information gathered from additional interviews undertaken in November 2022
3. Provide any statistical data analysis of workshop/interview and online survey information
4. Complete a draft document for the LRD-Coconut integrated programme and Roadmap/Business Plan

B. Purpose, objectives, scope of services

The purpose of this consultancy is to complete reports for (1) FIT Coconut Project pertaining to a regional coconut forum/platform and (2) LRD-Coconut Integrated Programme Theory of Change and

Roadmap/Business Plan. The latter will be completed collaboratively with the Associate Scientist, Coconut Genetic Resources.

Specifically, the following activities will be undertaken under this contract:

1. Gather additional information on country coconut sector plans or industry documentation where gaps are identified from the initial report
2. Review the status of all regional collaborative networks for agriculture, agribusiness, and extension services, including networks specifically for women and other groups
3. Compilation and analysis of all information gathered from one-on-one interviews, information gathered from the consultative workshops and online surveys
4. With guidance from the Coconut Integrated Programme (CIP) Theory of change and roadmap, compile a detailed narrative (Draft Business Plan) for the roadmap, including resource allocations in terms of budgets, human resources and capital assets
5. Provide professional reports on Activities 1, 2, 3 (Report 1) and 4 (Report 2) in a timely manner

Expected Outputs

- A comprehensive report on the background, data collection and evidence-based recommendations for the formation of a regional coconut forum
- A fully detailed narrative on the LRD-Coconut Integrated Programme presented as a Business Plan or Strategy

C. Timelines

The expected duration of the work is 3 months.

The expected commencement date of the work is 16 December 2022, and it is expected to be completed by 14 March 2023.

D. Reporting and contracting arrangements

The contractor(s) shall report to (1) Dr Carmel Pilotti and (2) Ms Logotonu Waqainabete and/or any other persons delegated in the absence of (1) and (2) above.

The contractor will be in regular contact by email to resolve any queries or consult with Dr Carmel Pilotti on the preparation of the documents, especially Report 2.

The contractor is expected to contact individuals and organisations on their own accord if there is information that is required to complete the reports in a satisfactory manner. SPC and the Project team are not expected to provide additional documentation or information to the contractors except for that already provided at the signing of the contract or earlier.

The contractor will provide a written progress report and update at a virtual weekly meeting, beginning one (1) week after signing of the contract. The reporting schedule will be as follows:

Day/Date	Report/update	Outcome
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10 th January	Virtual meeting with contract management team on signing the contract with	Clear indication of understanding of the contract and obligations by the contractor
17 th January 2023	Virtual meeting with contract management team update on progress including sharing of draft Reports	Satisfactory progress and estimate of 10% completion
24 th January 2023	Virtual meeting with contract management team including sharing of draft Reports	Satisfactory progress and estimate of 20% completion
31 st January 2023	Virtual meeting with contract management team including sharing of draft Reports	Satisfactory progress and estimate of 40% completion
7 th February 2023	Virtual meeting with contract management team including sharing of draft Reports	Satisfactory progress and estimate of 60% completion
14 th February 2023	Virtual meeting with contract management team including sharing of draft Reports	Satisfactory progress and estimate of 80% completion
21 st February 2023	Virtual meeting with contract management team and draft Reports sent to SPC for comment and endorsement	Satisfactory progress and estimate of 99% completion
28 th February 2023	SPC Project team return draft Reports for final draft to be completed by contractor	Contractors receive documents with comments and proceed to final draft
7 th March 2023	Virtual meeting with contract management team to confirm completion and handover documents for SPC publication	100 % completion
10 th March 2023	Delivery of final endorsed document	Delivery of final invoice for Payment
14 th March 2023	End of contract	

E. Skills and qualifications

- Advanced university degree(s) agriculture/science/project management/social science and/or related subjects
- At least five years' experience in agriculture or project management working at government agencies or international organizations.
- Proven track record of working with teams across sectors and sites and producing high-quality results with minimum supervision.
- Demonstrated ability to effectively engage with a range of stakeholders to support project outcomes.
- Excellent oral and written communications skills and demonstrated ability to articulate and communicate complex issues and positions to senior administrators and community beneficiaries alike.
- Sound coordination, administrative, networking, and collaborative skills.
- Advanced computer skills in applications such as Microsoft Word and Excel.

F. Scope of Bid Price and Schedule of Payments

- The contract price will be paid out based on milestones/outputs achieved
- The monitoring of the work and accomplishments are to be endorsed by Logotonu Waqainabete and/or Carmel Pilotti
- The threshold budget for this assignment is NZ \$20,000

SPC accepts no liability for any taxes, duty or other contribution payable by the applicant and individual.

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

Failure to meet deadlines will result in suspension of payments and possible termination of contract.

Milestone/deliverables	Deadline	% payment
Signing of contract	10 th January 2023	20
Progress Report 1 – Full written status report of drafts of Report 1 and Report 2, including evidence of files containing drafts of the reports	10 th February 2023	30
Draft final Report 1 and Report 2 for endorsement by SPC	21 st February 2023	20
Final report and publications received by SPC for publication	10 th March 2023	30
TOTAL		

G. Duty Station

The duty station will be the in the domicile of the consultant(s). Travel will not be associated with this work.

H. Submission procedure

Bidders are required to fill and submit the **technical and financial proposal submission forms in part 5** and provide the following supporting documents with it:

- Updated CVs of all specified personnel
- Business registration certificate if available
- Any other supporting documents to support your submission

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		
<i>Technical proposal submission form</i> <i>Financial Proposal Submission form</i> <i>CV of specific personnel's</i>	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: Overall Response e.g., the understanding of the assignment by the proposer and the alignment of the proposal submitted with the ToR	10%	70
Completeness of response	5%	35
Overall concord between RFQ requirements and proposal	5%	35
Technical requirement 2: Applicant/Key Personnel	40%	280
Relevant experience and qualifications of the applicant. Range and depth of organizational expertise with similar projects	30%	210
Previous work experience in the Pacific	5%	35
Client references	5%	35
Technical requirement 3: Proposed Methodology/Approach/Plan/Proposal	50%	350
Proposed plan and approach of implementation of the tasks as per the ToR	20%	140
Implementation strategies, monitoring and evaluation, quality control mechanism	15%	105
Risk management approach well-articulated in delivering the projects	10%	70
Transparent equity and focused approach	5%	35
Total Score	100%	700

Part 5: Bidders Letter of Application, Technical and Financial Proposal Submission Forms

Section 1:

BIDDER'S LETTER OF APPLICATION FORM

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required *[Choose an item]* for the sum as may be ascertained in accordance with the Financial Proposal attached herewith and made part of this proposal.

We acknowledge that:

- SPC may exercise any of its rights set out in the RFP/RFQ documents, at any time;
- The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
- The RFP/RFQ documents are a summary only of SPC's requirements and is not intended to be a comprehensive description of them;
- Neither the lodgement of the RFP/RFQ documents nor the acceptance of any tender nor any agreement made subsequent to the RFP/RFQ documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the RFP/RFQ documents, or since the date as at which any information contained in the RFP/RFQ documents is stated to be applicable;
- Excepted as required by law and only to the extent so required, neither SPC, nor its respective officers, employees, advisers or agents will in any way be liable to any person or body for any loss, damage, cost or expense of any nature arising in any way out of or in connection with any representations, opinions, projections, forecasts or other statements, actual or implied, contained in or omitted from the RFP/RFQ documents.

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded on the basis of the Technical and Financial Components proposed.

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

Signature:

Name of the Bidder's representative: *[insert name of the representative]*

Title: *[insert title of the representative]*

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

Section 2

TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

INSTRUCTIONS TO BIDDERS

The Technical Proposal Submission Form is a table that includes the technical criteria (set out in Part 4) on which bidders will be scored and allows the bidder to respond to them. This table is then used by the technical evaluation committee to score the technical proposals received.

PART A – BACKGROUND		<i>Response by Bidder</i>
Name: <i>Provide business registration certificate if available</i>		
Physical Address:		
Postal Address:		
Telephone Contact:		
Email:		
PART B - Technical Requirements		
<i>Evaluation criteria</i>		<i>Response by Bidder</i>
Applicant/Key Personnel- Provide updated CV's of all personnel's proposed		
Personnel 1 – Lead consultant	<i>[insert details about consultants' experience]</i>	
[add more if more than 1 consultant being proposed]	<i>[insert details about consultants' experience]</i>	
Relevant experience and qualifications of the applicant. Range and depth of organizational expertise with similar projects	<i>[Bidder's answer]</i>	
Previous work experience in the Pacific	<i>[Bidder's answer]</i>	
	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>
Proposed Methodology/Approach/Plan/Proposal e.g., plan showing detail sampling methods, project implementation plan in line with the Project		

Proposed plan and approach of implementation of the tasks as per the ToR	<i>[Bidder's answer]</i>
Implementation strategies, monitoring and evaluation, quality control mechanism	<i>[Bidder's answer]</i>
Risk management approach well-articulated in delivering the projects	<i>[Bidder's answer]</i>
Transparent equity and focused approach	<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]*

Section 3

FINANCIAL PROPOSAL SUBMISSION FORM – SERVICES

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 [Insert local currency]
<p>Total Professional fees Bidders to specify rate as well (Hourly/Daily).</p>	
<p>Any Other Related Costs (Please Specify the cost being quoted. This is reimbursable based on actuals)</p> <p>Notes:</p> <p>1. 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 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>	

Total Financial offer (inclusive of all taxes)	

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]*