



# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	Price Statistician to provide technical assistance to Fiji Bureau of Statistics in the rebase of Fiji's consumer price index
<b>Nature of the services</b>	Technical assistance and mentoring
<b>Location:</b>	Home based with travel to Fiji, if required
<b>Date of issue:</b>	12/12/2022
<b>Closing Date:</b>	20/12/2022
<b>SPC Reference:</b>	22-4893

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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](mailto: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 [sandrag@spc.int](mailto:sandrag@spc.int) and with the subject line of your email as follows: **Submission RFQ22-4893**. The email should also be copied to [rfg@spc.int](mailto:rfg@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 including a proposed workplan/methodology and timeframe
- A Curriculum vitae
- Cover letter and 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 **4 PM - New Caledonia time, on 20/12/2022** .

### 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 Michael Sharp will be your primary point of contact for this RFQ and can be contacted at [michaels@spc.int](mailto:michaels@spc.int). You should copy any communications into [rfq@spc.int](mailto:rfq@spc.int); [sandrag@spc.int](mailto:sandrag@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	12/12/2022
RFQ Closing Date	20/12/2022
Award of Contract	3/01/2023
Commencement of Contract	9/01/2023
Conclusion of Contract	31/05/2023

## 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 website: <https://www.spc.int/>.**

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](mailto: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

#### Introduction

*The Statistics for Development Division of the Pacific Community*

The Statistics for Development Division (SDD) (<http://sdd.spc.int/>) of SPC has contributed to national statistics capacity development and regional coordination and capability through a series of short and long-term programs. SDD's goal is to strengthen the capacity of national statistical systems and social and economic planning agencies to provide policymakers and analysts with important demographic, economic and social indicators for planning and decision-making. SDD plays a significant role as a large and comprehensive technical provider to national statistics offices (NSOs) in the Pacific region, through partnerships with donors and development partners. SDD's technical assistance role has been strongly endorsed by NSOs, in particular the PICTs where resources are limited, and technical assistance and supplementation is essential.

#### Background to the proposed project

Fiji's Gross Domestic Product, indicators and indices rebase follows a 5-year cycle; however the year of publication/implementation is subject to the availability of the source data; the publication of these outputs therefore do not follow a fixed cycle and Fiji Bureau of Statistics (FBOS) publishes these outputs as soon as possible and subject to the availability of data.

The data produced during Fiji's 2013/2014 household income and expenditure survey (HIES) were finalized in 2018 when the Consumer Price Index (CPI) rebase was initiated and the results were published in March 2019. Fiji's next CPI rebase, using the 2019/2020 HIES data, is currently underway and FBOS has calculated the weights at the section/publication level with a view to publish the results in March 2023.

The nature of this consultancy is to provide Technical Assistance to FBOS in their CPI rebase and specifically to: i. Peer review the product and outlet selection and generated weights; and review data collected in the price collection pilot.

### B. Purpose, objectives, scope of services

SPC is urgently seeking to engage a qualified Statistician/Macroeconomist, with relevant experience and expertise in CPI rebase and price indices, to provide technical assistance and mentorship support to FBOS in the rebase of their CPI. The expert will be hired to perform the tasks provided in the below table, working in close collaboration with FBOS and other relevant development partners, such as World Bank and the International Monetary Fund.

Activity Deliverables (Approximate Time Frame)	Task	Location
1 January 2023 to February 2023	<p><b>Task 1: review selected products, weights and compare with previous indices, and selection of price collection locations</b></p> <ul style="list-style-type: none"> <li>Review all selected products for inclusion in the CPI, ensuring products are correctly coded in each COICOP sub-class</li> <li>Ensure specifications are detailed and clear for price collectors</li> <li>Compare the new product list with previous list</li> <li>Check and compare items with ICP products</li> <li>Check methodology for Town/Outlet selection</li> <li>Check sectional and divisional weight calculation, and compare the weights</li> <li>Ensure changes in weights are well explained by the officer</li> </ul>	Home-based, however travel to Fiji may be required as mutually agreed by FBOS, SPC and the Consultant
2 March to May 2023	<p><b>Task 2: review data collection instruments, calculations and outputs</b></p> <ul style="list-style-type: none"> <li>Review and provide feedback on the design of data collection questionnaires/sheets</li> <li>Review and provide feedback on the design of data entry sheets</li> <li>Review data collected on the new products, identify abnormalities and make recommendation for improvement</li> <li>Review calculations and links in the sheets</li> <li>Analyse the final results and provide feedback</li> <li>Provide feedback on the final publication table and draft release</li> </ul>	Home-based

### C. Timelines and Outputs

The Contract will begin upon signing and the Consultant is expected to work for the period of signing to 31 May 2023. The expected outputs and timeline, under this RFQ, are provided in the below table.

Tasks	Outputs	Deadline
1 Review selected products, weights and compare with previous indices, and selection of price collection locations	Task 1 report against scope of service, and short mission report if required	28 February 2023
2 Review data collection instruments, calculations and outputs	Task 2 report against scope of service	15 May 2023

#### D. Reporting and contracting arrangements

**Place of Assignment:** It is anticipated that this consultancy will be entirely home based, however should it be deemed necessary, travel to Fiji may be required. If travel is required, this will be organized separately under the direct authority of SPC (i.e., SPC will organise and pay travel in accordance to SPC’s Travel Policy). The Consultant will be expected to use a variety of online tools to engage with FBOS and SPC colleagues and, where necessary, development partners.

#### Institutional Arrangement

The Consultant will be responsible to SPC’s Manager Statistical Collections, Mr Michael Sharp. The Consultant will be required to work with FBOS and, where required, development partners.

#### E. Skills and qualifications

The Successful Contractor will have:

- i. A degree in economics, statistics, or equivalent, preferably at the post-graduate level.
- ii. Over 10-years of work experience in implementation of activities of the proposed nature with demonstrable experience in CPI rebase.
- iii. Experience working in the Pacific region and building capacity of Pacific Island counterparts will be highly valued.
- iv. Deep knowledge of price indices and the underlying consumption data, and a record of relevant publications.
- v. A demonstrated understanding of the TORs and the required outputs.
- vi. Good project and time management skills and the ability to meet deadlines.

#### F. Scope of Bid Price and Schedule of Payments

The contract is based on two milestones.

Payments will be made based on the submission of an invoice and supportive documentation as confirmation of work completed and approved by SPC.

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

Milestone/deliverables		Deadline	% Payment	Amount in Euro
1	Submission of report 1 and approval by SPC	28 February 2023	40%	
2	Submission of report 2 and approval by SPC	15 May 2023	60%	
<b>Total</b>				



## 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.

Competency Requirements	Score Weight (%)
Relevant academic qualification	20%
Relevant experience in assignments of the proposed nature: Over 10-years of work experience in implementation of activities of the proposed nature with demonstrable experience in CPI rebase	40%
Deep knowledge of price indices and the underlying consumption data, and a record of relevant publications	20%
Experience of working in the Pacific region with good project and time management skills, including a proposed methodology, workplan and ability to meet deadlines	20%
<b>Total Score</b>	<b>100%</b>