

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Safeguarding threatened coconut diversity within the upgraded International Coconut Genebank for the South Pacific
Nature of the services	Consultancy services to provide training services to Pacific Island Partner countries and other nominated participants in coconut breeding and conservation techniques for farmers
Location:	Regional
Date of issue:	6/02/2023
Closing Date:	20/02/2023
SPC Reference:	23-5007

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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 23-5007**. 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
- CV
- Part 5 Technical and Financial Proposal Submission forms
- Any other documents to support your proposal

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 **11.59 pm Fiji time** on **20/02/2023**.

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.

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	6/02/2023
RFQ Closing Date	20/02/2023
Award of Contract	24/02/2023
Commencement of Contract	3/03/2023
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 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' 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

Coconuts are an integral part of Pacific Islands culture and lifestyle and represent an abundant, essential and wholesome dietary supplement as well as a source of regular income for Pacific communities. The Pacific region probably has the most diverse range of coconut varieties and cultivars, some of which are conserved in multiple coconut field gene banks in a number of countries (COGENT).

Diverse coconut cultivars of national significance for Papua New Guinea and the Pacific are currently conserved in the International Coconut Genebank for the South Pacific at Stewart Research Station in the Madang Province. This gene bank was established and managed with the support of the Government of PNG, COGENT and the International Treaty for Plant Genetic Resources for Food and Agriculture (ITPGRFA). Notification of a threat to the collection by the disease known as Bogie coconut Syndrome in 2010, prompted intervention and assistance by several international groups including COGENT and The Crop Trust who subsequently secured support under the DEFRA funded Darwin Initiative Project to relocate the ICG-SP to a new site at Punipuni in PNG. This Project established a basis for prospecting, collection and transfer of priority coconut accessions to Punipuni which continues with support from the Government of PNG. Further duplication is envisaged under this project at both Fiji and Samoa National Genebank sites should phytosanitary clearance be met for ex-situ field conservation or *in vitro* conservation at CePaCT.

A major objective of this project will be to encourage and establish a foundation for participatory selection of cultivars by coconut-farming communities as a basis for *in situ* conservation of ecotypes of significance and value to their communities.

To achieve this and other objectives, training will be required for research and extension personnel and farmers to engage their involvement in the conservation of unique coconut genetic resources in Partner countries.

Main Objective

The overall role of the consultant engaged on this project contract will be to deliver training workshops on hand pollination, database management and cultivar/variety characterisation and selection at three workshops to be held in PNG, Fiji and Samoa.

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B. Purpose, objectives, scope of services

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

1. Review past training provided to country partners and provide a short report (2 to 5 pages) that will inform the current workshop activity. Provide, together with other trainers, virtual training over two (2) days to Project and other participants prior to the in-country workshops
2. Provide, together with other trainers, face-face training with a duration of 3 full days for each of three workshops in Fiji PNG and Samoa
3. Provide training on characterisation of coconut varieties and documentation
4. Provide field-based training on hand pollination (1 day) or other suitable protocol for farmers to obtain seed nuts
5. Provide hands - on training on identification of varieties and methods of *in situ* conservation in farmers' fields or other public space
6. Provide an overview of data entry and management and minimum requirements for data especially for situ-conservation

7. Conduct an assessment of results workshop with industry stakeholders in last part of call and produce a short final report on the outcomes of the training including identification of gaps and future training needs.
8. Provide any other training needs identified during the course of each workshop.

Expected Outputs

- Coconut farmers and agricultural extension officers in Fiji, PNG and Samoa will acquire skills to practice *in situ* conservation
- Coconut farmers and agricultural extension officers in Fiji, PNG and Samoa will use these skills to train more farmers and agricultural personnel to expand the level of *in situ* conservation in these countries and elsewhere in PICTs
- Awareness on *in situ* conservation and farmer participatory selections will be increased

C. Timelines

The assignment will commence on 28th April 2023, whichever is the earlier and require 16 days in total (including weekends) and **11 working days** for training by the consultant (including travel, reading, consultation, analysis, and report writing).

The assignment should be completed in 3 weeks and be completed by May 31, 2023. Submission dates for deliverables will be finalized upon contract signing. All deliverables must be approved by Project Management.

Note that travel time will not be counted as working days although an agreed amount of per diem will be provided.

D. Reporting and contracting arrangements

The Contractor(s) will complete the work on site in each country specified in the contract.

Any subsequent publications produced from the training and will be the copyright of SPC, but authorship shall be shared by SPC staff contributing and the contractor.

Responsibilities

Consultant will be responsible for provision of training at 3 x workshops in PNG, Fiji and Samoa on the subject areas outlined and in Annex 1 and provision of reports from the training workshops in a timely manner.

Travel Arrangements:

The travel for the consultant will be approved and facilitated by SPC which will be limited to payment of Air/boat fare and Daily Subsistence Allowance (covers meals, accommodation, and incidentals) 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.

Duty Station

The duties of the consultant under this contract will be carried out and completed on site in each of the three countries, Fiji, PNG and Samoa.

E. Skills and qualifications

The consultant should have:

- advanced university degree to MSc. or Ph. D. level
- At least 10 years of relevant experience in training in subject areas of coconut, conservation genetics and breeding
- Ability to prepare and deliver clear instructions and methodology during training activities
- Experience in working in the Asia-Pacific region is preferred
- Demonstrated experience in conducting field-based training and assessments in the coconut sector
- Experience and understanding of standard coconut descriptors
- Experience and understanding of database management required for coconut conservation and breeding in the Pacific region
- Extensive research and knowledge in coconut characterisation, breeding, nursery management and selection for improved traits
- Demonstrated experience in *in situ* conservation and farmer participatory training
- Proven ability to produce high quality comprehensible reports and provide sound, practical recommendations.
- Excellent command of English and good writing skills
- Availability on the dates specified for the training/workshop

F. Scope of Bid Price and Schedule of Payments

Details of fees

Training workshops

Professional fees are for 3 working days of each Workshop in PNG, Fiji and Apian and the two days of preparation and writing.

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 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.

The payment schedule will be as follows:

Milestone/deliverables	Deadline	% Payment
Signing of contract and draft report of previous capacity building in partner countries	25 April 2023	20
Completion of workshops in PNG and Fiji	05 May 2023	50
Handover of draft workshop report in Apia (day after final workshop)	19 May 2023	30
TOTAL		

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		
<p><i>[[Insert here the requirements that are mandatory (administrative criteria (registration), financial criteria (financial statements), etc.).</i></p> <p><i>Other criteria may be mandatory: minimum qualification or experience, local company, professional accreditation, certification requirements, licensing, etc. However, if these criteria are defined in the "mandatory requirements" section, failure to meet them will automatically result in the exclusion of the bidder from the RFP at the bid opening committee stage.]</i></p>	<p>Mandatory requirements. Bidders will be disqualified if any of the requirements are not met</p>	
Technical requirements		
Technical requirement 1: Advanced university degree to MSc. or Ph. D. level	15%	105
Technical requirement 2: At least 10 years of relevant experience in training in subject areas of coconut, conservation genetics and breeding	15%	105
Technical requirement 3: Ability to prepare and deliver clear instructions and methodology during training activities	15%	105
Technical requirement 4: Experience in working in the Asia-Pacific region is preferred	15%	105
Technical requirement 5: Demonstrated experience in conducting field-based training and assessments in the coconut sector. Experience and understanding of standard coconut descriptors. Experience and understanding of database management required for coconut conservation and breeding in the Pacific region	10%	70
Technical requirement 6: Extensive research and knowledge in coconut characterisation, breeding, nursery management and selection for improved traits	10%	70
Technical requirement 7: Demonstrated experience in in situ conservation and farmer participatory training	10%	70
Other: Proven ability to produce high quality comprehensible reports and provide sound, practical recommendations. Excellent command of English and good writing skills. Availability on the dates specified for the training/workshop	10%	70
Total Score	100%	700

Financial evaluation will have a total component score of 300 points and will be calculated using the following formula

Financial Score = Lowest Price/Price under Consideration x maximum attainable points

Part 5: PROPSOAL SUBMISSION FORMS

TECHNICAL PROPOSAL SUBMISSION FORM

INSTRUCTIONS TO BIDDERS

The Technical Proposal Submission Form is a table that includes the technical criteria 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.

Technical Requirements	
Evaluation criteria	Response by Bidder
Experience and specified personnel/sub-contractors	
Referees	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>
Mandatory – CV	Please provide CV of all key personnel proposed
Technical Requirements	
Advanced university degree to MSc. or Ph. D. level or equivalent	<i>[Bidder's answer]</i>
At least 10 years of relevant experience in training in subject areas of coconut, conservation genetics and breeding	<i>[Bidder's answer]</i>
Ability to prepare and deliver clear instructions and methodology during training activities	<i>[Bidder's answer]</i>
Experience in working in the Asia-Pacific region is preferred	<i>[Bidder's answer]</i>
Demonstrated experience in conducting field-based training and assessments in the coconut sector	<i>[Bidder's answer]</i>
Experience and understanding of standard coconut descriptors	<i>[Bidder's answer]</i>
Experience and understanding of database management required for coconut conservation and breeding in the Pacific region	<i>[Bidder's answer]</i>
Extensive research and knowledge in coconut characterisation, breeding, nursery management and selection for improved traits	<i>[Bidder's answer]</i>

Demonstrated experience in in situ conservation and farmer participatory training	[Bidder's answer]
Proven ability to produce high quality comprehensible reports and provide sound, practical recommendations	[Bidder's answer]
Excellent command of English and good writing skills.	[Bidder's answer]
Availability on the dates specified for the training/workshop	[Bidder's answer]

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]

BIDDER'S FINANCIAL PROPOSAL

Services description	Lump sum Price [Currency]	Total Amount [Put currency here]
Professional Fees	Daily Rate	[total amount]
Professional Fees	Monthly Rate	[total amount]
Total Professional Fees	Total lump sum	[total amount]

The consultant is required to provide any additional costs (if not already included in the consultancy fee) in the financial proposal payable by SPC. This will be reimbursed by the SPC upon submission of receipts. Please include these costs here:

Other costs	
Item description	Total Amount [Put your local currency here]
[Item description]	[total amount]
[Item description]	[total amount]
[Item description]	[total amount]
[Item description]	[total amount]
Total Other costs	[Total]

Total Professional Fees	
Total other costs	[total other costs]
GRAND TOTAL	

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]*