

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Technical support to develop web application prototypes
Nature of the services	Technical support required to: (1) develop a prototype tracking tool for the 2050 Blue Pacific Strategy Implementation Plan; (2) develop a prototype for a 'One Stop Shop' for National Mechanisms for Implementation, Reporting and Follow-Up
Location:	Remote
Date of issue:	6/02/2023
Closing Date:	26/02/2023
SPC Reference:	RFQ23-5004-PRO

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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 brianl@spc.int and with the subject line of your email as follows: **Submission RFQ23-5004**. 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 outlining how both prototypes will be developed, and in what timeframes

- Response to evaluation criteria
- Financial 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 **11.59pm Fiji time on 26/02/2023**.

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.

Brian Lenga will be your primary point of contact for this RFQ and can be contacted at brianl@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	26/02/2023
Award of Contract	6/03/2023
Commencement of Contract	6/03/2023
Conclusion of Contract	30/06/2023

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 USD 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

1. Background/context

SPC's Human Rights and Social Development Division (HRSD) has a broad mandate to support its member Pacific Island Countries. This mandate includes work around the establishment and strengthening of National Mechanisms for Implementation, Reporting and Follow-Up (NMIRFs) and in the delivery of SPC's People Centred Approach.

In 2022, SPC and partners convened a regional NMIRF Talanoa, during which Pacific Island government representatives requested the development of a 'One Stop Shop' for all NMIRF related work and capacity building. The prototype requested for development under this RFQ would be presented to the Community of Practice that was established at the Talanoa and at the next regional gathering. If endorsed, SPC would seek a contractor to fully develop this tool. A research consultant is also being secured to map out the available resources that will form the online platform.

SPC is also responsible for implementing 'PROJECT Governance', a 5-year USAID funded project to deliver sound, just and responsive governance across the Pacific. The recent launch of the 2050 Blue Pacific Strategy is an essential guiding framework for PROJECT Governance. To ensure alignment, and to support implementation of the Strategy, SPC is planning to develop an online tracking tool for the Implementation Plan. Under this RFQ a prototype will be developed for review and endorsement within PIFS.

A common thread exists for both pieces of work proposed under this RFQ. IMPACT OSS is a piece of open-source software for tracking human rights, the SDGs and national development plans. An example of this being used at the national level can be found here: <https://sadata-production.firebaseio.com/?fw=1>

The one stop shop should be developed in a way so that it can be used as an add on to IMPACT OSS. The PIFs tracker prototype should consider how the IMPACT OSS source code can be leveraged to deliver the end-product, upon endorsement of the prototype. The source code is available here: <https://github.com/impactoss/impactoss-server>

2. Purpose, objectives, scope of services

1. One Stop Shop

- Develop a set of working wireframes that sets out the information architecture and functionality of the one stop shop. Information and resources this should include:
 - Reporting calendars
 - Calendars of related NMIRF events / learning opportunities (mailing list?)
 - Report guidelines, examples
 - NMIRF resources
 - Establishment (composition, budget, ToR, etc.)
 - Good practices. E.g. linking SDGs and human rights
 - IMPACT OSS
 - Case studies
 - Reporting good practices

- Mock opportunities / case studies
- Case studies on virtual reporting
- Development partner assistance opportunities
- NHRI v NMIRF
- The wireframes should be accompanied by a brief which defines how the information for each element of the site will be uploaded. Wherever possible, automation should be a feature

The selected supplier will be provided with a resource map to assist with the development of the prototype

2. 2050 Strategy Implementation Plan Tracker

- Develop a set of working wireframes that demonstrates the information architecture and functionality of a tool that can track the 2050 Strategy
- Functionality required includes:
 - Public front end, with proposed sample design elements consistent with the 2050 Strategy branding
 - Backend admin user interface and associated functionality for all required editing and information uploading
 - Automated email reminders for uploading of information
 - Ability to link to other databases for automated data collection
 - Ability to track linkages across the Implementation Plan, to reduce the reporting burden
- The wireframes should be accompanied by a brief, describing the functionality and how the prototype could be fully developed (including the proposed coding language, any source code that can be leveraged and estimated timeframes).

A survey sent out by PIFS to collect data for the draft Implementation Plan will be made available to the successful bidder, to guide the development of the structure of the tracker prototype.

1. Timelines

1. One Stop Shop

- The prototype and brief will be required ideally by the first week of May 2023. However, SPC invites bidders to propose their own timetables for both pieces of work.

2. 2050 Strategy Implementation Plan Tracker

- The prototype and brief will be required ideally by the first week of April 2023
- However, SPC invites bidders to propose their own timetables for both pieces of work.

Bidders are required to provide time and cost estimates for both pieces of work, and an overall proposed budget for the consultancy.

3. Reporting and contracting arrangements

The consultant will report to Brian Lenga, Deputy Chief of Party for PROJECT Governance with SPC's HRSD. Due to the flexible timeframes for the outputs, no set reporting framework is defined. However, it is expected that regular updates will be given when work is being undertaken and that the consultant is available for progress update meetings as and when required.

4. Skills and qualifications

- Experience developing tracking tools and online resource centres
- Experience working with National Mechanisms for Implementation, Reporting and Follow-Up and on human rights and governance technologies
- Experience working in the Pacific and for international / regional development agencies

5. Scope of Bid Price and Schedule of Payments

The bidder must specify the number of days they will require for each task, total number of days required and their daily rate. Payments will be made based on the milestones below.

Milestone/deliverables	Deadline	% Payment
PIFS tracker prototype and brief	07.05.23	50%
One Stop Shop prototype and brief	30.06.23	50%
TOTAL		100%

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Competency Requirements & Score Weight

The evaluation matrix below reflects the obtainable score specified for each evaluation criterion (technical requirement) which indicates the relative significance or weight of the items in the overall evaluation process.

Evaluation criteria	Score Weight (%)	Points obtainable
Technical requirements		
Technical requirement 1: Experience developing tracking tools and online resource centres	25%	280
Technical requirement 2: Experience working with National Mechanisms for Implementation, Reporting and Follow-Up and on human rights and governance technologies	40%	350
Technical requirement 3: Experience working across the Pacific and for international / regional development agencies	25%	140
Technical requirement 4: Understanding of IMPACT OSS	10%	70
Total Score	100%	700