

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>Climate Resilient Marine Spatial Planning – Scientific Expertise, Support, and Guidance</b>
<b>Nature of the services</b>	Provide scientific advice and guidance for the marine spatial planning process in Palau.
<b>Location:</b>	Koror, Palau (preferred location) or remote work with frequent trips to Palau
<b>Date of issue:</b>	8/06/2023
<b>Closing Date:</b>	22/06/2023
<b>SPC Reference:</b>	RFQ23-5445

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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 [pierreyvesc@spc.int](mailto:pierreyvesc@spc.int) and with the subject line of your email as follows: **Submission RFQ23-5445**. The email should also be copied to [rfq@spc.int](mailto:rfq@spc.int).

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- Completed Proposal Submission forms with tentative work plan
- CV

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 **4.30pm GMT+12 (Fiji Time) on 22/06/2023**.

### 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.

Pierre-Yves Charpentier will be your primary point of contact for this RFQ and can be contacted at [pierreyvesc@spc.int](mailto:pierreyvesc@spc.int). You should copy any communications into [rfq@spc.int](mailto: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	7/06/2023
RFQ Closing Date	22/06/2023
Award of Contract	23/06/2023
Commencement of Contract	26/06/2023
Conclusion of Contract	22/12/2023

### 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 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](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

The Republic of Palau has embarked on a Marine Spatial Planning Process (MSP) that balances productivity and protection. This was articulated in the FY22 Supplemental Budget, RPPL 11-23, which included provisions to establish a Marine Spatial Planning (MSP) Process to study Palau's Exclusive Economic Zone (EEZ) and domestic fishing market. This MSP process is being led by the Ministry of Agriculture, Fisheries and the Environment, which has responsibility for the management of the Palau National Marine Sanctuary (PNMS) and EEZ. Stakeholders from the private and public sector, as well as outside expertise from The Nature Conservancy (TNC), Forum Fisheries Agency (FFA), The Pacific Community (SPC), and others will provide technical assistance and inform the work of local stakeholders.

The multi-year MSP process will use a science driven, stakeholder led, inclusive, and transparent process to define the appropriate use and conservation of Palau's marine resources that contribute to sustainable domestic fisheries and long-term conservation of marine biodiversity. At the conclusion of the MSP process, stakeholders will deliver a sustainable ocean plan that identifies priority zones for domestic fisheries, conservation, and tourism among other sectors. The plan will also provide recommendations to guide appropriate policies and management frameworks.

MSP is a political process that helps ensure that the largest number of stakeholders depending on a maritime space are allowed to perform their activities in a fair, sustainable, and collaborative way. Further, it ensures the coexistence between human activities and the protection of ecosystem services, and in doing so contributes to the development of a sustainable Blue Economy. It is a holistic approach that relies on multi-level, multistakeholder, and cross-sectoral interactions to identify and achieve economic, social and ecological objectives in a transparent and organised way. Better "Blue Planning" can bring significant economic, cultural, social and conservation benefits and MSP is one approach to realise these benefits.

The Palau MSP will be developed in two (2) phases. Phase 1 will focus on the deep ocean - the Territorial Sea out to the EEZ - and Phase 2 will extend from the Baseline Coastal Boundary to the Territorial Sea. This consultancy focuses on Phase 1.

The Palau MSP process is now transitioning from Stage 1 - Planning and is now entering Stage 2 - MSP Development, with the design and completion of five critical sectoral assessments: 1) fisheries; 2) biodiversity and conservation; 3) tourism; 4) legal and policy; and 5) sustainable financing.

The purpose of this consultancy is to provide the GoP with scientific expertise, support, and guidance for this MSP Development phase of the MSP process for the deep ocean areas. This consultancy is part of the broader Climate Resilient MSP project implemented by the GoP and SPC with financial support from the U.S. Department of State.

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

The Consultant will work with the GoP, SPC, TNC, and other partners to determine, source, and incorporate as appropriate existing, relevant data and information into the MSP process. This will ensure that the resulting Palau MSP is based on the best available data and information, rests on a foundation of rigorous scientific and technical principles, and takes into account long-term climate trends.

The Consultant will contribute to data identification, collation, analysis, and use, by:

- Providing guidance and overseeing the identification of, collation, vetting, and use of the best available datasets to support the development of the MSP products;
- Identifying data and information gaps that may exist and make recommendations for modelling and/or other scientific tools that may be used to fill these gaps
- Providing trusted scientific guidance aligned with a fully country-led process directed by the GoP and key project partners;
- Liaising with the core management team, the Steering Committee, and Working Groups to ensure the integration of science into policy decisions;
- Supervising, together with the core management team and relevant experts, the gathering of data and evaluations carried out by members of the MSP Steering Committee or external consultants.

The Consultant will contribute to sectoral assessments and engagement by:

- Assisting/supporting the MSP core management team with the development of the scope of works for the 5 key assessments that will be conducted;
- Synthesizing scientific knowledge from past assessments conducted on Palau marine resources, from expert groups, or from other sources in support of the MSP process;
- Ensuring that the five key sectoral assessments (fisheries, biodiversity conservation, tourism, legal and policy, and sustainable financing) adopt, where appropriate, approaches that will enable a meta-analysis using multi-layered spatial information;
- Providing expert support and guidance to the partners working on the 5 assessments thereby ensuring there is alignment and comparability across the assessments and that they fully address the objectives of the MSP;
- Participating in Technical Working Group Meetings as required to ensure that information discussed is accurately represented in products;
- Supporting the Communications Sub-Working-Group by providing fit for purpose data summaries to support stakeholder engagement when necessary;
- Delivering presentations on data and findings as required to support the MSP Process;
- Serve as a representative of the MSP work in relevant technical forums, exchanges, or workshops as needed;
- Preparing summary reports of key findings from any relevant technical forums, exchanges, or workshops attended on behalf of the MSP.

### C. Timelines

This consultancy is expected to take place between June and December 2023 for approximately 60 working days.

The start of assignment is expected in June with an inception meeting.

The end of assignment is expected by the end of December 2023.

This consultancy has the potential to get extended following December 2023 following discussions on revised scope and costs. Any extension will be subject to mutual agreement between the Consultant and SPC (on behalf of the MSP core management team).

#### Indicative Timeline:

Activity or output	Estimated time for Consultant (days)	Date
Inception meeting	3	28 June, 2023
Detailed work plan submission	3	7 July, 2023

Datasets identification and vetting	8	15 July, 2023
Stock take of available scientific information and assessments on the Palau EEZ relevant to the five key sectoral assessments with recommendations - report submission and presentation	15	31 July, 2023
Assisting/supporting the MSP core management team with the development of the scope of works for the 5 key assessments that will be conducted (fisheries, Biodiversity Conservation, Tourism, Financial, Legal - to be prioritised with timeline)	5	End of August
Contribute to technical working group meetings (fortnightly on average)	5	Ongoing from June to December 2023
Contribute to core management team meetings (fortnightly)	5	Ongoing from June to December 2023
Review of assessment plans and products	10	When relevant from June to December 2023
Engage in Steering Committee and MSP Working groups meetings	5	When relevant from June to December 2023
Represent the Palau MSP process relevant technical forums/exchanges/workshops and report back to the core management team	4	When relevant from June to December 2023
<b>Estimated time allocated to this assignment</b>	<b>60</b>	

#### D. Reporting and contracting arrangements

The Consultant will report directly to the MSP Coordinator, based within the Palau Ministry of Agriculture, Fisheries and the Environment and to the SPC Project Adviser. The Consultant will provide regular updates and seek guidance from the MSP core management team. All approvals will be obtained from the MSP Coordinator. Fortnightly reporting should be done as and when requested.

This consultancy is home-based and will provide own IT equipment for the duration of assignment. The consultant is to ensure stable internet connection for virtual interactions when necessary. Travels are required as part of this consultancy. Travel and Accommodation will be organised by SPC.

#### E. Skills and qualifications

This consultancy is cross-disciplinary and requires senior level expertise and demonstrated experience in marine resources management and marine spatial planning. The following qualifications are strongly preferred:

- Demonstrated experience and proven track record of utilising science and collecting, analysing, and disseminating spatial data to advance sustainable ocean uses and conservation and participatory processes in the field of MSP, and marine protected area design and management



- Demonstrated knowledge of decision support tools and GIS tools to further MSP or natural resource management
- Experience with and significant knowledge of data integration across several disciplines including social, economic, fisheries, and environmental datasets
- Strong, effective communication skills in English for multiple audiences including simplifying and communicating complex scientific information to different target audiences both in writing and verbally
- Good knowledge of institutional and political landscape in Palau
- Fluency in the Palauan language is considered an asset

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

- The contract price will be based on lump sum payments tied to the milestones (in previous section) set out below.
- The value of the contract will be based on number of days dedicated to the scope of work outlined in this ToR, up to a maximum of 60 person-workdays.
- Terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions

Milestone/deliverables	Deadline	% payment
Approval of detailed work plan	14 July, 2023	15%
Dataset identification and vetting – with adequate support documents	21 July, 2023	15%
Approval of the scientific stock take report with recommendations	15 August, 2023	30%
Approval of a summary report detailing the contribution to the five assessment plans and products and engagements in meetings and workshops	30 September, 2023	20%
Approval of Final report detailing the contribution to the five assessment plans and products and engagements in meetings and workshops	20 December, 2023	20%
<b>TOTAL</b>		<b>100%</b>

## G. Annexes to the Terms of Reference

[Blue Prosperity Plan](#)

[Executive Order No. 476: To Establish Coordinating Mechanisms for the Implementation of Marine Spatial Planning for the Blue Prosperity Plan](#)

## 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
<b>Mandatory requirements</b>		
<ol style="list-style-type: none"> <li>1. The Conflict of Interest Declaration form completed</li> <li>2. Full Proposal Submission Forms</li> <li>3. CV</li> </ol>	<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met	
<b>Technical requirements</b>		
<b>Technical requirement 1:</b> Demonstrated experience and proven track record of utilising science and collecting, analysing, and disseminating spatial data to advance sustainable ocean uses and conservation and participatory processes in the field of MSP, and marine protected area design and management	30%	210
<b>Technical requirement 2:</b> Demonstrated knowledge of decision support tools and GIS tools to further MSP or natural resource management	20%	140
<b>Technical requirement 3:</b> Experience with and significant knowledge of data integration across several disciplines including social, economic, fisheries, and environmental datasets	20%	140
<b>Technical requirement 4:</b> Strong, effective communication skills in English for multiple audiences including simplifying and communicating complex scientific information to different target audiences both in writing and verbally	15%	105
<b>Technical requirement 5:</b> Good knowledge of institutional and political landscape in Palau	15%	105
<b>Total Technical Score</b>	<b>100%</b>	<b>700</b>
<b>Financial requirement</b>		
<b>Financial requirement 1:</b> Price	100%	300
<b>Total Financial Score</b>	<b>100%</b>	<b>300</b>
<b>Total Score: Total Technical Score + Total Financial Score</b>		<b>1000</b>

## Part 5: TECHNICAL AND FINANCIAL PROPOSAL FORMS

### PART A – Background

<i>Response by Bidder</i>	
<b>Name</b>	
<b>Physical Address</b>	
<b>Postal Address</b>	
<b>Telephone Contact</b>	
<b>Email</b>	

### PART B – Technical Proposal

Technical Requirements	
<i>Competency Requirements</i>	<i>Response by Bidder</i>
	<b>Details for two references</b>
<p><b>Experience:</b> Evidence of the bidder’s relevant experience must be submitted. Bidders shall provide details of two contracts that demonstrate their track record in completing works/services similar to the ToR in Part 3 of this RFQ. The bidder should provide contact details of one referee for each of the contracts. The contracts should have been completed or substantially completed within the last 8 years. Please attach CV(s) and any supporting information as necessary.</p>	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>
<b>1. Technical Requirement 1</b>	
Demonstrated experience and proven track record of utilising science and collecting, analysing, and disseminating spatial data to advance sustainable ocean uses and conservation and participatory processes in the field of MSP, and marine protected area design and management	<i>[Bidder’s answer]</i>
<b>2. Technical Requirement 2</b>	
Demonstrated knowledge of decision support tools and GIS tools to further MSP or natural resource management	<i>[Bidder’s answer]</i>
<b>3. Technical Requirement 3</b>	

Experience with and significant knowledge of data integration across several disciplines including social, economic, fisheries, and environmental datasets	<i>[Bidder's answer]</i>
<b>4. Technical Requirement 4</b>	
Strong, effective communication skills in English for multiple audiences including simplifying and communicating complex scientific information to different target audiences both in writing and verbally	<i>[Bidder's answer]</i>
<b>1. Technical Requirement 5</b>	
Good knowledge of institutional and political landscape in Palau	<i>[Bidder's answer]</i>

## PART C – Financial Proposal

All costs indicated on the Financial Proposal should be **inclusive** of all applicable taxes. The format shown below should be used in preparing the price schedule. All prices in the proposal must be presented in **USD**.

<i>Name of the consultancy</i>	
Description	Daily Fee[USD]
Professional fees*	<i>[unit price]</i>
Other related cost (please specify, must align to direct implementation of services)	<i>[unit price]</i>
<b>Total (MAX 60 Days)</b>	<i>[Total 1]</i>

Professional fees: Staff salaries, consultant fees and any other professional costs (with details on the level of effort of each person on the team if applicable. i.e. 50% full time, full-time, etc.).

SPC will not cover separate lines for overheads/running costs, contingencies ... If these apply, the costs are to be taken into account in the professional fees charged for the delivery of the specific services.

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.

SPC does not anticipate covering any IT equipment for the duration of the assignment. The consultant is to ensure stable internet connection for zoom interactions when necessary.

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]*