

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Support to business-friendly and inclusive national and regional policies and strengthen productive capabilities and value chains Project
Nature of the services	Consultancy Services for conducting Investment Appraisals and design an Investment Prospectus for the coconut and kava value chains and identification of investment opportunities and readiness of value chain actors
Location:	Suva, Fiji
Date of issue:	23/08/2023
Closing Date:	7/09/2023
SPC Reference:	RFQ 23-5613

Contents

PART 1: INTRODUCTION	3
1.1 ABOUT THE PACIFIC COMMUNITY (SPC)	3
1.2 SPC'S PROCUREMENT ACTIVITIES	3
1.3 SPC'S REQUEST FOR QUOTATION (RFQ) PROCESS	3
PART 2: INSTRUCTIONS TO BIDDERS	3
2.1 BACKGROUND	3
2.2 SUBMISSION INSTRUCTIONS	3
2.3 EVALUATION & CONTRACT AWARD	4
2.4 KEY CONTACTS	4
2.5 KEY DATES	4
2.6 LEGAL AND COMPLIANCE	4
2.7 COMPLAINTS PROCESS	5
PART 3: TERMS OF REFERENCE	6
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	6
C. TIMELINES	7
D. REPORTING AND CONTRACTING ARRANGEMENTS	8
E. SKILLS AND QUALIFICATIONS	8
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	9
PART 4: PROPOSAL EVALUATION MATRIX.....	10
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	10
PART 5: PROPSOAL SUBMISSION FORMS	11
BIDDER'S LETTER OF APPLICATION FORM.....	11
TECHNICAL PROPOSAL SUBMISSION FORM.....	12
BIDDER'S FINANCIAL PROPOSAL	13

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 jainanp@spc.int and with the subject line of your email as follows: **Submission RFQ 23-5613- Finance Expert Consultant** .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, Qualification detail of the Consultant
- Bidders Letter of Application, Technical Proposal form, Financia proposal Form

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 7/09/2023**.

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.

Jainan Prasad will be your primary point of contact for this RFQ and can be contacted at jainanp@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	24/08/2023
RFQ Closing Date	7/09/2023
Award of Contract	14/09/2023
Commencement of Contract	15/09/2023
Conclusion of Contract	15/09/2024

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

The coconut and kava industries are important economic sectors in Papua New Guinea and Vanuatu. However, these industries face a number of challenges, including a need for more access to finance. The EU Funded Business Friendly Project aims to address these challenges by assessing the financial needs of the coconut and kava value chains, designing suitable financial products, and sensitizing MSMEs, finance, and investment support institutions on new investment opportunities.

B. Purpose, objectives, scope of services

Objective: The objectives of the project are to:

- Assess value chain financial needs/gaps and the factors contributing to the finance gap.
- Conduct Investment Appraisals and design an Investment Prospectus for the coconut and kava value chains.
- Design suitable/blended financial products tailored to the needs of the value chain actors.
- Sensitize MSMEs, finance and investment support institutions on new investment opportunities.

Methodology:

The project will use a combination of methods to achieve its objectives, including:

- Desk research
- Stakeholder interviews
- Focus groups.
- Financial modeling

Outputs:

The project will produce the following outputs:

- A report on the financial needs of the coconut and kava value chains.
- An Investment Prospectus for the coconut and kava value chains.
- A set of recommendations for suitable financial products.
- A training manual for MSMEs, finance, and investment support institutions.

Monitoring and Evaluation:

The project will be monitored and evaluated using a set of indicators, including:

- The number of MSMEs that have accessed finance through the project.
- The amount of finance that has been accessed through the project.

- The number of new investment opportunities that have been identified through the project.

Dissemination:

The project findings will be disseminated through a variety of channels, including:

- A project website
- A project report.
- A series of workshops and seminars

Selection Criteria:

- **Technical expertise:** The consultant must have a proven track record of working in the field of financial inclusion, particularly in the coconut and kava industries. They must have a deep understanding of the financial needs of MSMEs and be able to design and implement suitable financial products.
- **Experience in project management:** The consultant must have experience in managing complex projects and be able to work effectively with various stakeholders. They must be able to meet deadlines and deliver high-quality results.
- **Communication skills:** The consultant must be able to communicate effectively with various audiences, including MSMEs, finance, and investment support institutions, and government officials. They must be able to explain complex financial concepts clearly and concisely.
- **Cultural sensitivity:** The consultant must be sensitive to the cultural context of Papua New Guinea and Vanuatu. They must build relationships with local stakeholders and work effectively in a cross-cultural environment.
- Working experience with the EU or other donor agencies.
- Committed to gender equality and social inclusion.
- Willingness to work with local partners.

In addition to these criteria, the consultant's proposal will also be evaluated on the following factors:

- The proposed methodology and a detailed work plan
- The budget
- The timeline
- The dissemination plan.

The consultant who best meets the selection criteria and submits the most competitive proposal will be awarded the contract.

C. Timelines

- The consultancy will commence upon signing and implemented over a period of 12 months.

- The consultant must propose a work plan, budget and activity schedule with timelines to achieve the expected outputs using the appropriate methodologies.
- The consultancy must be completed within the agreed timeliness and is not subject to an extension unless the project allows.

D. Reporting and contracting arrangements

The Contractor will be reporting to Sanfred Smith – Regional Coordinator

- The consultant will work collaboratively and closely with the SPC.
- The consultant cannot make a decision or commitment nor media representations for SPC.
- The consultant is expected to supply his/her own computer/laptop and other equipment.
- SPC will provide logistics and technical support for the virtual validation meeting
- The consultant shall be engaged to undertake the consultancy working according to a planned schedule to be completed no later than expiry of the contract.

Travel Arrangements:

If travel is required for the consultant, it will be approved and facilitated by SPC limited to payment of air/boat fare and Daily Subsistence Allowance (DSA) (covers meals, accommodation, incidentals and airport transfers) in line with SPC's travel policy.

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.

It is assumed that the consultant has considered these conditions when submitting their bid.

E. Skills and qualifications

- i. Degree or advance degree or experience in the relevant field(s) related to agriculture, finance, development, market assurance.
- ii. Previous experience in similar work.
- iii. An understanding of the agricultural sector, Kava industry in the focal countries or the Pacific.
- iv. Strong communication and interpersonal skills, creative thinker and ability to work independently.
- v. Ability to work in a multicultural, inclusive and equitable environment.
- vi. Excellent English communication skills (oral and written)

F. Scope of Bid Price and Schedule of Payments

The consultant will be paid in line with the payment schedule below

Milestone no.	Milestone/output	Deadline	% payment
1.	Completion of inception meeting and workplan	1 September 2023	10
2.	Financial Report Successful submission of a report on the financial needs of the coconut and kava value chains.	15 October 2023	20
3.	Investment Prospectus Successful submission of an Investment Prospectus for the coconut and kava value chains.	15 January 2024	20
4.	Financial Recommendations Submission of set of acceptable recommendations for suitable financial products.	15 April 2023	20
5	Training Manual Development of a training manual for MSMEs, finance, and investment support institutions.	30 June 2024	20
6	Monitoring & Evaluation Report A report demonstrating the following: <ul style="list-style-type: none"> ➤ The number of MSMEs that have accessed finance through the project. ➤ The amount of finance that has been accessed through the project. ➤ The number of new investment opportunities that have been identified through the project. 	01 September 2024	10%
	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		
Relevant Qualifications and experience		
<ul style="list-style-type: none"> Degree or advance degree or experience in the relevant field(s) related to agriculture, finance, development, market assurance. 	10%	70
Technical expertise:		
<ul style="list-style-type: none"> Track record of success in the field of financial inclusion, particularly in the coconut and kava industries. A thorough awareness of MSMEs' financial needs and be able to design and implement appropriate financial products. 	30%	210
Experience in project management:		
<ul style="list-style-type: none"> Experience in managing complex projects and be able to work effectively with various stakeholders. Ability to meet deadlines and deliver high-quality results. 	30%	210
Communication skills:		
<ul style="list-style-type: none"> Strong communication skills with various audiences, including MSMEs, finance, and investment support institutions, and government officials. Ability to explain complex financial concepts clearly and concisely. 	20%	140
Cultural sensitivity:		
<ul style="list-style-type: none"> Experience working in a multicultural, inclusive, and equitable environment and must be sensitive to the cultural context of Papua New Guinea and Vanuatu. Ability to build relationships with local stakeholders and work effectively in a cross-cultural environment. 	10%	70
Total Score	100%	700

Financial Evaluation

Financial evaluation carries a total score of 300. These scores are calculated according to the formula below:
[Total financial component score] x [Lowest price]/ [Price under consideration] = Score for financial proposal

Part 5: PROPSOAL SUBMISSION FORMS

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]*

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: Previous experience in similar work <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	
Degree or advance degree or experience in the relevant field(s) related to agriculture, finance, development, market assurance.	<i>[Bidder's answer]</i>
Track record of success in the field of financial inclusion, particularly in the coconut and kava industries. A thorough awareness of MSMEs' financial needs and be able to design and implement appropriate financial products.	<i>[Bidder's answer]</i>
Experience in managing complex projects and be able to work effectively with various stakeholders. Ability to meet deadlines and deliver high-quality results.	<i>[Bidder's answer]</i>
Strong communication skills with various audiences, including MSMEs, finance, and investment support institutions, and government officials. Ability to explain complex financial concepts clearly and concisely.	<i>[Bidder's answer]</i>
Experience working in a multicultural, inclusive, and equitable environment and must be sensitive to the cultural context of Papua New Guinea and Vanuatu. Ability to build relationships with local stakeholders and work effectively in a cross-cultural environment.	<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]*

BIDDER'S FINANCIAL PROPOSAL

The contract schedule of payment will be based on milestones achieved on a monthly basis. Please provide a daily or monthly rate for your professional fees and total professional fees.

Services description	Lump sum Price <i>[Currency]</i>	Total Amount <i>[Insert currency]</i>
Professional Fees	Daily Rate	<i>[total amount]</i>
Total Professional Fees - <i>[Insert total days Bidding for]</i>	Total lump sum	<i>[total amount]</i>

The consultant is required to provide any additional costs including in country travel costs, perdiems and any other related costs in the financial proposal submission form (if not already included in the consultancy fee) payable by SPC solely. This will be reimbursed by the SPC upon submission of receipts. The costs must solely be for the purpose of implementation of project activities will require prior approval from Project manager before it is incurred. Please include these costs here:

Other costs	
Item description	Total Amount <i>[Insert currency]</i>
<i>[Item description]</i>	<i>[total amount]</i>
<i>[Item description]</i>	<i>[total amount]</i>
<i>[Item description]</i>	<i>[total amount]</i>
<i>[Item description]</i>	<i>[total amount]</i>
Total Other costs	<i>[Total]</i>

Total Professional Fees	
Total other costs	<i>[total other costs]</i>
GRAND TOTAL IN <i>[Insert currency]</i>	

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]*