

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	Enhancing the Resilient of Swamp Taro Production Systems in the Pacific
<b>Nature of the services</b>	Baseline Assessment of the decline Swamp Taro Health in the Pacific
<b>Location:</b>	Remote Based
<b>Date of issue:</b>	09/08/2023
<b>Closing Date:</b>	24/08/2023
<b>SPC Reference:</b>	RFQ 23-5623

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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 Sustainable Agriculture Program Leader [GibsonS@spc.int](mailto:GibsonS@spc.int) and Water Resources Monitoring and Assessment Coordinator [PeterS2@spc.int](mailto:PeterS2@spc.int) and with the subject line of your email as follows: **Submission RFQ 23-5623- Baseline Assessment of the decline Swamp Taro Health in the Pacific**. 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.
- **CV of all personnels specified.**
- **Part 5 Bidders Letter of Application, Technical proposal Submission form, and Financial Proposal Submission 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 local time on 24 August 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.

**Mr Gibson Susumu** will be your primary point of contact for this RFQ and can be contacted at [GibsonS@spc.int](mailto:GibsonS@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
<b>RFQ sent to potential vendors</b>	<b>09/08/2023</b>
<b>RFQ Closing Date</b>	<b>24/08/2023</b>
<b>Award of Contract</b>	<b>01/09/2023</b>
<b>Commencement of Contract</b>	<b>04/09/2023</b>
<b>Conclusion of Contract</b>	<b>02/10/2023</b>

### 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 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](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

Swamp taro (*Cyrtosperma chamissonis*) is an important traditional and emergency food security crop to atoll islands and coastal communities across the Pacific. The crop is mainly grown in swampy conditions and to some degree of salinity (although this appears to be very genotype-dependent).

There is a decline in swamp taro patch health and productivity across Pacific Islands. It is unclear what causes the decline, but some candidate explanations are due to groundwater-salinity increase due to sea-level rise; changes in taro-patch soil structure and chemistry; land-use changes around the taro patches altering the amount of organic matter and nutrients; impacts from extreme weather events (e.g. cyclones/typhoons); and, changes to the agricultural practices.

During a groundwater-assessment fieldwork by SPC in 2022 in Kayangel atoll community in Palau, the community expressed deep concern on their swamp taro production decline and requested to support to rehabilitate their swamp taro production. A transdisciplinary pilot project investigating taro-patch health at national level in Palau is proposed.

This consultancy is part of a broader project that aims to investigate the causes of decline in swamp taro production, and to propose remediation actions that ensure sustainable local production of swamp taro for decades to come. The project also aims to investigate which taro patches suffered health decline and which did not, and to understand what is different about them (e.g. salinity, soil health, location, cultivation practices, exposure to typhoons, etc.); monitoring taro-pit groundwater quality, namely salinity and nutrient concentration; and monitoring soil quality, namely organic carbon and nutrient content, and structure and pH.

Implementation of activities will involve:

1. Literature review on swamp taro production and the key drivers causing production declines. The review will include published and unpublished (technical reports), also any status reports that may be relevant and available for countries in the Pacific. The review will be undertaken by consultant and can also include other atoll islands to establish broad base baselines.
2. Acquisition and analysis of aerial photographs and LiDAR for Kayangel and Tuvalu Islands to identify changes against climatic conditions (drought, cyclone, inundation, etc.) over time.
3. Field survey of Kayangel – joint mission by GEM and LRD. Field survey will involve:
  - a. Ground water level and quality using loggers and handheld measurements profiled across selected swamp taro pits.
  - b. Survey of soil salinity, organic matter, plant health (pest/disease), identification of swamp taro species
  - c. Socio economic survey and one on one interviews capturing anecdotal evidence in Palau for swamp taro decline.
4. Identify sustainable approach to long term monitoring that will be required to address the swamp taro production decline.

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

The project aims to understand the causes of swamp taro productivity declining and develop appropriate adaptation options for swamp taro production in the Pacific Islands. The initial step will involve engaging a consultant to conduct a thorough review of available literature, analysis of the baseline information to determine the key causes of swamp taro health decline in the Pacific and develop a comprehensive report on the findings. Based on the findings, develop, and submit a proposed program to address the swamp taro production problem. The key deliverables include:

- Develop and submit an outline for the baseline assessment.
- Conduct a comprehensive literature review on swamp taro through published and unpublished (technical reports), also any status reports that may be relevant and available for countries in the Pacific.
- Conduct an analysis of the baseline and determine the key drivers of swamp taro health decline across the Pacific.
- Develop and submit a report of the findings including a proposed programme to address the causes of swamp taro production decline.

### C. Timelines

The activity is expected to commence no later than 4 September 2023 and expected to be completed by 2<sup>nd</sup> October 2023. The consultancy is for a period of 20 working days.

### D. Reporting and contracting arrangements

The consultancy will work under the supervision of LRD Sustainable Agriculture Program Leader and the GEM Water Resources Monitoring and Assessment Coordinator.

Duty station:

- The consultant will be home based with no travel required. The work will mainly involve desk-based research and online consultation with relevant stakeholders as required.
- SPC will not cover separate lines for overheads/running costs, contingencies. If these apply, the costs are to be considered in the fees charged for the delivery of the specific services.
- SPC will not cover any communication IT equipment for the duration of the assignment. The consultant is to ensure stable internet connection for zoom interactions when necessary.
- Any work-related expenses (software, tools, office supplies, etc.) shall be covered by the Consultant.
- 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.

### E. Skills and qualifications

The consultant should have the following skills and qualifications:

- Postgraduate degree in agriculture, hydrology, natural and environment science, or related field.
- At least 10 years' experience in conducting research activities in agriculture, water security or related field.
- Knowledge and experience in farming systems including agroforestry systems across the Pacific Islands.
- Demonstrated understanding on socio-economic and agricultural development challenges in atolls.
- Demonstrated practical experience in agriculture farming systems and climate resilient agriculture.

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

The contract price will be in lump sum payments based on milestones.

Applicants should include in the cost of contract price professional fees and all related cost to successfully achieve the milestones.

Milestone payments will be made in accordance with the payment schedules and the corresponding percentage of the contract price as outlined in the table below.

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

Milestone/deliverables	Deadline	% payment
Completion of inception meeting and workplan	1 September	20%
Submission of report outline	11 September	20%
Baselines assess, analysis and submission of draft report of the findings	25 September	20%
Submission of final report and programme outline	2 October	40%
<b>TOTAL</b>		<b>100%</b>

### G. Annexes to the Terms of Reference

The consultant will be required to conduct literature review (scientific and published reports) and other relevant assessment tools to collate the necessary baseline data required under this activity. Below are a few examples of relevant references which the consultant can expand:

- [https://www.ipcc.ch/apps/njlite/ar5wg2/njlite\\_download2.php?id=9675](https://www.ipcc.ch/apps/njlite/ar5wg2/njlite_download2.php?id=9675)
- [https://www.adaptation-undp.org/sites/default/files/downloads/palau\\_pacc\\_cba\\_final\\_report.pdf](https://www.adaptation-undp.org/sites/default/files/downloads/palau_pacc_cba_final_report.pdf)
- <https://www.adb.org/sites/default/files/publication/29078/climate-change-food-security.pdf>
- <https://www.apn-gcr.org/wp-content/uploads/2020/09/6ab2c34a8edf4dd6fec3ed54a317c1c2.pdf>



## 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>		
<ul style="list-style-type: none"> <li>• <b>Consultants CV</b></li> <li>• <b>Completed Technical and Financial Proposal Submission forms.</b></li> <li>• <b>Draft work plan</b></li> <li>• <b>Covering letter including skills and competencies</b></li> </ul>		<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> Postgraduate degree in agriculture, hydrology, natural and environment science, or relevant field.	10%	70
<b>Technical requirement 2:</b> At least 10 years' experience in conducting research activities in agriculture or related field.	30%	210
<b>Technical requirement 3:</b> Knowledge and experience in farming systems including agroforestry systems across the Pacific Islands.	20%	140
<b>Technical requirement 4:</b> Demonstrated understanding on socio-economic and agricultural development challenges in atolls.	20%	140
<b>Technical requirement 5:</b> Demonstrated practical experience in sustainable agriculture farming systems and climate resilient agriculture	20%	140
<b>Total Score</b>	<b>100%</b>	<b>700</b>

## Part 5: Proposal 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
<b>Experience and specified personnel/sub-contractors</b>	
<b>Referees</b>	<b>Experience:</b> Previous experience in similar work <i>[insert details of relevant experience]</i>
	<b>Details for three references:</b>
	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>
	<b>Mandatory – CV</b>
<b>Technical Requirements</b>	
Technical requirement 1: Postgraduate degree in agriculture, hydrology, natural and environment science, or relevant field.	<i>[Bidder's answer]</i>
Technical requirement 2: At least 10 years' experience in conducting research activities in agriculture or related field.	<i>[Bidder's answer]</i>
Technical requirement 3: Knowledge and experience in farming systems including agroforestry systems across the Pacific Islands.	<i>[Bidder's answer]</i>
Technical requirement 4: Demonstrated understanding on socio-economic and agricultural development challenges in atolls.	<i>[Bidder's answer]</i>
Technical requirement 5: Demonstrated practical experience in sustainable agriculture farming systems and climate resilient agriculture	<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. Please provide a daily 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 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>
<b>Total Other costs</b>	<i>[Total]</i>

Total Professional Fees	
Total other costs	<i>[total other costs]</i>
<b>GRAND TOTAL IN</b> <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]*