

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	Coconut Strategic Framework and Regional Network for the Pacific
<b>Nature of the services</b>	Professional support to the Coconut Strategic Framework and Regional Network for the Pacific
<b>Location:</b>	Remote based
<b>Date of issue:</b>	29/08/2023
<b>Closing Date:</b>	17/09/2023
<b>SPC Reference:</b>	RFQ 23-5667

## Contents

<b>PART 1: INTRODUCTION .....</b>	<b>3</b>
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
<b>PART 2: INSTRUCTIONS TO BIDDERS .....</b>	<b>3</b>
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
<b>PART 3: TERMS OF REFERENCE .....</b>	<b>6</b>
A. BACKGROUND/CONTEXT]	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	7
C. TIMELINES	8
D. REPORTING AND CONTRACTING ARRANGEMENTS	8
E. SKILLS AND QUALIFICATIONS	8
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	9
<b>PART 4: PROPOSAL EVALUATION MATRIX.....</b>	<b>9</b>
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	9
<b>PART 5: PROPSOAL SUBMISSION FORMS .....</b>	<b>11</b>
BIDDER'S LETTER OF APPLICATION FORM.....	11
TECHNICAL PROPOSAL SUBMISSION FORM.....	12
BIDDER'S FINANCIAL PROPOSAL .....	14

## 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 [carmelp@spc.int](mailto:carmelp@spc.int) and [stephanieo@spc.int](mailto:stephanieo@spc.int) and with the subject line of your email as follows: **Submission** Professional Support-Coconut Strategic Framework and Regional Network for 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
- Part 5 Bidders Letter of Application, Technical 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 time** on **17/09/2023**.

### 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.

Dr Carmel Pilotti and Ramona Stephanie O'Connor will be your primary point of contact for this RFQ and can be contacted at [carmelp@spc.int](mailto:carmelp@spc.int) and [stephanieo@spc.int](mailto:stephanieo@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	29/08/2023
RFQ Closing Date	17/09/2023
Award of Contract	2/10/2023
Commencement of Contract	9/10/2023
Conclusion of Contract	30/06/2024

### 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](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]

The Pacific Community (SPC) Land Resources Division (LRD) has increased interest in the coconut sector in the Region. The Division currently has several projects and developments involving coconuts that are funded by various donors including ACIAR, DFAT, IFC and ITC with external country partners. In addition, an MoU was signed with the International Coconut Community (ICC) in 2017 which encourages collaboration and cooperation between ICC and SPC in the areas of technical advice, trade, and capacity building. All these initiatives will build on preceding projects and developments and improve the interaction and support from SPC to countries in the Pacific Region where coconuts are a valuable economic resource.

The LRD has developed a basis for an Integrated Programme for Coconut and through this process has identified the need for concerted, collaborative efforts in coconut developments in the Pacific Region for shared and real benefit from anticipated increases in world demand for coconut products.

The development of the Coconut Strategic Framework seeks to address regional coconut research and development constraints by forming an inclusive, sustainable and effective regional body that can collectively advance the agenda for research and development in the coconut sectors of PICTs.

As a prerequisite for such a forum, background information is required to form the basis of, and guidelines for collaboration amongst SPC Member countries. It is anticipated that this information will be gathered through existing documentation and reports available in-country as well as through well-designed sector stakeholder workshops. To support with this work, the LRD is now seeking the expertise from a consultant to support in the development of a Coconut Strategic Framework which will guide the research and development needs with a particular focus on the barriers along the value chain which continues to hinder the development of the sector for the next five years.

The role of the consultant engaged on this project will involve:

1. Extensive reviews of existing documentation.
2. Planning, design, and support for and during stakeholder consultative workshops.
3. Background surveys (if required), to solicit further information.
4. Qualitative and quantitative data analysis of workshop results.
5. Reports summarising activities undertaken.
6. Development and finalisation of a Coconut Strategic Framework.
7. Drafting of relevant papers to be presented to the Heads of Agriculture and Forestry Services Meetings.

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

The consultant will work closely with the LRD team to develop the Coconut Strategic Framework which will guide the research for development work within the coconut sector in the PICTs including Timor Leste. The consultant will work closely with the LRD team to deliver the scope of work as outlined below:

### **Scope of Work**

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

1. Carry out a review of relevant national agriculture and coconut sector plans and policies of PICTs including Timor Leste, identifying commonalities and differences.
2. Carry out a review of the status of all regional collaborative networks for agriculture, agribusiness, and extension services, including networks specifically for women and other groups which contribute to or are involved in the coconut sector in the PICTs including Timor Leste.
3. Communicate with relevant stakeholders in the coconut sector for additional information which can be done via online means or travel to the respective countries if needed.
4. Assist with the design and planning of at least two (2) regional consultative workshops for stakeholders.
5. Lead in the collection of data, compilation and analysis of information gathered from the consultative workshops and/or surveys.

### **Expected Outputs**

- Draft the outline of the Coconut Strategic Framework.
- Critically review National agriculture sector plans and policies and coconut sector plans and policies for each developing PICT and provide a status report of the review with recommendations addressing potential gaps in policy.
- Provide a status report on existing regional organisations and networks in the agriculture sector with recommendations.
- Provide recommendations for design and format of the regional consultative workshops to maximise relevancy of information collected.
- Prepare a full report of workshop proceedings and outcomes from data collected and analysed with recommendations.
- Provide professional reports on the outcomes of each activity carried out as part of this assignment.
- Prepare a report on the outcome of the consultations for the Pacific Heads of Agriculture and Forestry Services meeting in 2024.
- Finalise the Coconut Strategic Framework to set the strategic direction for research for development work with a focus on the barriers for export and trade along the value chain for the PICTs including Timor Leste.

### **LRD will provide the contractor with the following:**

- Access to LRD staff, reports and other communications documents.
- Access to LRD infrastructure such as the LRD website, Microsoft Teams site and databases.
- Administrative and logistical support for the workshops.

### C. Timelines

The incumbent will be engaged in October 2023 and be contracted until June 2024. The expected days of consultancy is 40 working days.

### D. Reporting and contracting arrangements

The contractor will be work closely with the Associate Scientist – Coconut Genetic Resources, LRD and the team working on the Coconut Integrated Programme who will provide direction for the assignment and input as needed. Direct communication between the contractor and LRD team is expected to take place online weekly.

#### **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

- A Degree in Agriculture or Science or Social Science.
- Demonstrated ability to undertake critical review of policy documents and related publications.
- Demonstrated understanding of the coconut sector in Pacific Islands.
- Ability to analyse and interpret quantitative and qualitative data.
- Excellent command of the English language.

#### **General professional experience**

- Extensive knowledge of the agriculture sector in the Pacific region.
- Demonstrated capacity to undertake data analysis and produce high quality reports.
- Demonstrated experience and ability in design and facilitation of participatory workshops in developing countries.
- Experience in communication with stakeholders at all levels.
- Experience in extraction, analysis, and interpretation of quantitative and qualitative data.
- Ability to meet deadlines.
- The key expert must be independent and free from conflicts of interest in their responsibilities.



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

The contract will be milestone based and will be paid in line with the following s schedule:

Activity	Payment Milestone	Deliverable Date	Payment %
Draft the outline of the Coconut Strategic Framework.	Outline of the framework developed and approved by the Contract Manager and the LRD team working on the Coconut Strategic Framework.	<b>16 October 2023</b>	<b>10%</b>
Provide recommendations for design and format of the first regional consultative workshops to maximise relevancy of information collected.	Meeting programme approved by the Contract Manager and the LRD team working on the Coconut Strategic Framework.	<b>23 October 2023</b>	<b>10%</b>
Provide recommendations for design and format of the second consultative workshops to maximise relevancy of information collected.	Meeting programme approved by the Contract Manager and the LRD team working on the Coconut Strategic Framework.	<b>20 November 2023</b>	<b>10%</b>
Critically review National agriculture sector plans and policies and coconut sector plans and policies for each developing PICT and provide a status report of the review with recommendations addressing potential gaps in policy.	Professional report documenting the regional organisations and networks in the agriculture sector approved by the Contract Manager and the LRD team working on the Coconut Strategic Framework.	<b>31st January 2023</b>	<b>25%</b>
Provide a status report on existing regional organisations and networks in the agriculture sector with recommendations.			
Prepare a full report of workshop proceedings and outcomes from data collected and analysed with recommendations.	Full report prepared and findings of consultations incorporated into a working paper and presentation for the PHOAFS meeting in 2024	<b>30 April 2024</b>	<b>15%</b>
Finalise the Coconut Strategic Framework to set the strategic direction for research for development work for the PICTs including Timor Leste.	Coconut Strategic Framework endorsed by the Governance Board.	<b>31 May 2024</b>	<b>30%</b>

## Part 4: PROPOSAL EVALUATION MATRIX

### 4.1 Competency Requirements & Score Weight

The evaluation matrix bellow 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>		
CV		<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met
<b>Technical requirements</b>		
Degree in Agriculture, Science or Social science area.	10%	70
Demonstrated ability to undertake critical review of policy documents and related publications	10%	70
Demonstrated understanding of the agriculture and in particular the coconut sector in Pacific Islands	20%	140
Ability to analyse and interpret quantitative and qualitative data	10%	70
Excellent command of the English language	10%	70
Demonstrated experience and ability in design and facilitation of participatory workshops in the Pacific Islands	10%	70
Experience in communication with stakeholders at all levels	10%	70
Demonstrated ability to undertake data analysis to produce high-quality reports.	20%	140
<b>Total Score</b>	<b>100%</b>	<b>700</b>

### 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
<b>Experience and specified personnel/sub-contractors</b>	
<b>Experience:</b> <i>[insert details of the experience required (e.g. the bidder must demonstrate at least 5 years' experience in the field of project management and must provide details of three reference clients in this field)]</i>	<b>Experience:</b>
	<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>Personnel:</b> <i>[insert details of the personnel/su-contractors required ]</i>	<b>Details about personnel/sub-contractors</b>
	Manager's experience: <i>[insert details about manager's experience]</i>
	Consultants' experience: <i>[insert details about consultants' experience]</i>
Degree in Agriculture, Science or Social science area.	<i>[Bidder's answer]</i>
Demonstrate ability to undertake critical review of policy documents and related publications	<i>[Bidder's answer]</i>
Demonstrate ability to undertake critical review of policy documents and related publications	<i>[Bidder's answer]</i>
Demonstrate understanding of the agriculture and in particular the coconut sector in Pacific Islands	<i>[Bidder's answer]</i>
Demonstrate ability to analyse and interpret quantitative and qualitative data	<i>[Bidder's answer]</i>
Excellent command of the English language	<i>[Bidder's answer]</i>
Demonstrate experience and ability in design and facilitation of participatory workshops in the Pacific Islands	<i>[Bidder's answer]</i>
Describe experience in communication with stakeholders at all levels	<i>[Bidder's answer]</i>
Demonstrate ability to undertake data	<i>[Bidder's answer]</i>

analysis to produce high-quality reports.	
---	--

**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

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.

Particulars	Amount (STATE CURRENCY)
Professional fees	Day rate: _____
Total professional fees (lumpsum)	
Travel expenses (lumpsum)	
Other expenses (please specify)	
<b>TOTAL</b>	

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 considered in the professional fees charged for the delivery of the specific services.

SPC does not provide or reimburse 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.

The Contractor's duty station is their home country with travel. If travel is required, SPC will pay semi flexible economy airfares, meals, incidentals and accommodation (DSA).

SPC will not cover any IT and communication equipment for the duration of the assignment. The consultant is to ensure stable internet connection for virtual 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:**

Signature:

Name of the representative:

Title: