



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Pacific Islands Emergency Management Alliance (PIEMA) program
Nature of the services	Support Consultant for Fiji National Simulation Exercises (SIMEX) 2023
Location:	Fiji
Date of issue:	15/09/2023
Closing Date:	24/09/2023
SPC Reference:	RFQ23-5710

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Part 1: INTRODUCTION

1.1 About the Pacific Community (SPC)

The Pacific Community (SPC) is the principal scientific and technical organisation of the Pacific region, established by treaty in 1947 with the signing of the *Agreement Establishing the South Pacific Commission* (the Canberra Agreement).

Our unique organisation covers more than 20 sectors and is renowned for knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience and conservation of plant genetic resources for food security.

For more information about SPC and the work that we do, please visit our website: <https://www.spc.int/>.

1.2 SPC's procurement activities

SPC's procurement activities are guided by the principles of high ethical standards, value for money, open competition and social and environmental responsibility and are carried out under our Procurement Policy.

For further information or enquiries about SPC's procurement activities, please visit the procurement pages on our website: <https://www.spc.int/procurement> or email: procurement@spc.int

1.3 SPC's Request for Quotation (RFQ) Process

At SPC, procurement valued at more than EUR 2,000 and less than or equal to EUR 45,000 requires an evaluation of at least three quotations to determine the offer that provides the best value for money through a Request for Quotation (RFQ) process.

This RFQ sets out SPC's requirements for a project and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information.

Your participation confirms your acceptance of SPC's conditions of participation in the RFQ process.

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

SPC invites you to submit a quotation to deliver the services as specified in [Part 3](#).

SPC has compiled these instructions to guide prospective bidders and to ensure that all bidders are given equal and fair consideration. Please read the instructions carefully before submitting your bid. For your quotation to be considered, it is important that you provide all the prescribed information by the closing date and in the format specified.

2.2 Submission Instructions

You must **submit your quotation and all supporting documents** in English and as an attachment to an email sent to piema@spc.int and with the subject line of your email as follows: **Submission RFQ23-5710**. 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
- Completed Technical and Financial Proposal Forms
- 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 **11.59PM Fiji Time on 24/09/2023**.

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.

Patrick Haines will be your primary point of contact for this RFQ and can be contacted at patrickh@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	15/09/2023
RFQ Closing Date	24/09/2023
Award of Contract	27/09/2023
Commencement of Contract	27/09/2023
Conclusion of Contract	31/10/2023

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 AUD 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

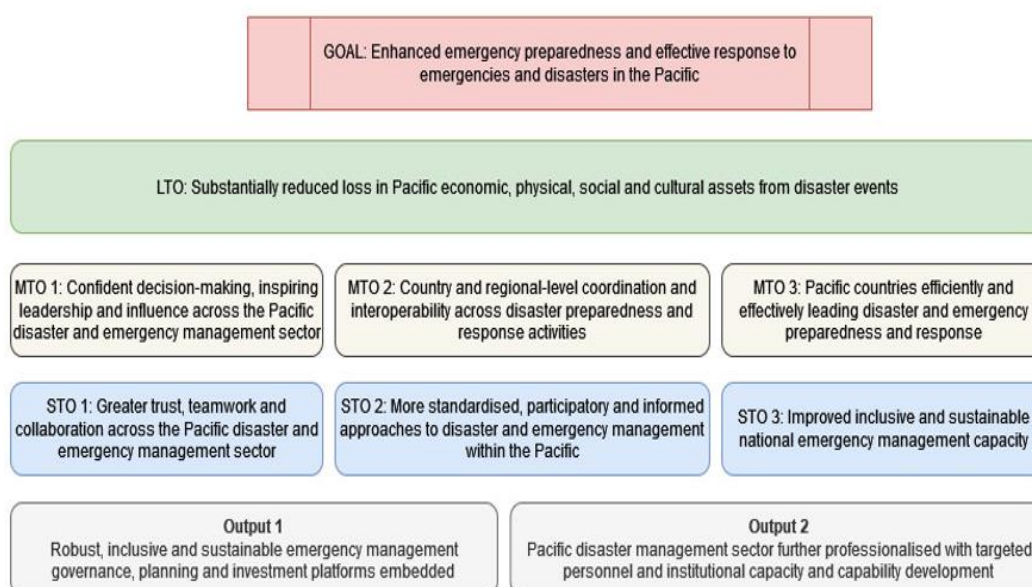
A. Background/context

The [Pacific Islands Emergency Management Alliance \(PIEMA\)](#) was established in 2013 as a coordinating mechanism that engages directly with Pacific countries to improve resilience and create excellence in emergency management for safer Pacific communities.

PIEMA represents a partnership between key umbrella organisations and emergency management agencies - the National Disaster Management Offices (NDMO), Police, Fire and Emergency Services.

The [PIEMA program](#) (2023 – 2027) is implemented by The Pacific Community (SPC) with support from the Governments of Australian and New Zealand.

PIEMA Program



B. Purpose, objectives, scope of services

Fiji is located between two major tectonic plates - the Pacific Plate and the Indo-Australian Plate. Due to subduction zone movements of tectonic plates around Fiji, earthquake activity is occurring regularly. Earthquakes around the Pacific Ocean rim, including for instance South America and Japan, can also generate tsunami wave threats for Fiji. As an island nation with numerous maritime islands, coastal communities, coastal roads and structures, Fiji is extremely vulnerable to tsunamis. Due to large earthquakes in the region, five tsunami alerts were issued for Fiji in 2016 alone, although none of these ultimately posed a threat. An earthquake-generated tsunami can reach Fiji between minutes or up to 8 hours. If the earthquake is close, there may be insufficient time to issue an official warning¹.

The exposure assessment indicate provinces in Viti Levu and Vanua Levu are likely to be susceptible to various tsunami inundation heights, concluding that people and assets in provinces such as Macuata and Tailevu are more vulnerable to tsunami². As a result, it becomes imperative for the Government of Fiji and

¹ Fiji Tsunami Response Plan, 2017

relevant stakeholders to prioritize disaster preparedness and response strategies to prepare for the earthquake and tsunami.

As one of the preparedness and mitigation strategies, a National Tsunami Response Plan has been developed in 2017. The plan covers tsunami warning systems, evacuation, response, education and awareness, and response plan review. It is also mandated that the plan shall be reviewed regularly to incorporate changing national circumstances, lessons learnt and inputs from the simulation exercise.

In addition, the Government of Fiji has established a National Emergency Response Team (NERT) and conducted the 1st NERT Induction Training on 2-9 July 2023. A total of thirty-four personnel from relevant agencies are certified as NERT members. The team is ready to be deployed to support the national and sub national government to respond and mitigate impact of a disaster.

In conjunction with the National Disaster Awareness Week (NDAW) 2023, the National Disaster Management Committee (NDMC) will conduct an Earthquake and Tsunami National Simulation Exercise (SIMEX). It aims to mitigate the potential impact of disasters through strengthening coordination and improving overall disaster management capabilities among relevant stakeholders.

SPC through the PIEMA program is seeking to recruit a support consultant for the Fiji National Simulation Exercise (SIMEX) 2023 and who will conduct the following tasks:

1. Coordinate the preparation and implementation of the Field Simulation Exercise (FSX) - (5 Days)
2. Support development of FSX Planning documents, e.g. site design, injects and program - (5 Days)
3. Support the National SIMEX Coordinator in Developing Exercise Scenario - (3 Days), and
4. Support the preparation and the conduct of Command Post Exercise - (3 Days)
5. Participate in the After-Action Review meeting - (1 Day)

C. Timelines

The duration of the consultancy will be up to 17 days between the date of contract signing to 31st October 2023. Any variation to the contract will need to be agreed to by both parties.

D. Reporting and contracting arrangements

The following outputs are expected:

- Workplan detailing inputs and planned outputs, including timing and deliverable deadlines. This report needs to be approved by Director NDMO – Fiji.
- Final report of no longer than 15 pages detailing implementation of project activities in section B above highlighting achievements, issues and solutions. This report needs to be approved by Director NDMO – Fiji.

The support consultant will be based and work in Fiji. It is expected that the consultant will be responsible for their own workspace however, the Director of Fiji NDMO will be responsible for assisting with appropriate office space for the support consultant in the NDMO whenever required.

The PIEMA Program Coordinator in SPC will be the primary contact point for the consultant on all matters pertaining to this contract.

The Director of Fiji NDMO will be the primary contact point for the support consultant in relation to the tasks specified in Section B above and is responsible for approving the work plan and final report before it is submitted to SPC for payment under the contract.

All outputs and reporting timelines relating to this work will be detailed in the contract between the support consultant and SPC.

The contract will be managed by the PIEMA Program Coordinator.

E. Skills and qualifications

The support consultant is expected to have the following:

- Be able to legally work in Fiji when the submission is done;
- Have more than 10 years of experience in disaster management;
- Familiar with Fiji and Pacific Disaster Management arrangement and context;
- Experienced in disaster emergency simulation exercise design and control;
- Experienced in disaster response operations; and
- Has excellent facilitation skills.

F. Scope of Bid Price and Schedule of Payments

- The value of the contract will be based on milestones/outputs outlined in the table below.
- The total amount inclusive of tax to be paid by SPC to the support consultant for the delivery of the services will be finalised in contract negotiations with successful bidder.
- The terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.

Milestone	Output	Due Date	% Payment
1	Workplan	End of Sep 2023	30 %
2	Final Report	25 Oct 2023	70 %

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
Mandatory requirements		
<ul style="list-style-type: none"> - The Conflict-of-Interest Declaration form completed - Completed Technical and Financial Proposal Forms - CV 	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: More than 10 years of experience in disaster management.	15%	105
Technical requirement 2: Familiar with Fiji and Pacific Disaster Management arrangement and context.	20%	140
Technical requirement 3: Experienced in disaster emergency simulation exercise design and control.	30%	210
Technical requirement 4: Experienced in disaster response operations.	20%	140
Technical requirement 5: Excellent facilitation skills.	15%	105
Total Score	100%	700
Minimum Technical Requirement	70	490
Financial Requirement		
Financial Requirement 1: Quote	30%	300
Total Score	100%	1000

Part 4 - PROPOSAL SUBMISSION FORM – SERVICES

TECHNICAL PROPOSAL FORM

The Technical Proposal Submission Form is a table that includes the technical criteria (set out in Part 3) 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	
Experience: the bidder must demonstrate the minimum experience as mentioned in Part 3 above and must provide details of two reference clients in this field	Experience:
	<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>	
Technical Requirement 1	
More than 10 years of experience in disaster management.	<i>[Bidder's answer]</i>
Technical Requirement 2	
Familiar with Fiji and Pacific Disaster Management arrangement and context.	<i>[Bidder's answer]</i>
Technical Requirement 3	
Experienced in disaster emergency simulation exercise design and control.	<i>[Bidder's answer]</i>
Technical Requirement 4	
Experienced in disaster response operations.	<i>[Bidder's answer]</i>
Technical Requirement 5	
Excellent facilitation skills.	<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]*

FINANCIAL PROPOSAL FORM

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 AUD.

Particulars	Amount (AUD)
Professional fees	Day rate: AUD _____
Other expenses (please specify)	
TOTAL	

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.

No travel is required under this consultancy.

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: *[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]*

CONFLICT OF INTEREST DECLARATION FORM

INSTRUCTIONS TO BIDDERS

What is a conflict of interest?

A conflict of interest may arise from economic or commercial interests, political, trade union or national affinities, family, cultural or sentimental ties, or **any other type of relationship or common interest between the bidder and any person connected with the contracting authority** (SPC staff member, consultant or any other expert or collaborator mandated by SPC).

Always declare a conflict

The existence of a potential or apparent conflict of interest does not necessarily prevent the bidder involved from taking part in a procurement process. **However, the declaration of the existence of such a conflict by the persons involved is essential and allows SPC to take appropriate measures to mitigate it and prevent the associated risks.**

Bidders are therefore invited to declare any situation, fact or link which, to their knowledge, could generate a real, potential or apparent conflict of interest.

Declaration at any time

Conflicts of interest may arise at any time during the procurement process or the implementation of a contract (e.g. new partner in the project) or as a result of a change in personal life (e.g. marriage, inheritance, financial transaction, creation of a company). If such a relationship is found and could be perceived by a reasonable person as likely to influence a decision, a declaration of the situation is necessary. In case of doubt, a conflict situation must be declared.

Declaration for any person involved

A declaration must be completed for each person involved in the tender (principal representative of the bidder, possible subcontractors, consultant, etc.).

Failure

Failing to declare a potential conflict of interest may result in the bidder being refused a contract or placed on SPC's list of non-responsible suppliers.

DECLARATION

I, the undersigned, *[name of the representative of the Bidder]*, acting in the name and on behalf of the company *[name of the company]*, declare that:

<input type="checkbox"/>	To my knowledge, I am not in a conflict-of-interest situation
<input type="checkbox"/>	There is a potential conflict of interest with regard to my <i>[Choose an item]</i> . relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>[mention position/role/personal or family link with the person concerned]</i> , although, to the best of my knowledge, this person is not directly or indirectly involved in any stage of the procurement process
<input type="checkbox"/>	I may be in a conflict of interest with regard to my <i>[Choose an item]</i> relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned]</i> , as this person is, to the best of my knowledge, directly or indirectly linked to the procurement process
<input type="checkbox"/>	To my knowledge, there is another situation that could potentially constitute a conflict of interest: <i>[Describe the situation that may constitute a conflict of interest]</i>

In addition, I undertake to:

- declare, without delay, to SPC any situation that constitutes a potential conflict of interest or is likely to lead to a conflict-of-interest;
- not to grant, seek, obtain or accept any advantage, whether financial or in kind, to or from any person where such advantage constitutes an unfair practice or an attempt at fraud or corruption, directly or indirectly, or constitutes a gratuity or reward related to the award of the contract;
- to provide accurate, truthful and complete information to SPC in connection with this procurement process.

I acknowledge that I and/or my company and/or my business partners who are jointly and severally bidding on the *[Select RFQ or RFP] [SPC Reference number]* may be subject to sanctions such as being placed on SPC's list of non-responsible vendors, if it is established that false statements have been made or false information has been provided.

<p>For the Bidder: <i>[insert name of the company]</i></p> <p>Signature:</p> <p>Name of the Bidder's representative: <i>[insert name of the representative]</i></p> <p>Title: <i>[insert title of the representative]</i></p> <p>Date: <i>[Click or tap to enter a date]</i></p>
