



# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	Responding to emerging pest and disease threats to horticulture in the Pacific Islands
<b>Nature of the services</b>	Consultancy- Plant Health Clinic Training
<b>Location:</b>	Suva, Fiji
<b>Date of issue:</b>	23/10/2023
<b>Closing Date:</b>	5/11/2023
<b>SPC Reference:</b>	RFQ 23-5960

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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 [marke@spc.int](mailto:marke@spc.int) and with the subject line of your email as follows: **Submission RFQ 23-5960- Plant Health Clinic**. 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

- Bidders Letter of application, Technical Proposal submission form and Financial Proposal submission form
- Business registration Certificate
- 

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 5/11/2023**.

### 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.

Mark Ero will be your primary point of contact for this RFQ and can be contacted at [marke@spc.int](mailto:marke@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>	23/10/2023
<b>RFQ Closing Date</b>	5/11/2023
<b>Award of Contract</b>	13/11/2023
<b>Commencement of Contract</b>	13/11/2023
<b>Conclusion of Contract</b>	31/03/2024

## 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 ACIAR (HORT/2016/185) funded: *'Responding to emerging pest and disease threats to horticulture in the Pacific Islands'* is supporting the promotion of plant health clinics in the Pacific. The Global Plant Clinic (GPC) evolved in South America after the start of the current century (Boa, 2009). It started as a pilot plant health clinic (PHC) programme at the Tiraque market in Cochabamba, Bolivia (Bentley, 2003). Lessons from this initial programme yielded recommendations such as need for regular clinics, training manuals, going public, awareness materials and more (Bentley et al. 2003). PHCs immediately progressed to other parts of South America (Bentley et al. 2004) and across the Atlantic Ocean to West Africa and further to the Asia region (Bentley et al. 2009) under the umbrella of the GPC, which evolved into 'Plantwise' since 2011.

The PHC programme continued to expand its geographical boundaries and finally came to the shores of the Pacific Islands in 2012 when Solomon Islands hosted the inaugural PHC training under the Australian Aid, and the Australian Centre for International Agricultural Research, (ACIAR) funded project – (HORT:2010-090) (Boa & Jackson, 2012). Plant health clinics were then piloted in the Solomon Islands. In the second phase of the programme these pilots were later expanded to Fiji, Samoa, and Tonga.

The PHC concept includes clinics that are frequently conducted at farmer friendly locations such as municipal markets where many farmers congregate. This concept has an advantage over the current environment, for example, of one extension officer in Fiji for 600-1000 farmers in a locality. Moreover, extension officers have numerous other responsibilities in addition to their role as a plant doctor.

The PHC approach can therefore allow stretched extension officers to focus on farmers that are in need, including their urgent issues regarding crop health.

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

The PHC program trains extension staff to identify pests and diseases and to give advice in a local context. The activity will involve working with the LRD Plant Health Team to implement the PHC activities in target communities through refresher trainings and direct support to farmers and communities and farmers on pests and disease diagnostics and advise in Fiji and potentially scaling to at least one country. The key deliverables include:

- Work with LRD Plant Health team in scheduling of plant health clinics.
- Support Agriculture Ministries on scheduling and implementation of PHCs.
- Support follow up training on the PHCs for both internal staff and national extension services staff.
- Work with the internal team and extension staff to collate PHC data and linking social networks to the PHC database.
- Provide technical support to LRD plant health team and Agriculture Ministries to follow up on unknown pests and diseases to be incorporated into the PHC database.
- Support LRD Plant Health Team to introduce PHC to at least one country as required.

### C. Timelines

The activity is expected to commence upon signing of contract and is expected to be completed by 31<sup>st</sup> March 2024. The consultancy is for a period of 20 working days.

#### D. Reporting and contracting arrangements

The consultancy will work under the supervision of the LRD Entomologist and alongside the LRD plant health team to plan and implement plant health clinic trainings in selected communities.

Duty station:

- The consultant will be home based with some travels required. If travel is required, SPC will pay semi flexible economy airfares, meals, incidentals, and accommodation (DSA).
- 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, natural and environment science, or related field.
- At least 5 years' experience in conducting research activities in agriculture and pests and diseases management.
- Knowledge and experience in pests and diseases diagnostics and management strategies relevant to the Pacific region.
- Demonstrated understanding on plant health clinic concepts and implementation approaches to effectively address pests and diseases problems in the Pacific.
- Demonstrated practical experience in conducting training for extension services.

#### 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 costs 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.

<b>Milestone/deliverables</b>	<b>Deadline</b>	<b>% payment</b>
Submission and approval of workplan	15 November '23	20%
Submission and SPC acceptance of November Monthly Activity/Training Report	30 November '23	10%

Submission and SPC acceptance of December Monthly Activity/Training Report	22 December '23	10%
Submission and SPC acceptance of January Monthly Activity/Training Report	31 January '24	10%
Submission and SPC acceptance of February Monthly Activity/Training Report	29 February '24	10%
Submission and SPC acceptance of March Monthly Activity/Training Report	19 March '24	10%
Submission and SPC acceptance of final report and all PHC data	31 March '24	30%
<b>TOTAL</b>		100%

### **G. Annexes to the Terms of Reference**

The consultant will be required to reference the following resources to carry out the outlined activities:

1. Plant Health Clinic Manual
2. Pacific Pests and Pathogen Mobile Applications
3. Pacific Pests List Database
4. Past plant health clinic data and reports CV
5. CABI PHC Online Course



## 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>		
<b>CV</b> <b>Completed Technical and Financial Proposal Submission forms.</b> <b>Draft workplan</b>		<b>Mandatory requirements.</b> Bidders may be disqualified if any of the requirements are not met
<b>Technical requirements</b>		
<b>Technical requirement 1:</b> Postgraduate degree in agriculture, natural and environment science, or related field.	10%	70
<b>Technical requirement 2:</b> At least 5 years' experience in conducting research activities in agriculture and pests and diseases management.	30%	210
<b>Technical requirement 3:</b> Knowledge and experience in pests and diseases diagnostics and management strategies relevant to the Pacific.	20%	140
<b>Technical requirement 4:</b> Demonstrated understanding on plant health clinic concepts and implementation approaches to effectively address pests and diseases problems in the Pacific region	20%	140
<b>Technical requirement 5:</b> Demonstrated practical experience in conducting training for extension services.	20%	140
<b>Total Score</b>	<b>100%</b>	<b>700</b>

#### Financial Evaluation:

#### Financial evaluation

The financial component of the proposal will be scored based on overall costs for the delivery of the services and financial incentives and benefits provided to SPC. The lowest financial proposal will be awarded maximum 300 points and other financial offers and incentives will be awarded points as per the formula below:

$$\text{Financial Proposal score} = (\text{Lowest Price} / \text{Price under consideration}) \times 300$$

## Part 5: PROPOSAL SUBMISSION FORMS

RFQ 23-5960

### 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 services 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 based on 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 – SERVICES

### INSTRUCTIONS TO BIDDERS

The Technical Proposal Submission Form is a table that includes the technical criteria (set out in Part 4) 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>References</b>	
<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/sub-contractors required]</i>	<b>Details about personnel/sub-contractors</b>
	Leads Consultant/Manager's experience: <i>[insert details about manager's experience]</i>
	Consultants' experience (if applicable & add more personnels if necessary: <i>[insert details about consultants' experience]</i>
<b>Technical requirement 1:</b>	
Postgraduate degree in agriculture, natural and environment science, or related field.	<i>[Bidder's answer]</i>
<b>Technical requirement 2:</b>	
At least 5 years' experience in conducting research activities in agriculture and pests and diseases management.	<i>[Bidder's answer]</i>
<b>Technical requirement 3:</b>	
Knowledge and experience in pests and diseases diagnostics and management strategies relevant to the Pacific.	<i>[Bidder's answer]</i>
<b>Technical requirement 4:</b>	
Demonstrated understanding on plant health clinic concepts and implementation approaches to effectively address pests and diseases problems in the Pacific region.	<i>[Bidder's answer]</i>

Technical requirement 5:	
Demonstrated practical experience in conducting training for extension services	

**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. All prices in the proposal must be presented in bidders' local currency.

Particulars	Amount (STATE CURRENCY)
Professional fees	Daily rate: _____
Total professional fees (lumpsum)	
Other expenses (please specify)	
<b>TOTAL [Insert Currency]</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 consultant's 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, considering 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: