

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	Development of CePaCT's Investment Plan (2024-2029)
<b>Nature of the services</b>	Consultant to provide expert support in the development of CePaCT's next 5-year Investment Plan (2024-2029)
<b>Location:</b>	Remote
<b>Date of issue:</b>	26/01/2024
<b>Closing Date:</b>	8/02/2024
<b>SPC Reference:</b>	RFQ 24-6162

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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 [logow@spc.int](mailto:logow@spc.int) and [florenceh@spc.int](mailto:florenceh@spc.int) and with the subject line of your email as follows: **Submission RFQ 24-6162 - Expert support on the development of CePaCT's next 5-year Investment Plan (2024-2029)**. 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

- CVs of all personnels specified in the proposal
- Business registration if available

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 **8/02/2024**.

### 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.

Logotonu Meleisea Waqainabete and Florence Rahiria will be your primary point of contact for this RFQ and can be contacted at [logow@spc.int](mailto:logow@spc.int) and [florenceh@spc.int](mailto:florenceh@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>	26/01/2024
<b>RFQ Closing Date</b>	8/02/2024
<b>Award of Contract</b>	12/02/2024
<b>Commencement of Contract</b>	13/02/2024
<b>Conclusion of Contract</b>	19/04/2024

## 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

Plant Genetic Resources (PGR) are pivotal in strengthening food security, enhancing nutrition, and bolstering livelihoods while also contributing significantly to environmental sustainability. In the Pacific, the conservation and strategic deployment of crop and tree diversity lay the foundation for not only improving livelihoods but also strengthening resilience against the challenges posed by climate change and other socio-economic threats. This is particularly crucial as the region confronts imminent abiotic, biotic, and socio-economic challenges. The devastating impact of a lack of crop diversity was starkly evident during the Taro Leaf Blight (TLB) outbreak in Samoa in 1993. Conversely, the conservation of local diversity is instrumental in supporting the development and utilization of traditional, underutilized crops and trees, which are often more resilient to changing climates and possess higher nutritional value compared to commercial monoculture varieties and imported staples.

Recognizing the significant role of PGR in meeting regional priorities and outcomes, the Pacific Heads of Agriculture and Forestry Services (PHOAFS) endorsed the establishment of the Centre for Pacific Crops and Trees (CePaCT) in 1998 and the Pacific Agricultural Plant Genetic Resources Network (PAPGREN) in 2001. CePaCT, initiated by the Pacific Community (SPC), serves as the Pacific's regional genebank, a testament to the collective commitment to PGR conservation.

Since its inception, CePaCT has dynamically upheld its regional mandate by conserving and making accessible an impressive collection of over 2,300 accessions of more than 70 crop and tree species, housed in Suva, Fiji. This rich repository has facilitated the distribution of more than 97,000 plant tissue cultures and over 1,000kg of seeds to over 50 countries, including all 22 Pacific Island Countries and Territories (PICTs). In 2018, CePaCT was designated as a Regional Public Good by SPC's governing body, prompting the formulation of a robust 10-year (2019-2029) business case. This strategic plan, initiated in 2019, is geared towards enhancing CePaCT's operational and management capacities to elevate service delivery across all PICTs and to bolster regional coordination in the conservation and utilization of PGR.

The first 5-year phase of this plan (2019-2023) concentrated on internal enhancements within CePaCT, including the development of rigorous protocols and procedures for outreach programs targeting member countries. Central to CePaCT's improvement initiatives is the commitment to adhere to international genebank standards as outlined in the FAO Genebank Standards (2014), coupled with the strengthening of pivotal partnerships, notably with PAPGREN.

PAPGREN plays an integral role in backing regional and national programs aimed at the conservation, utilization, exchange, and management of plant genetic resources. This network also dispenses vital policy advice to PHOAFS, aligning its efforts with countries' obligations under international frameworks such as the Convention on Biological Diversity (CBD) and the International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA). Since its establishment, PAPGREN has operated on a structure rooted in membership nominations, with CePaCT providing essential secretariat support. The network's activities, reflecting the priorities set during annual PAPGREN meetings, have been pivotal in driving several regional PGR initiatives, notably in raising awareness about the significance of PGR conservation and usage in connection with CePaCT's work.

As CePaCT gears up for its next investment phase, it has undertaken a thorough review of its first 5-year investment phase (2019-2023), aiming to identify key stakeholder priorities and accomplishments. This comprehensive review encompassed:

1. An external audit commissioned by the Crop Trust in May 2023, highlighting significant progress since the last review in 2017 and proposing 15 key recommendations for operational and quality enhancements.
2. The PAPGREN meeting in September 2023, which provided updates on PGRFA conservation and sustainable use at the national level, pinpointed member countries' priorities for the next 5 years, and finalized the PAPGREN Charter to foster improved coordination.
3. An external review of CePaCT's Investment Plan, conducted in late 2023, which not only quantified CePaCT's progress in meeting its investment targets but also identified design issues and other areas needing attention for the forthcoming investment phase.

The key focus of this consultancy is to harness external expertise to assist the Land Resources Division (LRD) and CePaCT in devising the 2024-2029 CePaCT Investment Plan. This plan will be informed by the insights and recommendations from the aforementioned activities and any other relevant documents and consultative processes deemed necessary. The goal is to formulate a comprehensive, effective, and efficient investment case that ensures CePaCT not only fulfills its mandate but also meet or exceed the expectations of SPC's members and other key partners.

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

### ***Purpose:***

The consultancy aims to thoroughly refine and articulate the next phase of the CePaCT Investment Plan (2024-2029), capitalizing on the comprehensive reviews, audits, and stakeholder consultations already conducted. This initiative will pivot around the insights, priorities, and recommendations distilled from these preceding activities. The updated Investment Plan will align CePaCT's operations and initiatives with the evolving strategic direction of the SPC and the articulated needs and expectations of key stakeholders. The objective is to ensure that CePaCT continues to lead in PGR conservation and utilization, contributing to regional food security, agricultural sustainability, and resilience to climate change.

### ***Objectives:***

1. **Strategic Synthesis:** Integrate the findings and recommendations from the previous phase's reviews, audits, and PAPGREN consultations into a cohesive and forward-looking Investment Plan that propels CePaCT's mission in alignment with the SPC Strategic Plan 2022-2031.
2. **Focused Execution:** Prioritize actionable and impactful initiatives within the Investment Plan, ensuring that they reflect the consolidated insights from past assessments and resonate with the current and future needs of the PICTs.
3. **Efficient Alignment:** Align the new phase of the Investment Plan with the broader objectives of the SPC, ensuring consistency with global standards and commitments, and addressing the specific priorities identified by member countries and key donors.
4. **Adaptive Planning:** Develop a flexible and adaptive Investment Plan that accommodates the evolving landscape of PGR conservation and utilization, fostering innovation and resilience in response to emerging challenges and opportunities.
5. **Stakeholder Validation:** Facilitate a targeted consultation process upon the draft completion of the Investment Plan, ensuring that the final document is reflective of collective insights and enjoys broad-based endorsement from key partners and stakeholders.

## Scope of Services:

### 1. Strategic Plan Development:

- Review and synthesize the outcomes of the previous phase's external audit, genebank review, and the PAPGREN meeting insights.
- Outline a clear, strategic direction for the 2024-2029 Investment Plan, incorporating identified priorities and recommendations, ensuring alignment with the SPC Strategic Plan 2022-2031.

### 2. Focused Implementation Framework:

- Develop a structured implementation framework for the Investment Plan, defining specific, measurable, achievable, relevant, and time-bound (SMART) objectives.
- Detail the initiatives, projects, and activities to be undertaken, along with clear timelines, resource allocations, and responsible parties.

### 3. Resource Allocation and Management:

- Formulate a comprehensive resource management strategy, aligning financial, human, and technical resources with the prioritized initiatives of the Investment Plan.
- Identify potential risks and mitigation strategies, ensuring a resilient approach to plan execution.

### 4. Monitoring and Evaluation (M&E):

- Establish an M&E framework to track progress, measure impact, and ensure accountability throughout the implementation of the Investment Plan.
- Incorporate feedback mechanisms to adapt and refine strategies in response to emerging challenges and opportunities.

### 5. Final Stakeholder Consultation and Plan Finalization:

- Conduct a focused consultation with CePaCT, SPC LRD staff, key donors, and stakeholders on the draft Investment Plan to gather final inputs and ensure broad-based consensus.
- Integrate feedback and finalize the Investment Plan, ensuring it is comprehensive, actionable, and aligned with the strategic vision of SPC and the needs of the Pacific community.

## C. Timelines

*The work is expected to commence upon signing and to be completed before or by 17 March 2024 following the guide below:*

- 1. Strategic Plan Development:** (i) Collect and review all relevant documents; (ii) synthesize findings and outline the strategic direction for the 2024-2029 Investment Plan **(4 days)**
- 2. Focused Implementation Framework:** (i) Define specific objectives, projects, and activities, develop a clear timeline and resource allocation; (ii) Compile the detailed implementation framework into a comprehensive draft of the Investment Plan **(4 days)**
- 3. Resource Allocation and Management:** (i) Develop a strategy for resource management, including financial, human and technical resources; (ii) concurrently identify potential risks and draft mitigation strategies. **(4 days)**
- 4. Monitoring and Evaluation (M&E) Framework:** Establish indicators, targets, and a feedback mechanism for the M&E framework and integrate it into the Investment Plan **(2 days)**
- 5. Final Stakeholder Consultation and Plan Finalization:** Distribute the draft Investment Plan for review and collect feedback; (ii) conduct focused consultation sessions to gather final inputs; (iii) integrate feedback, finalize the Investment Plan **(4 days)**



## 6. Reporting and contracting arrangements

The consultant will report to Logotonu Waqainabete, Program Leader – Genetic Resources and Florence Rahiria, Deputy Director - Land Resources Division.

The consultant is expected to work remotely however if there is a need for a physical presence, SPC will communicate this with the consultant and will arrange and cover all necessary travel costs (Airfare and DSA) for the consultant based on SPC standard travel policy and procedures.

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.

The consultant shall also provide his/her own workspace and computer for the duration of the assignment along with stable internet connection for zoom interactions when necessary.

Milestone deliverables will constitute with reporting requirements.

## 7. Skills and qualifications

### **Qualifications:**

**Educational background:** Advanced degree in Agriculture, Environmental Science, Botany, Business Administration, or a related field. A PhD or equivalent is preferred for the lead consultant.

**Professional Experience:** Minimum of 7-10 years of experience in strategic planning and management, particularly in agriculture, biodiversity conservation, or similar sectors. Proven track record in developing and implementing complex projects, preferably in the context of PGR conservation and sustainable agriculture.

**Technical Expertise:** Demonstrated expertise in the field of Plant Genetic Resources (PGR), sustainable agriculture, and familiarity with international standards and treaties relevant to genebanks and biodiversity.

**Monitoring and Evaluation:** Extensive experience in designing and implementing M&E frameworks for complex projects.

**Resource Mobilization:** Demonstrated success in resource mobilization, with experience in identifying funding opportunities and engaging with donors.

### **Skills:**

**Strategic Thinking and Synthesis:** Ability to synthesize complex information and develop clear, actionable strategic plans.

**Project Management:** Strong organizational and project management skills, with an ability to manage tight schedules and allocate resources efficiently.

**Stakeholder Engagement:** Excellent interpersonal skills and experience in engaging diverse stakeholders, facilitating consultations, and incorporating feedback into strategic planning.

**Communication:** Exceptional written and verbal communication skills, with proficiency in creating persuasive reports and strategic documents. Fluency in English is essential; additional language skills relevant to the Pacific region are an advantage.

**Analytical and Problem-Solving:** Strong analytical skills with a proven ability to tackle complex problems and provide innovative solutions.

**Adaptability:** Ability to work effectively under pressure and adapt to rapidly changing circumstances.

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

The bidder must include in the computation of contract price the professional fees, and any other operating costs related to the delivery of the services.

*The contract price will be lump sum based on the following milestones.*

	<b>Milestone/deliverables</b>	<b>Deadline</b>	<b>% payment</b>
1	Inception Report and Strategic Plan Outline <i>(Present an understanding of the assignment scope, initial findings from document reviews, and a structured outline of the strategic direction for the 2024-2029 Investment Plan.)</i>	17 February 2024	20
2	Draft Investment Plan <i>(Provide a comprehensive draft of the Investment Plan, detailing strategic objectives, implementation framework, M&amp;E framework, resource allocation, and risk mitigation strategies.)</i>	28 February 2024	30
3	Revised Investment Plan Incorporating Stakeholder Feedback <i>(Refine the Investment Plan based on targeted stakeholder consultation, ensuring the plan is comprehensive, actionable, and enjoys broad-based consensus.)</i>	8 March 2024	20
4	Final Investment Plan <i>(Deliver the finalized Investment Plan, ensuring it meets the strategic objectives and is ready for implementation)</i>	15 March 2024	30
	<b>TOTAL</b>		100

## 9. Annexes to the Terms of Reference

- SPC Strategic Plan (2022-2031)
- CePaCT Investment Plan (2019-2023)
- *CePaCT Genebank Review Report (May 2023)*
- *CePaCT Investment Plan (2019-2023) External Review report*
- *PAPGREN Meeting report*

Please access documents on this link:

<https://drive.google.com/drive/folders/1TbEq2cZfkda0T1m99xYikKDZrVbyihFx?usp=sharing>

## 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>- All complete forms and documents mentioned in submission instructions 2.2.</li> <li>- Advance degree in the field mentioned in technical requirement 1</li> <li>- <i>At least 7 years' experience in management and planning</i></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> Advanced degree in Agriculture, Environmental Science, Botany, Business Administration, or a related field. A PhD or equivalent is preferred for the lead consultant.	20%	140
<b>Technical requirement 2:</b> Minimum of 7-10 years of experience in strategic planning and management, particularly in agriculture, biodiversity conservation, or similar sectors. Proven track record in developing and implementing complex projects, preferably in the context of PGR conservation and sustainable agriculture.	20%	140
<b>Technical requirement 3:</b> Demonstrated expertise in the field of Plant Genetic Resources (PGR), sustainable agriculture, and familiarity with international standards and treaties relevant to genebanks and biodiversity.	20%	140
<b>Technical requirement 4:</b> Extensive experience in designing and implementing M&E frameworks for complex projects.	20%	140
<b>Technical requirement 5:</b> Demonstrated success in resource mobilization, with experience in identifying funding opportunities and engaging with donors.	10	70
<b>Technical requirement 6:</b> Clear demonstration of how the task will be completed within the required timeframe	10	70
<b>Total Score</b>	<b>100%</b>	<b>700</b>

#### Financial Evaluation:

The financial evaluation carries 300 points. The maximum number of points is allocated to the lowest-priced proposal. All other financial proposals receive proportional scores based on how they compare with the lowest-priced proposal. These scores are calculated according to the formula below:

$$\frac{[Total\ financial\ component\ score] \times [Lowest\ price]}{[Price\ under\ consideration]} = Score\ for\ financial\ proposal$$

## 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 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]*

Address: *[insert address of the bidder]*

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 and share the work carried out with them (if possible):</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 personels if necessary:	<i>[insert details about consultants' experience]</i>
<b>Technical requirement 1:</b>		
Advanced degree in Agriculture, Environmental Science, Botany, Business Administration, or a related field. A PhD or equivalent is preferred for the lead consultant..	<i>[Bidder's answer]</i>	
<b>Technical requirement 2:</b>		
Minimum of 7-10 years of experience in strategic planning and management, particularly in agriculture, biodiversity conservation, or similar sectors. Proven track record in developing and implementing complex projects, preferably in the context of PGR conservation and sustainable agriculture	<i>[Bidder's answer]</i>	
<b>Technical requirement 3:</b>		
Demonstrated expertise in the field of Plant Genetic Resources (PGR), sustainable agriculture, and familiarity with international standards and treaties relevant to genebanks and biodiversity	<i>[Bidder's answer]</i>	

<b>Technical requirement 4:</b>	
Extensive experience in designing and implementing M&E frameworks for complex projects.	<i>[Bidder's answer]</i>
<b>Technical requirement 5</b>	
Demonstrated success in resource mobilization, with experience in identifying funding opportunities and engaging with donors.	<i>[Bidder's answer]</i>
<b>Technical requirement 6</b>	
Clear demonstration of how the task will be completed within the required timeframe	<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

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)	
<b>TOTAL [State 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: