



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Literacy Intervention Video -Vanuatu.
Nature of the services	Develop strategies (Videos) to improve educational achievements.
Location:	Vanuatu
Date of issue:	21/02/2024
Closing Date:	28/02/2024
SPC Reference:	24-6205

Contents

PART 1: INTRODUCTION	3
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
PART 2: INSTRUCTIONS TO BIDDERS	3
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
PART 3: TERMS OF REFERENCE	6
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	6
C. TIMELINES	7
D. REPORTING AND CONTRACTING ARRANGEMENTS	8
E. SKILLS AND QUALIFICATIONS	8
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	8
PART 4: PROPOSAL EVALUATION MATRIX.....	9
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	9

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 vinianad@spc.int and with the subject line of your email as follows: **Submission RFQ 24-6205**. 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
- Proposal and Quote

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 **4:00pm Fiji Time** on **23/02/2024**.

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.

Viniana Dobui will be your primary point of contact for this RFQ and can be contacted at vinianad@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	28/02/2024
RFQ Closing Date	28/02/2024
Award of Contract	8/03/2024
Commencement of Contract	11/03/2024
Conclusion of Contract	30/04/2024

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](#) 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 FJD 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 Community through the Educational Quality and Assessment Program (EQAP), delivers a regional literacy and numeracy assessment to 15 countries in the Pacific. This assessment is referred to as the Pacific Islands Literacy and Numeracy Assessment (PILNA). PILNA provides evidence to support countries in developing strategies to improve educational achievements. PILNA generates cognitive and contextual data that are used to facilitate ongoing collaboration efforts to monitor and improve learning outcomes for children in the Pacific Island countries.

To address the EQAP's goal, which is "Improved quality education in the Pacific region", EQAP has engaged countries to dig deeper into their PILNA data and to address learning outcomes that need intervention. The PILNA 2021 Literacy coding results have highlighted areas where students need extra guidance and intervention to support and improve their learning.

The PILNA program adds values to countries by enabling them to use regional and country-level data as evidence of students' learning achievement, for the development of targeted intervention strategies. Using the coding PILNA data analysis, EQAP will work with the Ministry of Education in Vanuatu to develop short educational teaching videos based on learning outcomes that students struggle to achieve.

B. Purpose, objectives, scope of services

EQAP will work with the provider and the Vanuatu Ministry of Education to produce education videos in English and in French, based on the recommendations for teachers from the 2021 PILNA Regional Report and the Vanuatu PILNA report.

The objective of the videos is for teachers to learn how to teach specific learning outcomes and be able to present on videos. Furthermore, teachers can play and re-play videos for clarity of understanding and delivery.

The videos will model best practice in teaching strategies for content areas determined from the Coding Analysis. The videos will on three key areas.

1. Knowledge of the content and skills to be assessed
2. Modelling the concept to the students
3. Activities for the students to complete to demonstrate understanding.

Specific activities:

- Incorporate short interview clips of selected participants (participant list only to be provided by EQAP and Vanuatu Ministry of Education);
- Visit selected schools/teaching premises;
- Develop the video script and storyboard to be used in the film (include on screen annotations);
- Perform appropriate video filming and shoot interviews;
- Present draft videos for comments and review of content;
- Edit the video footage together with video and audio production, graphic designing, colour correction, music and narration of videos and all aspects required in the production of final videos;
- Produce 15 final videos in each language, each video will be between 5 and 10 mins.
- Manage and obtain necessary permissions (image rights) and licenses.

Technical Specifications:

- a. Shooting format – Full HD (1920 x 1080p)
- b. Postproduction
Professional Software
- c. If Music is added - Do not allow copy right tracks
- d. The videos are required to:
 - Be in Full High Definition (1920 x 1080 pixels) quality.
 - Capture high-quality footage using advanced equipment, ensuring professional visuals and clear audio;
 - Each video documentary should be submitted in English and French versions in High quality data file (editable to have subtitles added).
 - Prepare the final video in various formats suitable for different platforms, including social media, websites, and presentations.

C. Timelines

Timeframe	Broad Area	Activity	Output	Approximate days of support
Phase 1 5 days	PILNA Intervention	i) attend Coding Analysis meeting with EQAP, and Vanuatu Officers ii) plan for activities leading up to filming. iii) discuss with EQAP improvements for the second production of literacy videos	PA 1.4.8: EQAP promotes and assist Ministries and other stakeholders to effectively utilise PILNA data to inform decision making and to design interventions	March 11 th – 15 th
Phase 2 5 days	PILNA Intervention	Planning on the creation of video i) translation of scripts to French ii) plan scripts for video iii) provide information for rehearsal	PA 1.4.8: EQAP promotes and assist Ministries and other stakeholders to effectively utilise PILNA data to inform decision making and to design interventions	March 18 th – 22 nd
Phase 3 5 days	PILNA Intervention	Filming on site in Vanuatu- videos in English and French	PA 1.4.8: EQAP promotes and assist Ministries and other stakeholders to effectively utilise PILNA data to inform decision making and to design interventions	April 15 th – 19 th

Phase 4 5 days	PILNA Intervention	i) Postproduction of the videos ii) EQAP team to finalise videos.	PA 1.4.8: EQAP promotes and assist Ministries and other stakeholders to effectively utilise PILNA data to inform decision making and to design interventions	April 22 nd – 26 th
---------------------------	--------------------	--	--	--

D. Reporting and contracting arrangements

The consultant will be based in Vanuatu for the filming of the material. Travel arrangement costs if necessary must be included in the bid.

The consultant will directly report Team Leader Large Scale Assessment at EQAP.

E. Skills and qualifications

- 3-5 years of experience working in assignments in teaching literacy videos for teachers or similar field. Including preparation of teachers for the filming.
- Evidence of having facilitated/ performed similar assignments, accompanied by correspondence from referees confirming that such assignments were executed (please include contact details of referees). Submit a few video clips or list of links to their production along with the quotation.
- Experience in working with international organizations working on the education sector would be an advantage.
- Excellent technical capacities (state of art filming equipment preferably High Definition) to ensure smooth and high-quality production.
- Additional experience in development communication will be an added advantage.

F. Scope of Bid Price and Schedule of Payments

- Payments will be made upon completion and endorsement of each deliverable as listed;
- Bidder is requested to specify the preferred schedule of payments and terms acceptable, noting that generally, SPC will not enter into arrangements requiring a 100% advance payment.

Milestone /Output	Deadline
Submission and approval of story board and script	11/03/2024
Submission and approval of edited video recording of the scenarios captured, and the footage of the recorded stories in English and French.	23/04/2024
Submission of master copy (data file) and approval of the complete 15 videos in each language (French and English).	30/04/2024

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 and financial requirements) which indicates the relative significance or weight of the items in the overall evaluation process.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
A Compliant quotation Business registration certificate, TIN or any registration applicable in the country or origin. Submission of samples (4) of similar videos (link to access the videos) References where videography services were rendered including value and duration.		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Technical requirement 1: Company experience in video production services (company profile). The service provider should have 3 to 5 years of experience in developing instructional videos.	30%	300
Technical requirement 2: Proposal of the equipment and software to be used during the filming and postproduction.	20%	200
Technical requirement 3: The service provider should have experience in briefing and prepping the featured speakers (non-professional actors), in line with the requirement and intent of the videos. Proposed quick training.	20%	200
Technical requirement 4: The service provider should have experience in developing instructional videos in the Pacific context. The tone of the video should reflect the general cultural values of the region in a clear and professional manner.	10%	100
Financial requirement		
Price and payment terms	20%	200
Total Score	100%	1,000

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 Fee (lumpsum video production)	
Travel costs	
TOTAL [Insert Currency]	

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, the cost is to be added to the financial offer.

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: