

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Event Coordinator for Pacific Ministers for Youth Meeting in September 2024 and preparatory processes and convenings.
Nature of the services	The PWL at SPC programme is seeking an Event Coordinator Vendor to provide logistics and coordination support for the Pacific Ministers for Youth Meeting in September 2024 to be held in Nadil Fiji and preparatory processes and convenings.
Location:	Nadi, Fiji
Date of issue:	15/04/2024
Closing Date:	28/04/2024
SPC Reference:	24-6414

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	5
2.7 COMPLAINTS PROCESS	5
PART 3: TERMS OF REFERENCE	6
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	7
C. TIMELINES, WORKS PLAN AND BUDGET	8
D. REPORTING AND CONTRACTING ARRANGEMENTS	8
E. SKILLS AND QUALIFICATIONS	9
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	9
G. ANNEXES TO THE TERMS OF REFERENCE	10
PART 4: PROPOSAL EVALUATION MATRIX.....	11
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	11

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 pwl@spc.int and with the subject line of your email as follows: **Submission RFQ24-6414**. 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
- A Cover Letter
- Completed Technical Proposal Form

- Completed Financial Proposal Form outlining all costs, in line with the milestones of this RFQ (refer to Section F).
- Current resume with at least the names of two referees with contact details.
- Copies of Business Registration and TIN Registration are mandatory requirements for local vendors (Fiji Citizens).

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 **11.45pm Fiji (GMT+12) on 28/04/2024**.

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.

Tarita Bartley will be your primary point of contact for this RFQ and can be contacted at taritab@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	15/04/2024
RFQ Closing Date	28/04/2024
Award of Contract	22/04/2024
Commencement of Contract	24/04/2024
Conclusion of Contract	30/09/2024

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 (SPC)** is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 20 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

The **Human Rights and Social Development (HRSD) Division** has a vision for just, equitable and resilient Pacific societies. It aims to achieve this by advancing human rights, equality, and social inclusion for all Pacific people, grounded in cultural values and principles.

As the key implementing partner for the Pacific Women Lead portfolio, SPC leads the **Pacific Women Lead at SPC programme (PWL at SPC)**, located within SPC's HRSD Division. The PWL at SPC programme receives more than AUD 55 million under the Australian Government's AUD 170 million PWL portfolio. PWL at SPC has funding for five years from 2021–2026. The PWL at SPC programme goal is those Pacific women and girl, in all their diversity, are safe and equitably share in resources, opportunities and decision-making, with men and boys. There are three outcomes: (1) women's leadership promoted; (2) women's rights realised; and (3) Pacific regional partners increase the effectiveness of regional gender equality efforts.

A service provider – individual or organisation – is being sought to provide logistics and coordination support for a ministerial meeting and two preparatory meetings:

1. Pacific Youth Ministers Meeting (PYMM) scheduled for 4th – 5th September 2024 in Nadi. This meeting will be preceded by:
2. Senior Youth Officials Meeting scheduled for 13th – 15th August 2024 in Nadi, Fiji. This is a meeting of the Permanent Secretaries, Chief Executive Officers, Deputy Secretaries, Directors Ministries/ Departments responsible for Youth in the SPC member PICTs. the meeting will also include representatives from the Pacific Youth Council, National Youth Councils, Pacific Disability Forum, PSGDN, youth led regional CSOs, Pacific Youth Working Group, Pacific Girl Reference Group, youth voices from other major regional CSOs, development and donor partners.
3. Pre-PYMM Meeting of the PYC, NYCs, youth-led regional CSOS, youth voices from within regional CSOs, PDF, PSGDN- scheduled for 12th August 2024 in Nadi.
4. It is estimated the vendor will commit up to 30 days, starting with 1 day per week and then building up to 5 days per week from July onwards when the event is being held in the Fiji Islands. In summary, over 5 months working up to 82 days (early April to September 2024).

B. Purpose, objectives, scope of services

PURPOSE AND OBJECTIVES

SPC is the custodian of the Pacific Youth Development Framework (PYDF) 2014-2023, the Pacific Regional Culture Strategy 2022-2032 and the Pacific Platform for Action.

Whilst SPC HRSD convenes the regular meetings of the ministers responsible for culture and for ministers responsible for the national women's machineries (NWMs), there's never been a regular regional accountability mechanism to track commitments made at various fora towards youth-specific development.

SPC is convening a meeting of the PICTs Ministers responsible for national youth development and, it will request the Pacific ministers for youth for the mandate to set up the regional accountability mechanism.

SCOPE OF SERVICES

The Event Coordinator Vendor will assist the HRSD division with the successful implementation of the three meetings in August-September 2024. The vendor will work directly with the HRSD PYMM organising committee (OC) leading the 2 activities, and in collaboration with the finance, procurement and PWL at SPC team for up to 100days

Resourcing for the Vendor's approach should consider either one person, or a team, coordinating:

1. Event coordination – high-level event planning and coordination skills required, including the provision of high-level advice and recommendations to guide the Pacific Youth Minister's Convening overall planning.
2. Administrative assistance – general assistance to support the significant volume of logistics such as flight and accommodation bookings including transfers; extensive levels of communications and coordination with participants; and ongoing administrative tasks.

Tasks to be undertaken will include:

- Planning the event from start to finish according to requirements, target audience and objectives
- Design an event plan that considers all logistics for the event, in line with SPC policies and procedures and HRSD objectives.
- Continuously update and manage the budget, originally prepared by HRSD PYMM OC
- Manage a run sheet of tasks outlining outputs and timeframes, in consultation with HRSD OC.
- Procurement of goods and services will be a key requirement in this role, ensuring catering, merchandise and other suppliers are contracted in line with SPC policies and procedures.
- Monitor the completion of tasks, ensuring timeframes are actively managed.
- With guidance from the HRSD OC, the vendor will arrange, manage and coordinate all aspects of participants' access and attendance, from travel to accommodation bookings in line with the SPC Procurement Guidelines. These cover:
 - Support to participants including through on call support to travelling participants.
 - Air travel: itinerary and e-ticketing, working with the HRSD Finance team.
 - Accommodation: confirm bookings for all travelling participants at the designated hotel(s). (Noting for Senior Officials Meeting and Youth Ministers Convening, this vendor oversees transit accommodation and, separately, they will also work with HRSD staff in Fiji for the accommodation in Fiji).

- Transfers: Car/Shuttle arrangement from airport to hotel and meeting venue
- Assist with visa information (relevant visa for passport holders)
- Tracking of e-tickets (used/unused/non-refundable)
- E-tickets to be sent with a Logistics Note 14-days prior to travelling.
- Any other logistic coordination to ensure successful delivery of the event.
- Active participation in the event: for those joining online and in-person for both convenings (minimum 2 people working across both events).
- Coordinate the Participant List as required by SPC Finance, including a final list of confirmed invitees for each of the 2 days of Youth Ministers Convening and 3 days of Senior Officials Meeting, then upon completion of the event a scanned PDF copy of the final list signed by participants each day.
- As required, liaise with all stakeholders involved in the event, including coordination and follow-up communications. Stakeholders will include, but not be limited to, participants, donors, rapporteurs, and other suppliers/consultants.
- Liaise with HRSD OC on meeting venue requirements including equipment, ICT, materials and stationery, seating, and special disability access requirements. SPC will provide guidance on environmental, dietary and access requirements.
- In line with SPC policies and procedures, liaise with the relevant ICT personnel to coordinate activities that require technical ICT support and/or audio-visual equipment for interpreters and liaise with contractors for the provision of relevant equipment as required.
- Pre-event follow up with all suppliers.
- Prior to and during the event provide updates as requested to the designated HRSD team.
- Coordinate a post-event reflection meeting, as required, with key stakeholders to capture achievements, successes and lessons learned and provide an end-of-assignment report.

C. Timelines, Works Plan and Budget

The vendor will commence work as soon as the contract has been signed.

All applicants are expected to submit a Work Plan and budget that outlines all deliverables and costings in accordance with the timeframes for the event (costs for their delivery, excluding event costs).

The vendor will be based in Suva and be available on-call to attend the SPC Nabua office that houses HRSD. There should be no travel costs associated with attending the office for work.

For the Senior Officials Meetings and Pacific Youth Ministers Convening travel and associated costs will be covered by the PWL at SPC programme, should they arise as a requirement to support the event on site in Fiji.

D. Reporting and contracting arrangements

The vendor(s) will ideally be based in Suva, Fiji, for ease of meeting at SPC's Suva office, however this may be flexible. The vendor will report to their designated contact at PWL at SPC for sign off and approvals of deliverables, however, daily activities will be guided by HRSD's OC.

Upon completion of each event, a final report of no more than 5 pages will be required from the vendor, with required content such as lessons learned to be specified by the HRSD implementation team.

E. Skills and qualifications

- At least 7 years of experience in event management including leading the coordination of similar regional and multi-country events.
- Ability to provide a Police Clearance Certificate as a requirement for working with young people under 18 years of age.
- Excellent planning, organisational and coordination skills
- Excellent communication skills and ability to work within a diverse environment.
- Ability to work independently and to apply creative problem-solving skills.
- Experience working in Pacific contexts.
- Familiarity with concepts associated with child protection, safeguarding, human rights, gender equality, social inclusion, and culture

F. Scope of Bid Price and Schedule of Payments

The Event Management Vendor is to provide one quote, with itemised costing.

The contract will be paid on a milestone basis, with supervisor confirmation or acceptance of the associated deliverables required before payment. As part of solicitations, the Event Coordinator is expected to provide a confirmation of time required for the scope of services.

Bidder is requested to specify the preferred schedule of payments and terms acceptable, noting that generally, SPC will not enter into arrangement requiring a 100% advance payment.

Terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.

TABLE 1: Triennial

Milestone/deliverables	Deadline
Milestone 1 - Approved Work Plan for the event; reviewed budget, and Project Management Runsheet (ie excel spreadsheet) .	3 rd May, 2024
Milestone 2 - Draft Event Plan and draft Runsheet - Venue confirmed and procurement requests finalised (pending contracts) - initial list of speakers and participants finalised (100 minimum) and invitations sent. RSVPs being coordinated.	3 rd June, 2024
Milestone 3 - Final Event Plan and final Runsheet - Procurement contracts in place (ie rapporteur, catering, photographer, etc) - Confirmation of attending participants, with a minimum 20 participants' flights and accommodation booked. - Finalise list of attending participants, with flights booked plus DSA and other arrangements for travellers completed.	30 th July 2024
Milestone 4	12 th September, 2024

End-of-assignment report detailing: - Successful completion of the convening event - Completion of post-convening reflection - Completion of end of assignment report including lessons learned, and feedback from MEL evaluation survey	
TOTAL	

G. Annexes to the Terms of Reference

- Pacific Women Lead at SPC webpage link:

[Pacific Women Lead | Human Rights & Social Development \(spc.int\)](http://spc.int)

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		
<ul style="list-style-type: none"> • Conflict of Interest Declaration form completed. • Technical Proposal Submission form • Financial Proposal Submission form • Business registration and/or Tax Identification Number (TIN) (as applicable as per consultant's applicable legislation) • Submission of cover letter, detailed CV with at least three referees and their contacts details • Sample of previous work done. 		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Technical requirement 1: At least 7 years of experience in event management including leading the coordination of similar regional and multi-country events	10%	100
Technical requirement 2: Excellent planning, organisational, coordination, and communication skills and ability to work within a diverse environment. To provide examples to demonstrate experience and quality delivery	30%	300
Technical requirement 3: Familiarity with concepts associated with child protection, safeguarding, human rights, gender equality, social inclusion, and culture	20%	200
Technical requirement 4: Ability to work independently and to apply creative problem-solving skills	10%	100
Total Technical Requirements	70%	700
Financial Requirements		
Pricing and payment terms	30%	300
Total Score	100%	1,000