

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Broadcast dissemination of SPC Pacific Way daily programming at FestPAC 2024 in Hawai'i to the Pacific region
Nature of the services	Uplink and broadcast to broadcast partners across the Pacific region throughout the Festival of Pacific Arts in partnership with SPC and Hawai'i
Location:	Honolulu, Hawai'i
Date of issue:	24/04/2024
Closing Date:	8/05/2024
SPC Reference:	RFQ24-6451

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Part 1: INTRODUCTION

1.1 About the Pacific Community (SPC)

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

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

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

1.2 SPC's procurement activities

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

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

1.3 SPC's Request for Quotation (RFQ) Process

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

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

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

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

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

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

2.2 Submission Instructions

You must **submit your quotation and all supporting documents** in English and as an attachment to an email sent to charlenec@spc.int and with the subject line of your email as follows: **Submission RFQ24-6451 - FestPAC Broadcast Dissemination**. The email should also be copied to rfq@spc.int and procurement@spc.int.

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed.
- **Technical Proposal** including:
 - o Necessary company profile and licence rights with Pacific broadcasters;
 - o List of dissemination channels and broadcast partners;
 - o Resumes of your proposed team.

- **Financial Proposal** including the cost for the technical support on the ground in Hawai'i to ensure the broadcast is uplinked to the necessary dissemination channels and the required technical elements you need to support this.

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 8/05/2024**.

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.

Charlene Currat and Lisa Kingsberry will be your primary points of contact for this RFQ and can be contacted at charlenec@spc.int and lisak@spc.int. You should copy all communications to rfq@spc.int and procurement@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	24/04/2024
RFQ Closing Date	8/05/2024
Award of Contract	10/05/2024
Commencement of Contract	15/05/2024
Conclusion of Contract	30/06/2024

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 USD 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 Festival of Pacific Arts (FestPAC) is the largest celebration of indigenous Pacific cultures and practices. The 13th FestPAC will take place in Hawai'i between 6th and 16th June 2024.

The festival is hosted by Hawai'i and supported by the Pacific Community (SPC) as the secretariat. To support the dissemination of the Hawai'i led Festival of Pacific Arts, SPC is calling for submissions to support the dissemination of SPC's Pacific Way 30-minute daily broadcast of the festival across the region to Pacific Island countries and territories.

This support will bolster the access of indigenous communities all over the region to FestPAC, showcasing the underpinning value and importance that culture plays in the lives of the Pacific region.

B. Purpose, objectives, scope of services

30-minute packages will be provided by the SPC Pacific Way and Hawaii FestPAC teams for dissemination.

The selected vendor will provide a dissemination service working alongside SPC's Pacific Way broadcast team and Hawai'i FestPAC team to:

1. Disseminate the 30-minute SPC Pacific Way daily program to a minimum of 15 Pacific countries and 20 broadcasters across the region.
2. Support the uplink of live content via mobile journalism kits that support delegations to book and facilitate their own live content at national levels – facilitated by the SPC team.
3. Provide the necessary technical support to ensure the uplinking from the festival to the necessary broadcast dissemination platforms is delivered in a timely and accurate manner to a broadcast standard.

All technical requirements to uplink and manage technical support from the editing suites to the regional broadcasters will be the responsibility of the selected vendor.

Technical delivery:

1. A total of 11 x 30-minute programs disseminated plus live crosses where appropriate.
2. Allocated nightly programs facilitated by broadcast dissemination partner to ensure timely dissemination and access for Pacific audiences is co-developed with SPC and Hawai'i.
3. Live streaming of 5 key events, including opening, closing, ecumenical service, wa'a arrival, and 2 days of performances (TBC).
4. Content will be provided each day by the Pacific Way SPC team and Hawai'i broadcast team.
5. Live MoJo kit capability to stream to youtube, facebook or live into countries to be supported on the ground as needed.

The selected vendor will be required to organise its own travel to Hawai'i, including necessary visas and costs.

C. Timelines

- Pre-establishment of program with broadcasters and Pacific Way: 15.05.2024-31.05.2024.
- Travel to Hawai'i and technical support on the ground: 01-18th June 2024.
- Establishment of MoJo kit broadcast opportunities to be supported by SPC with delegations and technical support mapped and planned by selected vendor (as per the above dates).
- Final report to be submitted to SPC by 30th June 2024.

D. Reporting and contracting arrangements

The selected vendor will report to the SPC Director of Communications and the SPC Pacific Way team.

A final report is to be submitted by the selected vendor to SPC by 30th June 2024, including:

- 11 daily broadcasts of SPC Pacific Way program to PICTs including live streams.
- Uplinked 30-minute SPC Pacific Way program to a minimum of 15 countries and 20 broadcasters in a timely manner on a daily basis.
- Audience viewership ratings and engagement.
- Key success, learnings and technical elements for use by the broadcaster for the next festival in 2028.
- Recommendations and areas to progress for future festivals around broadcast.

Note: copyright and ownership of this content will not sit with the selected vendor but remain with SPC, therefore future use of any of this footage is not within the scope of this contract unless this approval has been directly sought prior to broadcast to SPC and/or the copyright holder.

E. Skills and qualifications

- Proof of existing licence agreements in place with Pacific broadcasters to share content from SPC with the Pacific, or capability to clearly establish this within the necessary timeframes and recognition that no copyright ownership will be transferred to the selected vendor.
- Confirmation of a slot of 30 minutes per night across the festival to broadcast the program across selected networks.
- Technical team with necessary capability to disseminate to the Pacific.
- CVs to be provided for the technical team outlining minimum 10 years of broadcast experience.
- Technical capabilities to disseminate such as LiveU units and capability to ensure this is possible from the team.
- MoJo kits and capability to support teams on the ground to deliver this.

F. Scope of Bid Price and Schedule of Payments

The bidder will submit a Financial Proposal with a lump sum price including:

- all broadcast technical dissemination capabilities and support as required;
- all flights and accommodation for the duration of their stay.

Final payment will be made after the final report is approved by SPC.

Milestones / Deliverables	Deadline
Contract signature / PO issue	10.05.2024
Pre-establishment of program with broadcasters and Pacific Way	30.05.2024
Completion of all festival dissemination and submission of final report as agreed above	30.06.2024

G. Annexes to the Terms of Reference

More information here <https://www.festpachawaii.org/>

Program <https://www.festpachawaii.org/program>

SPC Pacific Way and FESTPac coverage <https://www.spc.int/the-pacific-way>

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Competency Requirements & Score Weight

The evaluation matrix below reflects the obtainable score specified for each evaluation criterion (technical requirement) which indicates the relative significance or weight of the items in the overall evaluation process.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
1. Conflict-of-Interest Declaration form. 2. Technical Proposal including: <ul style="list-style-type: none"> • Necessary company profile and licence rights with Pacific broadcasters; • List of dissemination channels and broadcast partners; • CVs for proposed team. 3. Financial Proposal.	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: Existing agreements and licence rights to share content from SPC with the Pacific, or capability to clearly establish this within the necessary timeframes (and recognition that no copyright ownership will be transferred to the selected vendor), allowing the vendor to secure 30-minute broadcast dissemination at suitable times with Pacific media.	20%	200
Technical requirement 2: Confirmed technical capability with appropriate technology on the ground at FestPAC to support the dissemination and management of technical uplink including MoJo kit use for national broadcast partners and regional dissemination of live events and pre-packaged 30-minute episodes from 01-16 June 2024.	30%	300
Technical requirement 3: Broadcast dissemination capability via LiveU or similar technology that will disseminate 30-minute programs minimum to Pacific broadcasters daily.	20%	200
Financial requirements		
Financial requirement 1: Lump sum price – Score = (Lowest price / Price under consideration) x 300	30%	300
Total Score	100%	1000