

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	Rapporting services to the Statistics Development Division (SDD)
<b>Nature of the services</b>	Consultancy work: Rapporting services to the Statistics Development Division (SDD) of any upcoming meetings in 2024 and to any PDH/PSD or other steering groups as required
<b>Location:</b>	Home based and where the meeting is organized
<b>Date of issue:</b>	16/01/2024
<b>Closing Date:</b>	9/02/2024
<b>SPC Reference:</b>	RFQ24-6139

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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 [Elodiel@spc.int](mailto:Elodiel@spc.int) with copy to [sandrag@spc.int](mailto:sandrag@spc.int) and with the subject line of your email as follows: **Submission RFQ24-6139**. 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
- Technical proposal and financial bid forms completed and signed including an outline of the understanding of the Term of references

- Report against the qualification requirements;
- A cover letter
- Sample of previous piece of work

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 **Midnight New Caledonia Time** on **9/02/2024**.

### 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.

*Ms Evelyn Wareham - Manager Statistics Leadership, Governance and Use* will be your primary point of contact for this RFQ and can be contacted at [evelynw@spc.int](mailto:evelynw@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>	16/01/2024
<b>RFQ Closing Date</b>	9/02/2024
<b>Award of Contract</b>	21/02/2024
<b>Commencement of Contract</b>	Each contract will commence at least 3 weeks prior to each event
<b>Conclusion of Contract</b>	For a length of time depending on working days attending the meeting followed by time

	allocated for preparation, write-up and finalization of the report.
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## 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 Euro 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 Statistics for Development Division of the Pacific Community***

The Statistics for Development Division (SDD) (<http://sdd.spc.int/>) of SPC has contributed to national statistics capacity development and regional coordination and capability through a series of short and long-term programs. SDD's goal is to strengthen the capacity of national statistical systems and social and economic planning agencies to provide policymakers and analysts with important demographic, economic and social indicators for planning and decision-making. SDD plays a significant role as a large and comprehensive technical provider to national statistics offices (NSOs) in the Pacific region, through partnerships with donors and development partners. SDD's technical assistance role has been strongly endorsed by NSOs, in particular the PICTs where resources are limited, and technical assistance and supplementation is essential.

#### ***The Pacific Data Hub***

The Pacific Data Hub SPC has established the Pacific Data Hub (PDH) as a regional public good, serving as a central point of access for data about the Pacific and providing a vehicle for investment in sustainable data infrastructure. Led by SPC's Information Services (IS) and Statistics for Development Division (SDD), the PDH collaborates with other SPC Divisions to drive strategic data management, capacity-building initiatives, and capability strengthening programmes that support and enhance data production, accessibility, and utility for sustainable development in the Pacific.

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

The Statistics for Development Division, SPC, is seeking expressions of interest to a short-term consultancy *to be the rapporteur of any upcoming statistics and data related meetings, including any steering group in 2024 as required. Presently the 2-day Pacific Statistics Method Board (PSMB) meeting planned for May and October 202 and the Pacific Standing Statistics Committee (PSSC- foreseen for late October 2024).* The PSMB was established by the Heads of Planning and Statistics (HOPS) in their July 2017 meeting. Its main purpose is to provide oversight on the implementation of the **Strategic Framework for the Development of Statistics in the Pacific Region, 2022-2030 (Ten Years Pacific Statistics Strategy - TYPSS II)**, and assist the **Pacific Community** in coordinating the implementation of the **a Business Plan for SDD, 2023-2026 (to support the implementation of TYPSS II)**.

The Rapporteur is required to produce meeting summaries, outcomes, technical reports, and minutes of the meetings

Activity - Deliverables		Task	Location
1	Submissions and Acceptance of the Draft Minutes and Recommendations a week after the end of the meetings.	<ol style="list-style-type: none"> <li>1) Preparation works prior the events</li> <li>2) To attend the meeting (virtually or physically)</li> </ol>	Preparation: Home-based with travel to the Meeting location

<b>2</b>	<ul style="list-style-type: none"> <li>➤ Submissions and Acceptance of the meetings final report including all the required amendments within the month.</li> <li>➤ Submit time sheet and final invoice</li> </ul>	<b>3)</b> Incorporate all amendments and finalize report	Home-based
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### C. Timelines

Each short-term consultancy contracts will commence 3 weeks prior to each event and for a length of time depending on working days attending the meeting followed by time allocated for preparation, write-up, and finalization of the report.

Tasks	Outputs	Deadline
<b>1</b> <ul style="list-style-type: none"> <li>- Preparation works prior the events</li> <li>- To attend the meeting (virtually or physically)</li> </ul>	Submissions and Acceptance of the Draft Minutes and Recommendations a week after the end of the meetings.	Five working days after closure of the meeting
<b>2</b> Incorporate all amendments and finalize report	Submissions and Acceptance of the meetings final report including all the required amendments within the month.	Two working day after receiving amendments from SDD and stakeholders

### D. Reporting and contracting arrangements

**Place of Assignment:** It is anticipated that this consultancy will be home based for the preparation work and to finalize the meeting report, with travels to at the place where the meeting is organized as required. When travel is required, this will be organized separately under the direct authority of SPC (i.e., SPC will organise and pay travel in accordance with SPC’s Travel Policy). The Consultant will be expected to use a variety of online tools to engage with SPC colleagues.

#### Institutional Arrangement

- Participate in early-morning review meetings with SDD Director/SDD-PDH Technical Staff and designated Staff for edit as may be necessary and finalize the report output from previous day, obtain sign-off.
- The rapporteur will be directly responsible to the SDD Director or SDD-PDH Technical Staff.
- The rapporteur will keep the Supervisors regularly informed of progress on assigned work and advice of any delays in meeting deadlines.

## E. Skills and qualifications

The Successful Contractor will have:

- To hold an advanced relevant University Degree
- Demonstrated Broad experience in rapporteuring conferences and meetings
- Extensive experience in report writing skills
- Demonstrated understanding of the ToRs, editing skills and ability to synthesize and ability to meet deadlines
- Good Knowledge of Statistics is desirable

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

The contract is based on two milestones.

A quote will be requested before each events based on the below schedule of payment

Payments will be made based on the submission of an invoice and supportive documentation as confirmation of work completed and approved by SPC.

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

Milestone/deliverables	Deadline	Number of hours for quote for each event	% payment	Rate in Euro
Submissions and Acceptance of the Draft Minutes and Recommendations a week after the end of the meetings.	Five working days after closure of the meeting	<ul style="list-style-type: none"> <li>• Preparation - X hours</li> <li>• Attendance - X hours</li> <li>• Draft report and summary - up to Xhours</li> </ul>	60%	
Submissions and Acceptance of the meetings final report including all the required amendments within the month.	Two working day after receiving amendments from SDD and stakeholders	Up to X hours	40%	
			<b>TOTAL</b>	

## G. Annexes to the Terms of Reference

- Business Plan for SDD, 2023-2026
- Strategic Framework for the Development of Statistics in the Pacific Region, 2022-2030



## Part 4: PROPOSAL EVALUATION MATRIX

### 4.1 Competency Requirements & Score Weight

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

Evaluation criteria	Score Weight (%)
To hold an advanced relevant University Degree	10%
Demonstrated Broad experience in rapporteuring conferences and meetings	20%
Extensive experience in report writing skills with editing skills and ability to synthesize	30%
Demonstrated understanding of the ToRs, and ability to meet deadlines	10%
Good Knowledge of Statistics is desirable	10%
<b>Financial proposal</b>	<b>20%</b>
<b>Total Score</b>	<b>100%</b>