

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Training Observers for Elasmobranch Biological Sampling
Nature of the services	To develop and provide established standard best-practice protocols for collecting biological samples of the WCPFC's key shark and ray species
Location:	Consultant home base with travel to Noumea, New Caledonia
Date of issue:	30/04/2024
Closing Date:	7/06/2024
SPC Reference:	RFQ24-6492

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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 timothy@spc.int and with the subject line of your email as follows: **Submission RFP24-6492 – Training Observers for Elasmobranch Biological Sampling**. 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 copy of the business registration;

- The personal CVs of all the personnel allocated to this mission, and a description of your company;
- Sample of work of similar nature;
- Your financial proposal, including lumpsum in EUR and travel fees to New Caledonia.

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 **5 pm Noumea time (UTC+11) on 7/06/2024**.

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.

SPC's FAME Senior Fisheries Adviser, Timothy Park will be your primary point of contact for this RFQ and can be contacted at timothyp@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	30/04/2024
RFQ closing date	7/06/2024
Indicative award of contract	24/06/2024
Indicative commencement of contract	1/07/2024
Indicative conclusion of contract	26/07/2024

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 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. 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 WCPFC Scientific Committee's endorsed Shark Research Plan 2021-2025 (WCPFC-SC16-2020/EB-IP-01 Rev1) highlighted information gaps in biological parameters of many shark species that interact with pelagic tuna fisheries.

The data needed would clarify life history parameters, such data are important for assessing growth rates, maturity, fecundity, and pupping areas. The Shark Research Plan suggests data collection should include the collection of length, weight (when possible), ageing material (vertebrate samples), clasper length, uterine condition, number of embryos, embryo lengths.

The observers of SPC's members' observer programmes' collect biological samples from fish and sharks for SPC's specimen bank and ecosystem monitoring team. SPC provides biological training for biological sampling to experienced observers. The elasmobranch sampling is expected to be an extension of the established protocols for sampling and infrastructure for sending samples to SPC.

B. Purpose, objectives, scope of services

The objective of the project is to develop and provide established standard best-practice protocols for collecting biological samples of the WCPFC's key shark and ray species. The material provided will be used in a sampling manual and as slides to be used by SPC staff for training observers in elasmobranch sampling.

All materials provided will become SPC property for their intended use and be free of any copyright, or third-party ownership that may limit SPC's use of material.

The scope of this project includes:

- i) ***the development of training and reference material for training and field use by fisheries observers' methods for collection, recording, storing and measuring of samples from the key elasmobranchs of the WCPFC tuna fisheries***
- ii) ***provide practical training on the collection of these samples***

Owing to the impact on pelagic shark and ray populations through their interaction with tuna fisheries, the Western and Central Pacific Fisheries Commission (WCPFC) has designated 14 shark species and six mobulid species as **Key Shark Species** (for data provision), which are:

- Blue shark (*Prionace glauca*);
- Mako sharks (*Isurus oxyrinchus*, *I. paucus*);
- Oceanic whitetip shark (*Carcharhinus longimanus*);
- Thresher sharks (*Alopias superciliosus*, *A. pelagicus* and *A. vulpinus*);
- Silky shark (*C. falciformis*);
- Porbeagle shark (*Lamna nasus*);
- Hammerhead sharks (*Eusphyra blochii*, *Sphryna lewini*, *S. mokarran* and *S. zygaena*);
- Whale shark (*Rhincodon typus*);
- Manta and mobulid rays (*Mobula alfredi*, *M. birostris*, *M. tarapacana*, *M. mobular*, *M. thurstoni*, and *M. kuhlii*).

C. Timelines

The period of work is expected to be:

- i. Three to four days to compile the training and field material,
- ii. a day plus travel time to demonstrate practical collection of samples to relevant SPC training staff at SPC in Noumea.

The consultant's bids should reflect this duration.

The anticipated start date should be in the third quarter of 2024. The work is expected to be complete within one month of initiating the work.

The time for completion is governed by the outcomes of the work will be reported to WCPFC SC20 in August 2024, under WCPFC Project 109: Training Observers for Elasmobranch Biological Sampling

D. Reporting and contracting arrangements

The Consultant will report to SPC's FAME Senior Fisheries Adviser.

The consultant will agree with OFP a work plan that will specify the activities to be undertaken and the timelines to be met.

The work on developing materials is anticipated to be done in the consultant's own workplace. On agreement of the parties, the consultant may be required to demonstrate the sampling techniques to SPC staff in the FAME laboratory housed in the SPC offices, in Noumea New Caledonia. If the consultant is required to travel this will be according to the SPC Financial and Travel policies. The consultant's bid should reflect this cost.

E. Skills and qualifications

The Consultant will have a graduate qualification in relevant field; and have demonstrated technical knowledge and skills pertaining to biological sampling of elasmobranchs.

Experience in developing and publishing of protocols for biological sampling of elasmobranchs would be desirable.

F. Scope of Bid Price and Schedule of Payments

Milestone/deliverables	% payment
Signature of the contract	0 %
Provision of the draft elasmobranch training materials in electronic form	20 %
Provision of the final elasmobranch training materials in electronic form, and acceptance by SPC	30 %
Demonstration on sampling protocols to SPC Staff	20 %
End of mission meeting with SPC FAME	30 %
TOTAL	100 %

G. Annexes to the Terms of Reference

Brouwer, S. and P. Hamer (2020). 2021-2025 Shark Research Plan. WCPFC-SC16-2020/EB-IP-01 Rev1 (14/08/2020). Scientific Committee Sixteenth Regular Session, Electronic Meeting, 11-20 August 2020
<https://meetings.wcpfc.int/node/11739>

WCPFC Project 109: Training Observers for Elasmobranch Biological Sampling. Western and Central Pacific Fisheries Commission, Terms of Reference. Consultancy Agreement 28 January 2021.

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
Technical requirements		
Graduate qualification in relevant field	30 %	300
Demonstrated technical knowledge and skills pertaining to biological sampling of elasmobranchs	20 %	200
Demonstrated experience in producing technical materials for training field staff	20 %	200
Financial requirements		
Financial Proposal score = (Lowest Price / Price under consideration) x 300	30 %	30
Total Score	100%	1000