

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Rapporteur for Festival of Pacific Arts and Culture (FestPac) in Hawaii
Nature of the services	Rapporteur to live draft throughout the ministerial meetings and accurately capture discussions in the form of meeting reports.
Location:	Honolulu, Hawai'i
Date of issue:	1/05/2024
Closing Date:	9/05/2024
SPC Reference:	RFQ24-6467

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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 luisam@spc.int and with the subject line of your email as follows: **Submission RFQ24-6467**. 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
- CV, Completed technical and financial submission form

- Business registration and/or Tax Identification Number (TIN) Letter (if applicable as per consultant’s applicable legislation)
- Sample of previous work done

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 FT on 9/05/2022**.

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.

Luisa Mavoia will be your primary point of contact for this RFQ and can be contacted at luisam@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	1/05/2024
RFQ Closing Date	9/05/2024
Award of Contract	13/05/2024
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 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 Festival of Pacific Arts and Culture (FestPac) is a travelling festival hosted every four years by a different country in Oceania. It was launched by the South Pacific Commission in 1972 (now known as the Pacific Community [SPC]) to halt the erosion of traditional cultural practices through a culture of exchange and celebration of the diverse cultures of indigenous Pacific Islanders across the Blue Pacific Continent.

Between 06-16 June, the 13th FestPac will be hosted by Hawai'i and is also a forum for several critical meetings on culture in the Pacific region, in particular the Council of Pacific Arts and the Minister of Culture meetings as well as several strategic programming sessions.

For this purpose, SPC requires a rapporteur to live draft throughout the ministerial meetings and accurately capture discussions in the form of meeting reports.

B. Purpose, objectives, scope of services

The rapporteur is required to be present in person at the Hawai'i Convention Centre for the following events:

- **Pre-briefing session(s) [0.5 days] – dates and times tbc**
Output: Attend briefing session with SPC staff on content/expectations. This will be conducted via Zoom or onsite in Hawai'i depending on arrangements.
- **June (12-5pm): Council of Pacific Arts and Culture**
Output: Live drafting in session and an outcomes document at the end of the day
- **June (full day): Ministers of Culture**
Output: Live drafting in session and an outcomes document at the end of the day
- **10-12 June (3x ½ days): Strategic programming discussions**
3x short meeting reports for each meeting (no live drafting required)

The following tasks are to be done remotely via Zoom or at home:

- **ACP-EU Regional Meeting**
Transcribe recording for 2-day event
- **FestPAC WG meetings and discussions**
- **Transcribe old CPAC meeting recordings (31st, 32nd, 36th and 38th)**

The rapporteur is expected to provide their own laptop and software for all the work outlined.

Further details regarding the agenda will be shared with the successful bidder.

C. Timelines

Estimated total working days is 20.5 working days, either during the festival or post-festival. A further breakdown is given in F. Scope of Bid Price and Schedule of Payments.

Activities	Description	No. of days	Timeline
1	Pre-briefing session(s) - Attend briefing session with SPC staff on content/expectations. This will be conducted via Zoom or onsite in Hawai'i depending on arrangements.	½ day	TBC
2	Council of Pacific Arts and Culture Live drafting in session and an outcomes document at the end of the day	1 day	3 rd June
3	Ministers of Culture Live drafting in session and an outcomes document at the end of the day	1 day	4 th June
4	Strategic programming discussions 3x short meeting reports for each meeting (no live drafting required)	3.5 days	10-12 June
5	ACP-EU Regional Meeting Transcribe recording for 2-day event	4 days	17-18 June
6	FestPac WG Meetings and discussion	1 day	3 – 7 June
7	Transcribe old [31, 32, 36, 38] CPAC meeting recordings	10 days	21 st June
	Total No. of Days	20.5	

D. Reporting and contracting arrangements

The duty station will be Honolulu, Hawai'i for the week of June 3 and after remotely from their home base for the remainder of their contract. The rapporteur will report to the Culture Programme Team Leader, HRSD.

E. Skills and qualifications

- Bachelor's degree in English language, journalism, communications and media, development studies or a related humanities/social science subject. A master's degree in an area related to cultural heritage, indigenous studies, creative industries, fine arts or any other culture-related subject is desirable.
- At least 5 years' experience rapporteuring, with at least 2 years' experience for Pacific-based NGOs and international organisations, ideally for SPC.

- Experience working as a rapporteur on themes related to culture and development.
- A detail-orientated approach to work and demonstrable experience in preparing documentation and outcomes documents for large conferences.

F. Scope of Bid Price and Schedule of Payments

- The contract will be payments based on milestones which are detailed in the table below.
- The bid price must include the professional fees, taxes, management, and operating costs. The contract price will be paid in lump sums based on the satisfactory delivery of milestones as outlined in the table below with supervisor confirmation or acceptance of the associated deliverables required before payment.
- As part of solicitations, the consultant 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 arrangement requiring a 100% advance payment.

1. Pre-briefing session

Expected time: 0.5 day

2. Council of Pacific Arts and Culture Meeting

Expected time: 1 day

3. Ministers of Culture Meeting

Expected hours: 1 day

4. Strategic programming discussions

Expected hours: 3.5 days

5. ACP-EU Regional Meeting

Expected time: 4 days

6. FestPac WG Meetings

Expected time: 1 day

7. Transcribe old [31, 32, 36, 38] CPAC meeting recordings (10 days)

Milestone/deliverables	Deadline
Conclusion of FestPac event and submission of draft reports	21 June 2021
Final submission of all remaining meeting reports and accepted by SPC	28 June 2024
TOTAL	

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 (if applicable as per consultant's applicable legislation) • Tax Identification Number (TIN) Letter • Applicants CV 	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: At least Bachelor's degree in English language, journalism, communications and media, development studies or a related humanities/social science subject. At least a master's degree in an area related to cultural heritage, indigenous studies, creative industries, fine arts or any other culture-related subject is desirable.	15%	150
Technical requirement 2: At least 5 years' experience in rapporteuring, with at least 2 years' experience for Pacific-based NGOs and international organisations, ideally for SPC	20%	200
Technical requirement 3: Experience working as a rapporteur on themes related to culture and development	15%	150
Technical requirement 4: A detail-orientated approach to work and demonstrable experience in preparing documentation and outcomes documents for large conferences.	20%	200
Total technical requirements	70%	700
Financial requirements		
Pricing and payment terms	30%	300
Total Score	100%	1000