

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	Enhanced Pacific Market Access Partnership (EPMAP) project
<b>Nature of the services</b>	[Readvertised]-Consultancy for review of the PPPO Strategic and Implementation Workplan & develop a PPPO Sustainability Business Plan (5 – 10 years)
<b>Location:</b>	Remotely
<b>Date of issue:</b>	30/09/2022
<b>Closing Date:</b>	7/10/2022
<b>SPC Reference:</b>	RFQ 22-4425

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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 [visonit@spc.int](mailto:visonit@spc.int); [riteng@spc.int](mailto:riteng@spc.int) and with the subject line of your email as follows: **Submission RFQ 22-4425- review of the PPPO Strategic and Implementation Workplan & develop a PPPO Sustainability Business Plan (5 – 10 years)**. 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 and Financial Proposal submission form

- CV
- Business registration certificate if available
- 

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 **4pm Fiji time on 7/10/2022**.

### 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.

Visoni Timote and Riten Gosai will be your primary point of contact for this RFQ and can be contacted at [visonit@spc.int](mailto:visonit@spc.int); [riteng@spc.int](mailto:riteng@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>	30/09/2022
<b>RFQ Closing Date</b>	7/10/2022
<b>Award of Contract</b>	14/10/2022
<b>Commencement of Contract</b>	14/10/2022
<b>Conclusion of Contract</b>	1/02/2023

### 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 bidders' local currency 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

### Review of the PPPO Strategic and Implementation Workplan & develop a PPPO Sustainability Business Plan (5 – 10 years)

#### A. Background/context

The Pacific Plant Protection Organization (PPPO) was founded in October 1994 by the South Pacific Conference (now the Pacific Community Conference) at its 34th Session in Port Vila, Vanuatu. The Biosecurity & Trade Support unit of the Land Resources Division of the Pacific Community (SPC-LRD) is the Secretariat of PPPO and administers its affairs. The PPPO is tasked with coordinating harmonization of phytosanitary measures and for fostering co-operation in plant protection and other phytosanitary matters among members and shall act for the members in developing contacts with and where appropriate, provide input into other global and regional organizations that have authority in such matters.

Under the Enhanced Pacific Market Access Partnership (EPMAP) project, the New Zealand Ministry for Primary Industries (MPI), with funding provided by the New Zealand Ministry for Foreign Affairs & Trade (MFAT) will collaborate with the PPPO to implement their prioritised activities in enhancing protection from biosecurity risks, management of existing risks and improving the facilitation of safe trade. The EPMAP provides support to targeted Pacific Island Countries and Territories (PICTs) to enhance their market access and phytosanitary assurances to New Zealand by ensuring countries have robust export facilitation and capacity building systems.

The short-term consultation is focused on reviewing of the PPPO strategic workplan, propose improvements and then develop a proposed 5 – 10 years sustainability business plan for the PPPO. The business plan will strengthen PPPOs strategic platform, business focus and adaptability to change to attract and facilitate a secured and long-term support and funding commitment by interested donor agencies. This will also include recommendations on how SPC LRD and PPPO can effectively implement their workplan during times of pandemic and natural disasters where travel will not be possible. This will ensure the effective delivery of the core functions of the PPPO, less hindrance to the implementation of the annual workplan, and ensure the sustainability of the PPPO as a regional plant protection organization (PPPO).

The consultancy will include consultation with PPPO member countries, PPPO Executive Committee (PPPO ExCo), relevant regional and international development partners and organizations, and exploring business models that could be considered for the sustainability of the PPPO.

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

##### Key responsibilities will include:

1. Review and undertake a gap analysis of the current PPPO Strategic Framework and workplan against the constitution and mandate of the organization, funding streams and all types of support provided.
2. Study relevant business models and make recommendations on best model to transition the organization to a renewed and improved concept of delivering its business and support to its members.

3. Undertake national-level consultation with the assistance of identified national technical assistants and Pacific Community (SPC) Biosecurity Sanitary Phytosanitary (BSPS) Team/ PPPO secretariat team in the review.
4. Consult and study operations of the International Plant Protection Organization (IPPC), other internal bodies, other regional plant protection organizations (RPPO)s and other large organizations (where relevant) to assist in framing the business framework and transition of the PPPO.
5. Based on the review, gap analysis and consultations, develop a PPPO 5 – 10 years sustainability business plan.
6. Review the system of operations for SPC-LRD and PPPO and provide recommendations on how implementation of the annual workplan can continue unhindered during times of pandemic or natural disasters.
7. Present the approved PPPO sustainability business plan to the PPPO Exco and the full board later in the year (2022). The presentation will include an analysis of the current PPPO operations and available funding support including advantages and disadvantages, and recommendations for a new and improved framework of doing business with benefits and risks.

It is important for the selected consultant to carry out the above tasks while keeping the PPPO secretariat team fully informed and involved.

#### **Expected Milestones/Outputs and Deliverables:**

The consultant is expected to deliver the following products by the end of the consultancy:

1. **PPPO Workplan**, outlining schedule of consultations, methodologies and plans
2. **Review and Gap analysis report** including also all technical support provided, lessons learnt, progressive reports, outcomes of national-level and international consultations and recommendations.
3. **1<sup>st</sup> Draft, 2<sup>nd</sup> Draft and final PPPO 5 – 10 years sustainability business plan** that is approved by the PPPO ExCo and PPPO Full Board.
4. Recommendations on how the SPC-LRD and PPPO system of operations can be improved to ensure implementation of annual workplan will not be affected during times of pandemic and natural disasters.
5. **A final close out report** at the end of the project to provide lessons learnt, issues identified, risks etc.

#### **Note:**

1<sup>st</sup> Draft report should initially be presented to MPI and SPC/PPPO Secretariat for review.

After that the final draft is presented to the PPPO Exco and then to the PPPO full board (approving authority) for final endorsement.

### **C. Timelines**

- The consultancy will commence upon signing and will end no later than 01 February 2023, unless extended mutually by both parties.
- The consultant must propose a work plan, budget and activity schedule with timelines to achieve the expected outputs using the appropriate methodologies.
- The consultancy must be completed within the agreed timeliness and is strictly not subject to an extension.

## D. Reporting and contracting arrangements

- The consultant will work collaboratively and closely with the SPC/PPPO Secretariat Team (based in Suva, Fiji) and the New Zealand MPI Pacific Team (based in Wellington, New Zealand). SPC Project Coordinator will follow-up with the consultant when any issues are identified and escalate to the MPI Project Manager if required. The consultant is expected to produce all documents, reports, PowerPoint presentation and a final report upon successful completion of activities according to the agreed milestones and key responsibilities under the Scope of Work.
- The consultant cannot make a decision or commitment nor media representations for SPC and/or PPPO during and after his consultancy.
- The consultant is expected to supply his/her own computer/laptop and other equipment.
- At its discretion, the EPMAP project may convene a (virtual) consultation to validate findings from this consultancy.
- The consultant shall be engaged to undertake the consultancy working according to a planned schedule to be completed no later than expiry of the contract.
- The consultant must propose a work plan, budget and activity schedule with timelines to achieve the expected outputs using the appropriate methodologies.

## E. Skills and qualifications

The successful applicant must have:

- Advanced degree in Law, or Agriculture Science, or Biosecurity or Environmental Law.
- 5 or more years of relevant experience in natural or environmental sciences, biosecurity legislation, related work or other similar expertise.
- Previous experience in developing and/or review of Strategic work plans and gap analysis work is essential. Similar work undertaken in the region previously will be advantageous.
- Previous experience in national level consultation and producing technical reports.
- Strong understanding of biosecurity and SPS in the PICTs.
- Strong experience in developing business models/systems, their marketing and sustainability mechanisms.

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

The consultant will be paid in line with the payment schedule below

Milestone no.	Milestone/output	Deadline	% payment
1.	Signing of contract	October 2022	10
2.	Submission and acceptance of a <b>workplan</b> within 2 weeks of contract being signed.	October 2022	10
3.	Submission of <b>Review and Gap analysis report.</b>	November 2022	15
4.	Submission of 2 <sup>nd</sup> report on national consultations held in the PPPO workplan review and way forward.	November 2022	10
5.	Submission of <b>1<sup>st</sup> draft PPPO 5 – 10 years business plan</b> and presentation to the PPPO ExCo.	December 2022	10
6.	Submission of <b>2<sup>nd</sup> draft PPPO 5 – 10 years business plan</b> and presentation to the PPPO ExCo	December 2022	10



6.	<b>Submission of final PPPO 5 – 10 years business plan</b> and endorsement from NZ MPI Team.	January 2023	25
7.	Submission and acceptance of final <b>close out</b> report	January 2023	10
	<b>TOTAL</b>		100

## 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.

Criteria	Weighting	Score
<b>Mandatory requirements</b>		
Provide CV with the proposal submission form	<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met	
<b>Qualifications</b>		
Advanced degree in Law, or Agriculture Science, or Biosecurity or Environmental Law.	20%	140
<b>Experience:</b>		
5 or more years of relevant experience in natural or environmental sciences, biosecurity legislation related work or other similar expertise.	20%	140
Previous experience in conducting review of Strategic work plans and gap analysis work is essential. Similar work undertaken in the region previously will be advantageous.	20%	140
Previous experience in national level consultation and producing technical reports	10%	70
Previous experience in undertaking strategic workplan development and finalization.	10%	70
Strong understanding of biosecurity and SPS in the PICTs.	10	70
Have strong experience in developing business models/systems, their marketing and sustainability mechanisms.	10	70
<b>Total Technical Score</b>	100%	700

## Part 5: PROPOSAL SUBMISSION FORMS

### Section 1- Technical Proposal Submission Form - review of the PPPO Strategic and Implementation Workplan & develop a PPPO Sustainability Business Plan (5 – 10 years)

#### PART A – Background

	RESPONSE BY BIDDER
Name:	
Physical Address:	
Postal Address:	
Telephone Contact:	
Email:	
Two contacts of referees or references. Attach additional details considered as relevant	
Attach latest CV with the proposal	

#### PART B – Evaluation Criteria

CRITERIA	RESPONSE BY BIDDER
Advanced degree in Law, or Agriculture Science, or Biosecurity or Environmental Law.	
5 or more years of relevant experience in natural or environmental sciences, biosecurity legislation related work or other similar expertise.	
Previous experience in conducting review of Strategic work plans and gap analysis work is essential. Similar work undertaken in the region previously will be advantageous.	
Previous experience in national level consultation and producing technical reports	
Previous experience in undertaking strategic workplan development and finalization.	
Strong understanding of biosecurity and SPS in the PICTs.	
Have strong experience in developing business models/systems, their marketing and sustainability mechanisms.	

## Section 2 – Financial Submission Form

In the financial proposal, bidders should detail as much as possible the price requested in response to the technical specifications.

Wherever possible, this should be stated as a lump sum and then as a total amount (e.g., lump sum can be daily rate for a consultant).

No additional costs can be claimed from SPC after the contract has been signed. Bidders must mention in their financial proposal all additional costs foreseen for the execution of the contract (material, equipment, travel, etc.). These costs will either be included in their fees, paid or reimbursed by SPC upon presentation of supporting documents. In any case, they must be estimated by the bidder in its financial proposal and will form an integral part of SPC's evaluation of proposals.

Bidders must also mention any special conditions relating to the amount of their proposal or the terms of payment.

The financial proposal must be submitted inclusive of taxes in accordance with the applicable legislation. However, the final amount of the awarded contract may be paid to the successful bidder inclusive or exclusive of taxes, depending on the tax exemptions enjoyed by SPC as an intergovernmental organisation in its member countries and territories.

The following form is given as an indication, the bidder may submit its financial proposal to SPC in another format, provided that it complies with the instructions detailed in this RFQ .

Particulars	Amount [State local currency]
<p><b>Total Professional fees</b> Bidders to specify daily rate as well.</p>	
<p><b>Any Other Related Costs</b> (Please Specify the cost being quoted. This is reimbursable based on actuals) <b>Note:</b></p> <ol style="list-style-type: none"> <li>1. SPC will arrange airfare/boat fare and pay daily subsistence allowance which covers meals, incidentals, and accommodation for any travels as and when required.</li> <li>2. SPC does not provide insurance for consultants travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes or duties for which the</li> </ol>	

consultant may be liable <b>thus any such costs arising from this consultancy must be factored into the financial proposal.</b>	
<b>Total Financial offer</b> (inclusive of all taxes)	

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, taking into account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*