

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Analysis of non-communicable diseases (NCD) communication campaigns carried out in the Pacific region to guide future communication action in this field
Nature of the services	Review the communication campaigns which have targeted Pacific Island communities concerning NCDs and their risk factors (tobacco, alcohol, food, physical activity), analyse those campaigns, highlight their positive points, identify their shortcomings and how they can be improved, and make proposals for future communication campaigns aimed at behavioural change in the Pacific in the light of the regional context and existing innovations in this field.
Location:	Pacific region
Date of issue:	18/04/2023
Closing Date:	15/05/2023
SPC Reference:	RFQ23-5266

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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 or in French and as an attachment to an email sent to soleneb@spc.int and with the subject line of your email as follows: **Submission RFQ23-5266**. 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
- Proposed study protocol and schedule, experts' CVs

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 **15/05/2023 12:00** on **(UTC+ 11:00) Solomon Islands, New Caledonia**.

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.

Solène Bertrand will be your primary point of contact for this RFQ and can be contacted at soleneb@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	14/04/2023
RFQ Closing Date	18/05/2023
Award of Contract	20/05/2023
Commencement of Contract	1/06/2023
Conclusion of Contract	31/11/2023

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 XPF 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 Pacific Community (SPC) is a regional organisation which supports Pacific Island countries and territories (PICTs) in their development. Its Public Health Division is in charge of helping PICTs implement actions to prevent and manage non-communicable diseases (NCDs) which have a heavy impact on Pacific Island communities.

To prevent diseases such as diabetes, cardiovascular diseases, cancers, and others, one must adopt a healthy lifestyle (e.g. no tobacco, responsible consumption of alcohol, balanced diet and regular physical activity). Information on NCDs and their risk factors is key to behavioural change strategies promoting prevention.

This is why the PICTs and SPC have been conducting communication campaigns (posters, TV/radio spots, web and social network videos, billboards, leaflets, etc.) these past 20 years to encourage people to make choices that protect their health.

It is now time to look back on and review all the communication material on NCDs created to target the general public, analyse them and provide strategic direction for future communication campaigns so as to increase their relevance and effectiveness.

B. Purpose, objectives, scope of services

The purpose of this RFQ is to provide PICTs with useful information on how to carry out their future NCDs communication campaigns.

Communication strategies are evolving. Some types of communication have proven their effectiveness, while others have turned out to be useless or, even worse, to have led to unwanted effects.

C. Timelines

The work is expected to commence by June 2023 and conclude on 30/11/2023.

D. Reporting and contracting arrangements

The Consultant will work in connection with the following focal points:

- Solène Bertrand-Protat, Non-communicable Diseases Adviser
- Maiwenn Moreau, Project Assistant

There are three components which the vendor will have to perform:

- Propose a work methodology.
- Collect information from the NCD focal points in the region's countries and territories.
- Analyse the information collected, identify areas for improvement and make proposals for the future.

SPC undertakes to provide the contact list of the NCD focal points, as well as any communication materials it has in its possession (archives).

Regular meetings will be held to take stock of the project and make any organisational adjustments.

E. Skills and qualifications

- Communication expertise
- Experience in the field of health communication and health promotion
- In-depth knowledge of the Pacific region and of NCD issues
- Excellent command of English (good knowledge of French is a plus)

In view of the skills required for this study, the involvement of several consultants is encouraged.

F. Scope of Bid Price and Schedule of Payments

Payment will be made in instalments according to the terms below.

Milestone/deliverables	Deadline	% payment
Approval of study protocol	31/07/2023	50%
Delivery of final report	30/11/2023	50%

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		
Expertise in communication Expertise in health	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: Experience in communication in the field of health	60%	420
Technical requirement 2: Knowledge of the Pacific region and NCDs	30%	210
Technical requirement: Command of English language	10%	70
Total Score	100%	700