



# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	SAFE Project
<b>Nature of the services</b>	Provision of Services to Produce 1 x Animated Video and Graphic Designing for SAFE Pacific
<b>Location:</b>	LRD, Narere
<b>Date of issue:</b>	3/05/2023
<b>Closing Date:</b>	12/05/2023
<b>SPC Reference:</b>	RFQ 23-5334

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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 [maryannl@spc.int](mailto:maryannl@spc.int) cc: [williamk@spc.int](mailto:williamk@spc.int) and with the subject line of your email as follows: **Submission RFQ 23-5334- Animated Video and Graphic Designing for SAFE Pacific**. 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

- Quotation/proposal compliant to the specifications provided in Part 3 and responds to the evaluation criteria in part 4, and must include total financial offer for the required work
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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 **11.59pm Fiji Time on 12/05/2023**.

### 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.

Maryann Lockington will be your primary point of contact for this RFQ and can be contacted at [maryannl@spc.int](mailto:maryannl@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>	3/05/2023
<b>RFQ Closing Date</b>	12/05/2023
<b>Award of Contract</b>	15/05/2023
<b>Commencement of Contract</b>	15/05/2023
<b>Conclusion of Contract</b>	30/06/2023

## 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 FJD 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 'Safe Agriculture trade Facilitation through Economic integration in the Pacific' (SAFE Pacific project) being funded under the 11th European Development Fund (EDF) aims to provide targeted assistance to support small Pacific Island Countries (PICs) to increase export capacity and improve economic growth. With its rich diversity of culture and resources, there is potential for greater trade and market opportunities for small Pacific ACP (African, Caribbean, Pacific) states.

SAFE Pacific is being implemented in 15 Pacific ACPs: Cook Islands, Fiji, Federated States of Micronesia, Kiribati, Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Solomon Islands | Samoa, Timor-Leste, Tonga, Tuvalu, Vanuatu.

**The project's specific objectives are two-fold:**

- 1) to increase intra-regional and international trade and;
- 2) to increase the private sector's participation in economic integration

### B. Scope of services

- Work with the Communications Officer and SAFE Pacific team to produce a visually appealing animated video to promote preventative measures that travellers can take to stop the spread of animal diseases
- Liaise with the Animal Health and Production team and CO to draft and finalise a video script
- *Duration of video and format:* A 15 second video to promote safe traveller practices that can be featured on social media, airline LCD panels, social media, television and shared as a resource
- Provide three rounds of draft feedback with the team focus group
- A round of feedback to ensure logo and branding aligns with the visibility requirements
- Finalise video formats adaptable for Airline LCD Monitors, social media and television
- Provide final editable digital files to SPC that allow for further vernacular translation and subtitles.

### C. Timelines

#### **2 months: Finalise by June 30 2023**

- 19 May finalised script and film concept
- 26 May first draft storyboard
- 9 June first draft animated video
- 23 June second draft animated video
- 30 June animated video finalised production

### D. Reporting and contracting arrangements

The contractor will Work with the Communications Officer and SAFE Pacific Animal Health and Production team and be responsible to the Team Leader for SAFE Pacific Project and the Procurement and Grants officer under SAFE Pacific Project.

### E. Skills and qualifications

Atleast 5 years' experience in the field of animation production

Atleast 3 experience working with NGO's and other agencies such as SPC.

Registered business operating within its legal ambit

Ability to meet strict deadlines and timeframe.

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

Payment will be made in full within 30 days from receipt of goods/service and invoice.

## 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.

Competency Requirements	Score Weight (%)	Points obtainable
<b>Technical requirement 1:</b> at least 5 years of Organizational experience in terms of undertaking similar contracts	30%	210
<b>Technical requirement 2:</b> Similar Videos produced in past with references demonstrating similar work carried out in the last 3 years	40%	280
<b>Technical requirement 3 :</b> Ability to meet the timeframe	30%	210
<b>Total Score</b>	<b>100%</b>	<b>700</b>