



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Digital Earth Pacific (DEP)
Nature of the services	Local consultant and advisor for Digital Earth Pacific (DEP) – Tongatapu remote sensing Land Cover Assessment Skills Transfer (LCAST) technical capacity building workshop
Location:	Nuku'alofa, Tonga
Date of issue:	24/05/2023
Closing Date:	7/06/2023
SPC Reference:	23-5433

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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 nicholasm@spc.int and with the subject line of your email as follows: **Submission 23-5433**. 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
- Cover letter

- proposal / workplan (1-2 pages)

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 Tonga Standard Time on 1/06/2023**.

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.

Nicholas Metherall will be your primary point of contact for this RFQ and can be contacted at nicholasm@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	24/05/2023
RFQ Closing Date	7/06/2023
Award of Contract	9/06/2023
Commencement of Contract	12/06/2023
Conclusion of Contract	29/08/2023

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](https://spc.int/procurement) 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 USD 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 first Digital Earth Pacific Land Cover Assessment Skills Transfer (DEP LCAST) technical capacity building workshop has been arranged to address some specific outcomes addressed in the Needs Assessment Report by representatives of the Government of the Kingdom of Tonga held in Tongatapu on 11 August 2021. One of the needs identified by the relevant stakeholders in Tonga was the need to monitor land cover and land use changes, deforestation, mineral resources and other key changes that might have implications for both water security, food security, economic activity and disaster risk reduction. The overarching theme is to address the data and capacity shortages in using remote sensing datasets for better resource management. Enhanced capabilities to utilise this data in relation to land cover and land use change will also allow countries to report against a range of the indicators under Sustainable Development Goals (SDGs) 6, 11, 12, 13, 14 and 15.

Training and skills transfer programs in Tonga need to develop with consideration for local conditions. As a result, this training DEP LCAST workshop should be designed and coordinated through consultation to incorporate local inputs. To facilitate this, SPC is seeking to contract a local consultant to help coordinate the DEP LCAST workshop.

B. Purpose, objectives, scope of services

Major activities

- Providing advice to SPC team in the lead up to the workshop.
- Collaborating with SPC team for the design, planning and coordination of DEP LCAST workshop.
- Helping in arranging venue for workshop, audio-visual, catering and other requirements.
- Assisting in increasing participation in workshop to between 8-14 participants including:
 - o At least 2-4 from Ministry of Agriculture (1) and Forestry (1)
 - o At least 2-4 from Ministry of Lands and Nature Resources
- Facilitation of workshop.
- Assisting with pick up and drop off airport transfers for SPC Team
- Supporting with logistics and planning of field trips
- Support with procuring rental vehicles: car / mini-bus / bus (TBC)
- Supporting within inputs into report at the end of the DEP LCAST workshop.
- Supporting the SPC team with access to information, facilities and supplies as needed during their stay.

Collecting feedback from participants and agencies participating in workshop and collating this into a final report.

C. Timelines

The timeline will involve a total of 12 days work. This will include the following:

- 2 days full-time or 4 days part-time in the lead up to the SPC arrival in Tonga (June-July 2023)
- 2 days full-time support leading up to LCAST workshop with support for SPC team arrival in Tonga (21-23 July 2023)
- 5 days full-time support throughout DEP LCAST workshop (at this stage 24-28 July 2023)
- 3 days full-time or 6 days part-time support after DEP LCAST workshop for SPC team departure in Tonga (29 July – 29 August 2023)

All work within the contract should fall between June and 29 August 2023.

D. Reporting and contracting arrangements

The consultant will report to the Earth Observation Officer as primary contact and the Geoinformatics Team Leader as secondary contact. Both contacts are in the Geoinformatics Section of the Geoscience Energy and Maritime (GEM) Division of SPC.

The consultant will have weekly email correspondence with the Earth Observation Officer from the beginning of the contract with the possibility of more frequent correspondence and calls tentatively from early June to August in the lead up to and during the workshop.

The consultant is expected to coordinate with the invited agencies and ensure that each agency nominates representatives to participate in the training workshops.

The consultant will liaise with these agencies and participants in order to ensure that they have the information needed to register for and attend the workshop.

E. Skills and qualifications

The consultant will have the following skills, qualifications and experience:

Skills:

- Proficiency in working across Government in Tonga
- Proficiency in workshop facilitation skills
- Communication skills
- Project management skills
- Events management skills
- Procurement skills

Qualifications:

Mandatory

- A Bachelors Degree in a relevant field

Experience:

Mandatory

- At least 10 years of experience working with or within Government Agencies in Tonga
- Experience working on organising events
- Experience working on procurement
- Experience on geospatial and land sector/land cover related projects

F. Scope of Bid Price and Schedule of Payments

- The terms of payment shall be in accordance with the provisions of article 10 of the SPC General Conditions.

Milestone/deliverables	Deadline	% payment
Preparation ahead of DEP LCAST workshop	24 July 2023	40
Successful support and completion of the workshop	28 July 2023	45
Submission of final report at completion of workshop	29 August 2023	15
TOTAL	29 August 2023	100

G. Annexes to the Terms of Reference

Bidders should refer to the following documents to understand the context of the DEP LCAST Workshop:

1. Digital Earth Pacific (DEP) webpage: <https://www.spc.int/DigitalEarthPacific>
2. [DEP Brochure](#)
3. DEP Needs Assessment Report (Tonga Section) <https://www.spc.int/DigitalLibrary/Get/6e70b>
4. Land use vs land cover : <https://oceanservice.noaa.gov/facts/lclu.html>
5. Significance of Land use and land cover maps <https://www.satpalda.com/blogs/significance-of-land-use-land-cover-lulc-maps>

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		
<ul style="list-style-type: none"> - Business registration or tax ID number to act as a consultant - At least 10 years of experience working with or within Government Agencies in Tonga - Experience working on organising events - Experience working on procurement 	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: Experience <ul style="list-style-type: none"> a. Number of similar past experiences / projects b. Number of similar past projects completed c. Number of years relevant work / years working with relevant government ministries d. Detail of projects provided 	40%	40
Technical requirement 2: Proposed methodology <ul style="list-style-type: none"> a. Number of relevant Ministries / agencies to be contacted b. Number of participants from relevant Ministries to be confirmed for attendance in training c. Number of meetings with relevant Ministries 	45%	45
Technical requirement 3: Logistics Tasks <ul style="list-style-type: none"> a. Ability to facilitate workshop participants b. Ability to liaise and coordinate with various stakeholders and ministries 	15%	15
Total technical Score	100%	100

The financial proposal will make up 30% of the overall, while the technical will be 70%

Part 5: TECHNICAL AND FINANCIAL PROPOSAL FORMS

PART A – Background

RESPONSE BY BIDDER	
Name	
Physical Address	
Postal Address	
Telephone Contact	
Email	

PART B – Technical evaluation criteria

Technical Requirements	
Competency Requirements	Response by Bidder
<p>Experience: Evidence of the bidder's relevant experience must be submitted. Bidders shall provide details of three contracts that demonstrate their track record in completing services similar to the ToR in Part 3 of this RFQ. The bidder should provide contact details of one referee for each of the contracts. The contracts should have been completed or substantially completed within the last 10 years. Please attach CV(s) and any supporting information as necessary.</p>	<p>Details for two references</p>
	<p>1. Client's name: <i>[insert name of client 1]</i></p>
	<p>Contact name: <i>[insert name of contact]</i></p>
	<p>Contact details: <i>[insert contact details]</i></p>
	<p>Value contract: <i>[insert value of contract]</i></p>
	<p>2. Client's name: <i>[insert name of client 2]</i></p>
	<p>Contact name: <i>[insert name of contact]</i></p>
	<p>Contact details: <i>[insert contact details]</i></p>
	<p>Value contract: <i>[insert value of contract]</i></p>
	<p>3. Client's name: <i>[insert name of client 3]</i></p>
	<p>Contact name: <i>[insert name of contact]</i></p>
	<p>Contact details: <i>[insert contact details]</i></p>

	Value contract:	<i>[insert value of contract]</i>
1. Technical Requirement 1: experience		
<ul style="list-style-type: none"> a. Number of similar past experiences / projects b. Number of similar past projects completed c. Number of years relevant work / years working with relevant government ministries d. Detail of projects provided) 	<i>[Bidder's answer]</i>	
2. Technical Requirement 2		
<p>Proposed workplan addressing the following at the minimum:</p> <ul style="list-style-type: none"> a. Number of relevant Ministries / agencies to be contacted b. Number of participants from relevant Ministries to be confirmed for attendance in training c. Number of meetings with relevant Ministries 	<i>[Bidder's answer]</i>	
3. Technical Requirement 3		
Experience organising and managing workshops	<i>[Bidder's answer]</i>	

PART C – Financial proposal

All costs indicated on the Financial Proposal should be **inclusive** of all applicable taxes. The format shown below should be used in preparing the price schedule. All prices in the proposal must be presented in **EUR**.

Particulars	Amount (EUR)
Professional fees	Day rate: EUR _____

SPC will not cover separate lines for overheads/running costs, contingencies... If these apply, the costs are to be taken into account in the fees charged for the delivery of the specific services.

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 consultant may be liable.

The Contractors duty station is their home with travel to Nuku’alofa, for the workshop.

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]*