



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Festival of Pacific Arts and Culture Media and Broadcast Scoping
Nature of the services	Consultant to conduct a detailed scope of works around international broadcast, streaming and international exposure of the Festival of Pacific Arts to be held in Hawaii in 2024
Location:	Honolulu, Hawaii
Date of issue:	28/06/2023
Closing Date:	5/07/2023
SPC Reference:	RFQ23-5513

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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 letilam@spc.int and with the subject line of your email as follows: **Submission RFQ23-5513**. 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
- [Technical Proposal, detailing how all of the outputs be delivered.](#)
- [Financial Proposal submission form.](#)

- [Due diligence questionnaire.](#)
- Resume/ CV of Consultants
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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 5/07/2023.**

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.

Letila Mitchell will be your primary point of contact for this RFQ and can be contacted at letilam@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	28/06/2023
RFQ Closing Date	5/07/2023
Award of Contract	6/07/2023
Commencement of Contract	10/07/2023
Conclusion of Contract	30/09/2023

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 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 an established festival bringing together artists and cultural operators from all Pacific nations. The festival operates under the custodianship of the Pacific Community (SPC), in collaboration with the Council of Pacific Arts and Culture (CPAC). One of the largest and most mature indigenous festivals of the world, FestPAC provides an important platform for cultural conservation and revitalisation, creativity and innovation, and cultural diplomacy within the Pacific region. The first South Pacific Festival of Arts was held in Fiji in 1972, and FestPAC has continued to be a regular Pacific event held every four years, until the interruption of the COVID-19 pandemic in 2020.

FestPAC's original intentions of conservation, safeguarding and continued practice of Pacific indigenous cultures remain significant and important across all generations. FestPAC has provided numerous examples of cultural best-practice, interweaving Pacific cultural, environmental, and economic sustainability imperatives. Cultural leaders, arts practitioners, and other participants articulated a view that FestPAC has consistently delivered upon its original intentions of safeguarding and retaining Pacific cultures and facilitating the gathering of indigenous Pacific peoples. FestPAC has been a driver of cultural innovation and Pacific identity across the region and is a key platform for the implementation of the Pacific Regional Cultural Strategy, in line with the 2050 Strategy for Blue Pacific Continent and Pacific 2030: Sustainable Tourism Policy framework. FestPAC is a key catalyst for the cultural and creative industries supporting the mobilisation, development and valuing of culture as a driver for sustainable development.

FestPAC provides a global opportunity to bring to the forefront Oceanic knowledge systems and practices that can provide key solutions, innovations and instruments for sustainable living and being which supports, cultural recovery, climate adaptation, conflict resolution and governance. Our Oceanic arts and cultural custodians are at the forefront of this regenerative thinking and practicing, embedding wholistic knowledge systems and practices that can make significant impacts at a global level. To elevate this work the Pacific Community as custodian of FestPAC is working alongside the Council of Pacific Arts to increase FestPAC's international visibility which includes strengthening audience engagement both at FestPAC as well as digital and broadcast audiences.

B. Purpose, objectives, scope of services

The purpose of the scoping project will conduct a desk review, scoping and background on Media and Broadcast models in place for other major international events and festival.

The scoping project will also consist of a site visit to Hawaii who are hosts for the 13th Festival of Pacific Arts and Culture in 2024.

The consultant/s will be expected to:

- Participate in both virtual and face to face meetings with SPC and host nation Festival Director and Festival Provider.
- Conduct Meetings with FestPAC13 stakeholders, regional and international media keyholders.
- Develop a detailed report with background on other international models of best practice focusing on sustainability, visibility and Indigenous Cultural and Intellectual Property (ICIP) practices for media and broadcast.

- Develop a media and broadcast plan and budget for FestPAC13 including any risk and mitigation considerations.
- Contribute to the set-up of the FestPAC Media and Broadcast Committee and development of the FestPAC Media and Broadcast Strategy.
- Contribute to a regional media for culture and the arts training program for FestPAC.

C. Timelines

The contracted consultant/s will conduct this work over the course of 20 days from 10th July 2023 till 30th September 2023. The timelines of the work will be carried out in agreement with the project staff at SPC.

D. Reporting and contracting arrangements

The contract will be issued and managed by the SPC under the Supervision of the Culture Advisor in consultation Team Leader, Culture for development, HRSD.

The contracted consultants or firm will be preferably from within the Pacific Region.

E. Skills and qualifications

The consultant is expected to:

- Have extensive experience in the Pacific region and specifically in the field of Media and Broadcast.
- To have extensive experience in conducting media and broadcast for major and large scale regional and international events and festival media.
- To have proven networks in the media and broadcast in the Pacific and internationally.
- Demonstrated ability to manage resources efficiently and with accountability, and to manage time.
- Possess a general understanding of the cultural context in the Pacific and knowledge of cultural and creative industries.
- Have at least 10 years of work experience in the above areas.

F. Scope of Bid Price and Schedule of Payments

- The contract will be payments based on milestones which are detailed in the table below.
- Bidders must provide a detailed breakdown of costs for the delivery of all required outputs detailed in the scope of services above.
- Any expected travel, in terms of accommodation and travel costs during the consultancy period shall be covered by the consultant.
- Terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.

Milestone/deliverables	Deadline	% Payment	Amount in EUR
Milestone 1: Submission of workplan	31 July 2023	20%	
Milestone 2: Scoping and site visit	31 July 2023	50%	

Milestone 3: Submission of Report	31 August 2023	30%	
Debrief with SPC project team	30 September 2023	NIL	NIL
TOTAL		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.

Competency Requirements	Score Weight (%)	Points obtainable
<ul style="list-style-type: none"> • Conflict of Interest Declaration form completed, • Technical Proposal Submission form (including calendar/workplan), • Financial Proposal Submission form, • Business registration (if applicable as per consultant’s applicable legislation), • Tax Identification Number letter • One sample of recent work submitted on relevant or similar topics must be provided. • Bidders’ Resume 		<p>Mandatory requirements. Bidders will be disqualified if any of the requirements are not met</p>
Technical requirement 1: Have extensive experience in the Pacific region and specifically in the field of Media and Broadcast	20%	140
Technical requirement 2: To have proven networks in the media and broadcast in the Pacific and internationally	20%	140
Technical requirement 3: Demonstrated ability to manage resources efficiently and with accountability, and to manage time well	15%	105
Technical requirement 4: Possess a deep understanding of the cultural context in the Pacific and knowledge of cultural and creative industries	20%	140
Technical requirement 5: Have at least 10 years of work experience in the media and broadcast in the Pacific region.	20%	140
Technical requirement 6: Other non-listed skills that could support an application such as ‘team fit’ and interpersonal skills, experience with Microsoft Office and presentation tools etc	5%	35
Total Score	100%	700