



# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>Pacific Adoption of Waste-to-Energy Solutions (PAWES)</b>
<b>Nature of the services</b>	Provide Technical Assistance for the Pacific Adoption of Waste-to-Energy Solutions Project.
<b>Location:</b>	Suva, Fiji with travel to the five project countries: Marshalls; PNG, Samoa, Solomon Islands and Tuvalu
<b>Date of issue:</b>	7/07/2023
<b>Closing Date:</b>	21/07/2023
<b>SPC Reference:</b>	RFP 23-5525

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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 [florencev@spc.int](mailto:florencev@spc.int) and with the subject line of your email as follows: **Submission RFQ23-5525 - PAWES Technical Assistance**. 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
- Please also include an updated CV

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 **11.45 pm Fiji Time on 21/07/2023**.

### 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.

Florence Ventura will be your primary point of contact for this RFQ and can be contacted at [florencev@spc.int](mailto:florencev@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
RFQ sent to potential vendors	7/07/2023
RFQ Closing Date	21/07/2023
Award of Contract	28/07/2023
Commencement of Contract	1/08/2023
Conclusion of Contract	1/07/2024

### 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](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 Pacific Adoption of Waste-to-Energy Solutions (PAWES) Project is funded by the European Union and the support of the Secretariat of the Organisation of African, Caribbean and Pacific States. It is implemented by the Pacific Community in close partnership with SPREP and national governments (Marshall Islands; Papua New Guinea; Samoa; Solomon Islands and Tuvalu), the private sector, the University of the South Pacific and the University of Papua New Guinea.

The target beneficiary countries for this project are Marshall Islands, Papua New Guinea, Samoa, Solomon Islands and Tuvalu. The project team is based in Fiji with SPC and a Technical Waste Officer based in Samoa with SPREP.

The overall objective (i.e., impact) for the project is that there is “enhanced solid waste management and energy security in the Pacific Region”.

With the following two specific objectives:

- (SO1) National and subnational Government entities are able to make informed decisions on developing a sustainable waste-to-energy sector;
- (SO2) Tertiary education providers provide updated training and perform state-of-the-art research on solid waste management, renewable energy technologies and waste-to-energy.

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

To successfully deliver on a key number of activities the Project team is looking for someone with exceptional organisational skills, policy writing relevant technical expertise in the energy sector in particular waste-to-energy. This person or company is needed to undertake a short-term contract to implement several activities to contribute to the first specific objective (SO1) under work package 1 and work package 3. N.B In this document the main activities are expressed as work packages (WP), and there are 6 WPs in this project.

- *WP1 – Capacity strengthening of government entities in the application of support tools for evidence-based decision making in waste-to-energy.*

Activities under this work package will work to ensure that Pacific national and sub-national governments have the understanding and capability to make effective and efficient decisions regarding waste-to-energy in their national context. The activities will focus on understanding the existing capability and policy/operational context for solid waste management and renewable energy technology at the national level, any appropriate initiatives to fill sectoral gaps, and what training is required for government entities to make the requisite decisions in the future.

- *WP3 – Promotion of cross sectoral collaboration among government entities and the educational research and private sector.*

Activities under this work package will work to provide in person virtual platforms to discuss the adoption of existing technologies, an awareness of lessons learned from previous Pacific waste-to-energy pilots or successful waste-to-energy implementation internationally, and facilitate ongoing South-South knowledge exchange and cooperation among government entities and the educational, research and private sector.

For ease of reference the Project Document or the Description of the Action is attached as Annex 1 and a snapshot of just work packages 1 and 3 are attached as Annex 2.

The Technical Assistance consultant will lead and be expected to deliver on the following:

**1. National waste to energy forums**

The purpose of the National WtE Forums is to: create an awareness of WtE within each national context; get discussions underway; and an understanding of the PAWES Project and how this project is only one piece of the jigsaw puzzle and how it all fits into the work that is being done at national, regional and international level. It is envisaged that the WtE Forums will consist of Panel members/speakers from a mix of government, private sector, PAWES project etc. It will be advertised in national newspapers and social media and will be free and open to the public.

The consultant will be expected to design and deliver five National WtE Forums in each of the five beneficiary countries.

*This will involve:*

- Travel to each of the five beneficiary countries from late September through to the first week of November 2023.
- Develop and deliver on a work plan and budget. An outline budget will be provided.
- Organise speakers for each national forum. The Technical Assistance consultant will need to be able to contact government ministers, private sector and any potential international speakers. Ensuring that each topic is relevant to each country context.
- Provide detailed briefs for each panel member/speaker.
- Facilitate each Forum.
- Organise all logistics such as travel plan, venue, refreshments, advertisements in national newspapers and social media.
- Provide substantial assistance to the Technical Waste Officer to design and deliver, the WtE workshops in the margins of each National WtE Forums.
- Provide support to parallel work that will be ongoing from July to November that will feed into the design and be incorporated into the Forums. This is the support to the WtE Policy and roadmaps.

**2. National Waste to Energy Technology Symposiums**

A national WtE technology symposium (WtE Tech Symp) will be held in each of the five beneficiary countries. The purpose of the WtE Tech Symp's are to provide an opportunity to bring together all relevant stakeholders in each country to view the range of WtE technologies that are suitable to each country. Stakeholders will be: private sector interested in forming public private partnerships or invest in private companies; government, financial institutions (banks, donors). The results of the feasibility cost benefit analysis will be used to feed into the design of the WtE Tech Symp. Where possible actual options can be bought in to showcase at the WtE Tech Symp and where these cannot be bought in the spec's can be shared via a website. Distributors may be invited to present either via zoom, in person or to be recorded on film, website or paper. The idea here is to have at the same table all government officials, private sector and possible funders and provide an opportunity for them to speak. SPC will not favour any provider but facilitate the options being shared. The WtE Tech Symp will be held from February through to April 2024.

The Technical Assistance consultant will be expected to design and deliver five National WtE Forums in each of the five beneficiary countries.

*This will involve:*

- Travel to each of the five beneficiary countries from February through to April 2024.
- Develop and deliver on a work plan and budget. An outline budget will be provided.
- Organise the agenda and an interactive WtE symposium with a roundtable session for government and private sector and sessions open to the public.
- Take the results from the feasibility cost benefit analysis and design the sharing of this into an interactive session for stakeholders. This will include drawing up TOR's for the use of interactive multimedia such as website design and film, then supervise the successful delivery of this.
- Organise all logistics such as travel plan, venue, refreshments, advertisements in national newspapers and social media.
- Provide support to parallel work that will be ongoing from July to November that will feed into the design and be incorporated into the WtE Tech Symposium. This is direct support to government and private sector cost benefit analysis and business plan design and development.

Parallel to the above work the Technical Assistance will be expected to provide support to the following two areas of work.

**3. Feasibility Cost Benefit Analysis on Waste-to-energy technology**

- Work closely with the Project Team members and provide advice with drawing up a terms of reference for a feasibility cost benefit analysis on waste-to-energy technology.
- Provide assistance with the supervision of the consultant/consulting team to successfully deliver on the waste-to-energy technology deliverables of which the results from this work will be incorporated into the design of the National WtE Tech Symp's.

**4. WtE Policy and Roadmaps**

- Work closely with the Project Team members and provide advice to the design and the delivery of policy training workshops in the margins of the National WtE Forums.

**C. Timelines**

<b>Activity</b>	<b>Approximate number of days</b>	<b>Timeline</b>	<b>Deliverables and Payment</b>
<b>A.</b> Preparation for WtE Forums and WtE tech symposiums	20 days	July through to early September 2023	Payment on delivery of detailed design and checklists for National WtE Forum and a detailed draft design for the WtE Tech Symp.
<b>B.</b> Travel and deliver each national WtE Forum. (approximately 3 – 5 days country visit per country)	25 days	Late September through to first week in November 2023	Payment at end of September, October and November on delivery of each National WtE Forum.



<b>C.</b> Second stage preparation for WtE tech symposium. This includes supervision of multimedia contracts.	10 days	To be agreed upon however more than likely spread in November 2023 through to February 2024	Payment on delivery of detailed design of WtE Symp and delivery of multi-media work.
<b>D.</b> Travel and deliver national WtE Technology Symposiums. (approximately 3 days per country visit)	15 days	February through to April 2024	Payment on delivery of national WtE Tech. Symp's.
<b>Total</b>	<b>70 days</b>	<b>July 2023 – April 2024</b>	<b>N.B Payment will be made on delivery of invoice and sign off from the supervising officer.</b>

#### **D. Reporting and contracting arrangements**

- The consultant will be directly reporting to the Team Leader Energy Security, Georesources and Energy Programme.
- The consultant's physical presence is necessary for the majority of this contract and will be based at SPC offices in Suva. However, this may be discussed and some flexibility may be arranged.
- Over the contract period of ten (10) months the consultant is expected to be available to deliver as per the table in section "C. Timelines". This includes travel to the five (5) project countries.
- The consultant is expected to provide weekly update reports to the Team Leader Energy Security.
- 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.
- The consultant is expected to provide their own laptop.
- When the consultant travels to the 5 project countries all travel expenses including per diems will be paid directly by SPC and should not be included in this quote.
- If the consultant is based outside of Fiji and needs to travel to Fiji to undertake this consultancy travel expenses including per diems will be paid directly by SPC and should not be included in this quote. The first However, the consultant will need to highlight that they are not based in Fiji and would need to travel to Fiji to undertake this work. In this instance though the consultant is reminded that:
  - 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.
  - SPC is not responsible for organising work permits this is at the expense of the consultant and for them to organise.

## E. Skills and qualifications

### Essential skills

- Strong understanding of waste management practices and different waste to energy technologies
- At least ten (10) years in a similar role with delivering complex projects, demonstrated experience in project management especially within the Pacific Islands.
- Effective communicator and skilled in liaison and negotiation.
- Highly motivated and strong affinity to delivering results within a specific timeframe.
- Proactive with creative ability to meet deadlines and achieve objectives.
- Excellent interpersonal skills in a multicultural environment such as the Pacific Islands region.
- At least 10 years' experience with working with a range of stakeholders from high level Pacific Island government officials; private sector; community organisations; tertiary institutions and international/regional organisations and development partners. Having organised national, regional, international forums, meetings and or multi-stakeholder engagements is an advantage.
- Excellent writing skills.
- Demonstrated knowledge and understanding of sustainable development and energy sector with an understanding of the waste to energy sector being highly desirable.

### Desirable

- Tertiary education in a relevant field such as environmental engineering, renewable energy, waste management or sustainability.
- Experience with working in media and communications field.

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

- Please refer to section "C. Timelines" where an indication of approximate days, timeline, deliverables and payment is shown and use this as a basis for providing quote.
- A daily rate may be provided based on the approximate 70 days of work, or a lump sum fee broken down into deliverables. N.B. Should the consultant work over 70 days and a daily fee provided SPC will not pay for any additional days of work. In your financial submission indicate the daily rate of lump sum fee for each section in "C. Timelines" table
- Please address section E. Skills and qualifications in your bid with demonstrated experience.
- Please provide a sample of writing.
- Please provide at least one written reference from a previous client for work similar to this TOR and one referee that we may contact.

Milestone/deliverables	Deadline	payment
A. Preparation for WtE Forums and WtE tech symposiums (20 days)	15 September 2023	20 days work
B. Travel and deliver five (5) national WtE Forums (approximately 3 – 5 days country visit per country i.e., 25 days)	15 November 2023	25 days work

<b>C.</b> Second stage preparation for WtE tech symposium. This includes supervision of multimedia contracts. (approximately 10 days)	30 January 2024	10 days work
<b>D.</b> Travel and deliver national WtE Technology Symposiums (approximately 3 days per country visit i.e., 15 days)	30 May 2024	15 days work
<b>TOTAL</b>		<b>70 days work</b>

### **G. Annexes to the Terms of Reference**

The following list of supporting documents may be of assistance in understanding the scope of the project.

- Annex 1 - PAWES Description of the Action
- Annex 2 – Snapshot of work packages 1 & 3

## 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
<b>Mandatory requirements</b>		
1) The following technical requirements are an essential part of the bid and should all be addressed. 2) A sample of writing. 3) Reference letter. 4) Work permit or work visa to work in Fiji. 5) Financial submission Refer to Table : Bidders Financial Porposal – Services.		<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met
<b>Technical requirements</b>		
<b>Technical requirement 1:</b> At least ten (10) years in a similar role with delivering complex projects, with demonstrated experience in project management especially within the Pacific Islands.	30%	210
<b>Technical Requirement 2:</b> At least 10 years' experience with working with a range of stakeholders from high level Pacific Island government officials; private sector; community organisations; tertiary institutions and international/regional organisations and development partners. Having organised national, regional, international forums, meetings and or multi-stakeholder engagements is an advantage.	30%	210
<b>Technical requirement 3:</b> Effective communicator and skilled in liaison and negotiation. Highly motivated and strong affinity to delivering results within a specific timeframe. Excellent interpersonal skills in a multicultural environment such as the Pacific Islands region. Highly motivated and strong affinity to delivering results within a specific timeframe.		
<b>Technical requirement 3:</b> Excellent writing skills.	10%	70
<b>Technical requirement 4:</b> Demonstrated knowledge and understanding of sustainable development and energy sector with an understanding of the waste to energy sector being highly desirable.	30%	210
<b>Other Desirable:</b> Tertiary education in a relevant field. Experience with working in media and communications field. N.B Should any two consultants have the same scoring then having these desirables will influence the decision making process.	0%	0
<b>Total Score</b>	<b>100%</b>	<b>700</b>

**Table: Bidders Financial Proposal -Services**

<b>Activity</b>	<b>Approximate number of days</b>	<b>Timeline</b>	<b>Deliverables and Payment</b>	<b>Fee Bidder to indicate daily rate which is to then be multiplied by the number of allocated days for a lump sum fee.</b>
<b>A.</b> Preparation for WtE Forums and WtE tech symposiums	20 days	July through to early September 2023	Payment on delivery of detailed design and checklists for National WtE Forum and a detailed draft design for the WtE Tech Symp.	
<b>B.</b> Travel and deliver each national WtE Forum. (approximately 3 – 5 days country visit per country)	25 days	Late September through to first week in November 2023	Payment at end of September, October and November on delivery of each National WtE Forum.	
<b>C.</b> Second stage preparation for WtE tech symposium. This includes supervision of multimedia contracts.	10 days	To be agreed upon however more than likely spread in November 2023 through to February 2024	Payment on delivery of detailed design of WtE Symp and delivery of multi-media work.	
<b>D.</b> Travel and deliver national WtE Technology Symposiums. (approximately 3 days per country visit)	15 days	February through to April 2024	Payment on delivery of national WtE Tech. Symp's.	
<b>Total</b>	<b>70 days</b>	<b>July 2023 – April 2024</b>	<b>N.B Payment will be made on delivery of invoice and sign off from the supervising officer.</b>	