



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Development of Regional Qualifications (Pacific Adoption of Waste-to-energy solution (PAWES) project
Nature of the services	Regional workshop for 4 days from 21 st - 24 th November, 2023
Location:	Nadi, Fiji
Date of issue:	10/08/2023
Closing Date:	25/08/2023
SPC Reference:	RFQ23-5621

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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 joninl@spc.int and with the subject line of your email as follows: **Submission RFQ 23-5621**. 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
- Proposal and Quote

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 **4pm Fiji Time on 25/08/2023**.

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.

Jonin Lakhan will be your primary point of contact for this RFQ and can be contacted at joninl@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	10/08/2023
RFQ Closing Date	25/08/2023
Award of Contract	30/08/2023
Commencement of Contract	21/11/2023
Conclusion of Contract	24/11/2023

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 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. 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 Action 'Pacific Adoption of Waste-to-Energy Solutions (PAWES)' is fully aligned to the objectives and priorities of the OACPS R&I Programme and ACP Innovation Fund. In this Action, two of the ACP Innovation Fund themes are combined; Renewable Energy Technologies (RET) and Waste Management into a Waste-to-Energy (WtE) initiative. These two themes address critical and urgent issues that hinder socio-economic development in the Pacific: the environmental, health and social impacts associated with substandard solid waste management (SWM) and energy poverty. This Action seeks to increase the adoption of Waste-to-Energy solutions by strengthening multiple aspects of the Pacific region's nascent research and innovation (R&I) ecosystem.

B. Purpose, objectives, scope of services

The training will enable participants to:

- gain knowledge and understanding on the key features of a qualification; and
- apply the knowledge to develop statements for each key feature of the qualification.

C. Timelines

The 4 day training will commence on 21st-24th November 2023 in Nadi

D. Reporting and contracting arrangements

The vendor should be based in Nadi, preferably nearest to Nadi Airport. We are looking at accommodating 20 participants for 6 nights at the venue and to have breakfast included in the conference package. Check in would be on Monday 20th November, 2023. The conference will be held for 4 days (21st -24th November 2023) with meals to be provided for 20 participants to have morning tea, lunch, and afternoon tea.

A total of 20 participants will be attending the workshop.

Arrangements of transfer of participants to and from Nadi airport to conference venue.

The vendor will be directly report to the following staff at EQAP- Jonin Lakhan via email at joninl@spc.int

E. Skills and qualifications

The vendor should possess the following requirements in order to be successful:

- Provide best value for money and quality service

- Special dietary meals are to be provided as requested by the organisation for example, special meals for intolerance participants such as gluten, lactose, nuts, and lentils and fully vegetarian.
- No plastics utensils (inclusive of plastic plates, cups, forks, spoons, or bowls)

F. Scope of Bid Price and Schedule of Payments

The contract payment is based on the milestone. Upon signing the contract 20% will be paid upfront and the remaining 80% to be paid upon completion of 5-day training

Milestone/deliverables	Deadline	% payment
Upon signing of contract		20%
Completion of 5-day training		80%
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.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
<ul style="list-style-type: none"> -Technical Requirement form filled -Quote with price stated -Conflict of Interest form filled 	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: Venue Hire- Availability of conference room, all meeting essential items to be provided in the conference package and accommodation to be up to par for 6 nights	20%	140
Technical requirement 2: Catering- Meals are accommodating to morning tea, lunch and afternoon tea for all participants with appropriate dietary requirement	50%	350
Technical requirement: Special arrangements such as good internet connectivity, table accessories (mints, ice water, writing pads and pens, projector screen, cordless mic, flip charts, and white board. Printing of documents as and when required.	30%	210
Total Score	100%	700