

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>Facilitation and Documentation of the HRSD Annual Planning Workshop</b>
<b>Nature of the services</b>	<b>Consultancy Services: To facilitate and document the HRSD Annual Planning workshop.</b>
<b>Location:</b>	Grand Pacific Hotel, Suva, Fiji
<b>Date of issue:</b>	26/09/2023
<b>Closing Date:</b>	9/10/2023
<b>SPC Reference:</b>	RFQ23-5833

## Contents

<b>PART 1: INTRODUCTION .....</b>	<b>3</b>
1.1 ABOUT THE PACIFIC COMMUNITY (SPC)	3
1.2 SPC'S PROCUREMENT ACTIVITIES	3
1.3 SPC'S REQUEST FOR QUOTATION (RFQ) PROCESS	3
<b>PART 2: INSTRUCTIONS TO BIDDERS .....</b>	<b>3</b>
2.1 BACKGROUND	3
2.2 SUBMISSION INSTRUCTIONS	3
2.3 EVALUATION & CONTRACT AWARD	4
2.4 KEY CONTACTS	4
2.5 KEY DATES	4
2.6 LEGAL AND COMPLIANCE	5
2.7 COMPLAINTS PROCESS	5
<b>PART 3: TERMS OF REFERENCE .....</b>	<b>6</b>
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	7
C. TIMELINES	7
D. REPORTING AND CONTRACTING ARRANGEMENTS	8
E. SKILLS AND QUALIFICATIONS	8
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	8
G. ANNEXES TO THE TERMS OF REFERENCE	8
<b>PART 4: PROPOSAL EVALUATION MATRIX.....</b>	<b>9</b>
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	9
<b>PART 5: SUBMISSION FORMS .....</b>	<b>11</b>
5.1 TECHNICAL SUBMISSION FORM	11
5.2 FINANCIAL UNDERTAKING FORM	13

## 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 [josea@spc.int](mailto:josea@spc.int) and with the subject line of your email as follows: **Submission RFQ23-5833: Facilitation and documentation of the HRSD Mid-Year Reflection workshop**. 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
- Supporting documents: CV, Cover Letter, Technical proposal, and Quotation.

- [The Conflict-of-Interest Declaration form](#) completed
- A Cover Letter and filled technical proposal form on provided template, responding to the RFQ Scope of Services.
- Filled Financial Proposal outlining all costs, in line with the milestones of this RFQ (refer to Section F).
- Copies of team members' updated resumes with at least the names of two referees with contact details.
- 

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 **11:59 PM Fiji Standard Time (GMT+12)** on **9/10/2023**.

### 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.

Jose Antonio will be your primary point of contact for this RFQ and can be contacted at [josea@spc.int](mailto:josea@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>	26/09/2023
<b>RFQ Closing Date</b>	9/10/2023
<b>Award of Contract</b>	13/10/2023
<b>Commencement of Contract</b>	16/10/2023

## 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](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 Community (SPC) is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. It is an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, SPC works across more than 20 sectors and is known for our knowledge and innovations.

The Human Rights and Social Development (HRSD) Division leads SPC's work programme in providing culturally and contextually grounded technical assistance to supports the 22 Pacific Island Countries and Territories (PICTs) that are SPC members to advance human rights, gender equality, disability and social inclusion (GEDSI), youth development and cultural development. HRSD also provides technical assistance across SPC to help implement the SPC Social and Environmental Responsibility (SER) policy through a people-centred approach (PCA). PCA places people and their environment at the centre of development planning, implementation, decisions, monitoring and reporting.

HRSD brings together the previous Social Development Programme (SDP) and Regional Rights Resource Team (RRRT). As separate programmes, SDP was focused on gender equality, youth development and culture development, and RRRT on promotion and protection of human rights in the region. Both programmes-built credibility for their work in partnership with SPC members, civil society and other partners. The merger of these programmes occurred with the objective to amplify the impact on these related areas of work across Pacific Island countries and territories (PICTs), civil society, implementing partners and other SPC divisions. As a result of this merger, the HRSD established the Business Plan 2021-2025.

HRSD is on its second year of implementation of its business plan. The business plan provides for an opportunity for a semi-annual reflection and planning workshops to ensure responsive, effective delivery of development interventions. The recent mid-year reflection and planning workshop was held in July 2023.

The HRSD Annual Planning workshop is planned to be conducted on October 30 to November 3, 2023, at the Grand Pacific Hotel, Suva, Fiji. The workshop aims to reflect on the implementation of the HRSD annual work plan (AWP) 2023 and present the 2024 Workplan. It shall also examine various management, operational, strategies and processes that contributes to the effective and efficient delivery of services to the PICs. Specifically, the activity will serve as a venue for participants to:

1. Actively participate in the finalization of the HRSD Work Plan 2024.
2. Share experience in AWP 2023 implementation, examine management and operational issues in relation to the delivery/ production of outputs, and identify options for enhancing or improving implementation of the respective work packages planned for 2024;
3. Serves as a venue for collective understanding, synergy, cooperation, and collaboration among the HRSD staff and respective project management teams/ programs and projects.

At the end of the activity, a workshop report shall be prepared containing and highlighting the following:

1. Summary of agreements on the results to be achieved in 2024.
2. Strategic options for effective implementation and delivery of services to the PICs.
3. An approved annual workplan 2024.

The Workshop Activity Plan/Design will be drafted and will form part of the approach paper (see milestone output 1).

All HRSD staff (<80 individuals) will participate in-person.

***(The consultancy services necessitate travel to the SPC office in Suva, Fiji, for the briefing meeting and actual conduct of the workshop to be held at the Grand Pacific Hotel, Suva, Fiji.***

## B. Purpose, objectives, scope of services

This consultancy requires the services of a facilitator and documenter. Specifically, the consultant shall:

- Moderate/facilitate the workshop comprising of about 80 participants.
- Employ participatory approaches and create spaces conducive for cooperation, sharing of experiences and thus, ensure open and collegial discussions.
- Prepare workshop report using the activity reporting template agreed during briefing meeting with HRSD.

## C. Timelines

**The consultancy service is expected to be completed by 30<sup>th</sup> of November 2023.**

Milestones	Allocation of Days
<p>1. <b>Briefing meeting and preparation of workshop documents:</b> A briefing meeting will be held to ensure clarity of the ToR, the corresponding milestone outputs.</p> <p>Within 3-days from the briefing meeting, the consultant shall submit an <u>approach paper/workshop design</u> outlining in detail the various sessions for entire workshop. By <b>October 25, 2023</b>, the consultant should have completed all the workshop preparations.</p>	<b>3 days</b>
<p>2. <b>Actual facilitation during the workshop:</b> The entire workshop should be inclusive and purposeful. The consultant will facilitate the workshop as agreed in the approach paper/workshop design.</p>	<b>4 days</b>
<p>3. <b>Workshop Report:</b> A workshop report using the HRSD template shall be prepared. The report shall contain and/or indicate the workshop highlights such as but not limited to highlights of issues discussed, and decisions or agreements reached. The draft report shall be submitted not later than 1-week (i.e., November 10, 2023) from the completion of the workshop. Once the report is approved by HRSD, the consultant will be notified to submit the invoice. These tasks should be completed by <b>30<sup>th</sup> of November 2023</b>.</p>	<b>5 days</b>
<b>Maximum number of days for this consultancy</b>	<b>12 days</b>

#### D. Reporting and contracting arrangements

- At key stages of the preparation period, the consultant shall work with the MELKMC team leader.
- MELKMC unit and the HRSD procurement staff shall facilitate the coordination of briefing meetings and during the actual conduct of the workshop.
- HRSD will provide/offer administrative, and logistics support as deemed appropriate/necessary.
- SPC/HRSD will organise travel in economy class and accommodation during the travel. SPC will not be responsible for any visa fees and Meals & Incidentals during travel hence must be met by the consultant.
- SPC/HRSD will not cover separate lines for overheads/running costs or contingencies. If these apply, the costs are to be considered in the fees charged for the delivery of the specific services.

#### E. Skills and qualifications

- At least master's degree in the field relevant to these services, preferably in international development, development management, political and/or social sciences, communications.
- Minimum of 10 years combined professional experience in facilitating workshops, seminars, trainings, etc. involving more than 50 people.
- Extensive experience in facilitating, moderating (large groups) employing various participatory techniques and tools in drawing inputs from multi-disciplinary teams and cultural backgrounds,
- Ability to clearly and effectively communicate among diverse audiences.

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

- The contract price will be based on lump sum payments tied to the milestones (in previous section) set out below.
- The cost components must be inclusive of professional fees.
- The terms of payment shall be in accordance with the provisions of Article 10 of SPC's General Conditions.

Milestone/deliverables (refer to Section D of this RFQ)	Deadline	% payment
Building on the technical proposal, an approach paper/workshop design outlining in detail the facilitation flow of the entire 4-day workshop. Once this is cleared by HRSD, the consultant can submit the first invoice as indicated here.	October 25	20%
<b>Workshop Report:</b> The draft workshop report should be submitted not later than 10 <sup>th</sup> of November 2023. Once the report is approved the consultant will be notified to send the <b>Final invoice</b> .	November 10	80%
<b>TOTAL</b>		100%

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

SPC Website: <https://www.spc.int/>

HRSD Website: <https://hrsd.spc.int/home>

Current Projects: <https://hrsd.spc.int/current-projects>

HRSD's Business Plan: <https://hrsd.spc.int/sites/default/files/2021-06/HRSDBusinessPlan2021-2025-eVersion.pdf>

SPC's Strategic Plan: <https://www.spc.int/strategic-plan>



## 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 requirement</b>		
<ul style="list-style-type: none"> <li>At least master's degree in the field relevant to these services, preferably in international development, development management, political and/or social sciences, <b>communications</b>.</li> <li>Minimum of 10 years combined professional experience in facilitating workshops, seminars, trainings, etc. involving more than 50 people.</li> </ul>	<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> Quality of the technical bid captures the intent and purpose of this consultancy and adhere with the indicative timelines.	40%	280
<b>Technical requirement 2:</b> Extensive experience in facilitating, moderating (large groups) employing various participatory techniques and tools in drawing inputs from multi-disciplinary teams and cultural backgrounds.	30%	210
<b>Technical requirement 3:</b> Strong analytical and listening skills applied to a complex program and multi-dimensional scope and can demonstrate strong problem-solving skills.	20%	140
<b>Technical requirement 4:</b> Ability to clearly and effectively communicate among diverse audiences	10%	70
<b>Total Score</b>	<b>100%</b>	<b>700</b>

## PART 5: SUBMISSION FORMS

### 5.1. Technical Submission Form

#### PART A – Background

	RESPONSE BY BIDDER
Name:	
Physical Address:	
Postal Address:	
Telephone Contact:	
Email:	
Two contacts of referees or references. Attach additional details considered as relevant.	

#### PART B – Evaluation Criteria

- Provide CVs of all personnel's being proposed for this work.

CRITERIA	RESPONSE BY BIDDER
<b>Technical requirement 1 (40%)</b> Quality of the technical bid captures the intent and purpose of this consultancy and adhere with the indicative timelines.	
<b>Technical requirement 2 (20%):</b> Extensive experience in facilitating, moderating (large groups) employing various participatory techniques and tools in drawing inputs from multi-disciplinary teams and cultural backgrounds.	

<p><b>Technical requirement 3 (30%):</b> Strong analytical and listening skills applied to a <b>complex program</b> and multi-dimensional scope and can demonstrate strong problem-solving skills.</p>	
<p><b>Technical requirement 4 (10%):</b> Ability to clearly and effectively communicate among diverse audiences.</p>	

**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]*

## 5.2. Financial Undertaking Form

(to be completed and submitted by the bidder)

### Part A: Undertaking

1. If this proposal is accepted, I agree that to enter into an agreement with SPC, to commence and complete all the work specified or indicated in the contract documents.
2. I confirm that I have examined all the RFQ documents to: **RFQ23-5833 Facilitation and Documentation of the HRSD Annual Planning Workshop.**
3. I agree to complete the services for the price stated in the remuneration.

I agree to complete the services for the following price (VIP):

Particulars	Amount (Put your own local currency here)
Professional Fees (Daily)	
<b>OR</b>	
<u><b>Milestone 1</b></u> Building on the technical proposal, an approach paper/workshop design outlining in detail the facilitation flow of the entire 4-day workshop. Once this is cleared by HRSD, the consultant can submit the first invoice as indicated here.	
<u><b>Milestone 2</b></u>  <b>Workshop Report:</b> The draft workshop report should be submitted not later than 10 <sup>th</sup> of November 2023. Once the report is approved the consultant will be notified to send the <b>Final invoice</b> .	
<b>Total Financial offer (inclusive of all taxes)</b>	

#### **Note:**

\* SPC/HRSD will not cover separate lines for overheads/ running costs or contingencies. If these apply, the costs are to be considered in the professional fees charged for the delivery of the specific services.

\* Travel (airfare, accommodation, Meals & Incidentals) if required will be arranged separately by SPC, according to its Travel Policy.

**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]*