



# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>PHOVAPS Meeting Rapporteur</b>
<b>Nature of the services</b>	Consultant to provide rapporteur services for the Pacific Heads of Veterinary and Animal Production Services (PHOVAPS) Meeting from the 30 October to 3 November 2023 in Nadi.
<b>Location:</b>	Nadi, Fiji.
<b>Date of issue:</b>	06/10/2023
<b>Closing Date:</b>	16/10/2023
<b>SPC Reference:</b>	RFQ 23-5859

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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 [GibsonS@spc.int](mailto:GibsonS@spc.int) and with the subject line of your email as follows: **Submission RFQ 23-5859-PHOVAPS Meeting Rapporteur**. 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.

- A compliant quotation/proposal that is responsive to the evaluation matrix provided in Part 4 and inclusive of professional fees (with daily rate) & travel and other related costs
  - specify and show separately from professional fees, and applicable taxes.
- Latest CV
- Business Registration (if available)

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 because of information received by **8am Fiji time** on **16/10/2023**.

### 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.

Gibson Susumu will be your primary point of contact for this RFQ and can be contacted at [GibsonS@spc.int](mailto:GibsonS@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>	6/10/2023
<b>RFQ Closing Date</b>	16/10/2023
<b>Award of Contract</b>	27/10/2023
<b>Commencement of Contract</b>	30/10/2023
<b>Conclusion of Contract</b>	10/11/2023

## 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 bidders' local currency 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 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

### 1. Background/context

The Pacific Heads of Veterinary and Animal Production Services (PHOVAPS) is a multilateral network that aims to strengthen animal health and production systems in Pacific Island Countries and Territories (PICTs) hosted by SPC, contributing to sustainable livelihoods, food and nutrition security, and resilient Pacific communities. PHOVAPS was originally established in 2006 but became inactive due in large part to a lack of resources to support its activities. Its dissolution removed the capacity for PICTs to coordinate and enact initiatives to support animal health, production, welfare, and biosecurity in the Pacific. The network was reestablished in 2019 in recognition of the need for a coordinated approach for the management of animal health and surveillance of zoonotic disease in the Pacific.

The reinvigorated PHOVAPS network comprises all 22 PICT members of the Pacific Community (SPC), Australian Department of Agriculture, Fisheries and Forestry (DAFF), New Zealand Ministry of Primary Industries (NZMPI) and includes technical partners such as SPC, World Organisation for Animal Health (WOAH), the Food and Agricultural Organization of the United Nations (FAO), the World Health Organization (WHO), reference animal health laboratories and other relevant regional and national development partners. The Secretariat functions are provided by the SPC Land Resources Division.

In addition, the Global Framework for the Progressive Control of Transboundary Animal Diseases (GF-TADs) is a coordinating mechanism promoting synergies in approaches among international agencies, for the control and prevention of TADs and other Emerging Infectious Diseases (EIDs). Since 2004, the Food and Agriculture Organization (FAO) and the World Organisation for Animal Health (WOAH) have cooperated under the GF-TADs initiative, combining both organisations' strengths in translating the objectives on the ground. The initiative is built on experiences in the past showing that progress in controlling TADs at the country level is likely to be more successful and sustainable unless the efforts are part of a coordinated regional and global approach. SPC is a member of the GF-TADs Regional Steering Committee for Asia and the Pacific. In line with the GF-TADs, the EU funded SAFE Pacific project aims at contributing to improving the economic and social benefits for PACP states arising from stronger regional economic integration. The programme's specific objectives are: (1) to increase intra-regional and international trade; and; (2) to increase participation of the private sector in economic integration. Link to objective 1, the SAFE project is providing support to strengthen the Pacific Island Countries (PICs) on import risk analysis on the risk's pathways associated with the importation of animals and other animal products.

The last sub-regional GF-TADs meetings for the Pacific were held in 2013, 2015, 2017, 2019 and 2021 (virtual) in collaboration with WOAH and FAO. During the 12th Regional GF-TADs Steering Committee (RSC) Meeting in February 2023, ToR of RSC was revised to recognise the representative of PHOVAPS as one of five voting members. A back-to-back meeting is being organised to address the following objectives:

1. To revisit finalise the PHOVAPS' governance structure and its governance and working arrangements (TWGs).
2. To assess and identify short–midterm national and regional animal health and production priorities to guide PHOVAPS interim workplan (2023 – 2024) and business case development.

3. To provide update on the GFTADs and national experiences in responding to TADs and identify regional strategies to integrate into PHOVAPS operations.
4. To provide an introductory training on import risk assessment and emergency response planning.
5. To explore investment opportunities to support the implementation of the identified AHP priorities for the Pacific.

This consultancy will provide rapporteur support to the proceedings of this upcoming PHOVAPS meeting.

## 2. Purpose, objectives, scope of services

***Under the supervision of the Program Leader- Sustainable Agriculture, the PHOVAPS Meeting Rapporteur consultant will :***

1. Organise a planning meeting with the LRD Program Leaders – Sustainable Agriculture programs to map out what is expected of the Consultant as the main Rapporteur for the PHOVAPS meeting. Develop a workplan of activities and timelines and submit to meeting organisers.
2. Review of background meeting documents in preparation for the meeting.
3. Undertake the recording of minutes of the PHOVAPS meeting at plenary and breakout groups.
4. At the end of each PHOVAPS meeting day, prepare a summary of the main discussion points including key points/areas raised by participants. These daily summaries should be presented to the meeting organizers at the end of each day.
5. Regularly consult with the meeting organisers, facilitators, and presenters for the accurate recording of the Minutes and proceedings of the PAPGREN meeting.
6. Prepare a draft report on the meeting outcomes and key findings for presentation to the meeting participants by the meeting chair.
7. Take note of amendments to the draft report and incorporate for preparation of the full and final meeting report.
8. Compile the draft full Meeting Report and circulate to all meeting participants through the PHOVAPS Secretariat for feedback. The full meeting report should include the following areas:
  - i. Report should be a maximum 25-30 pages highlighting the main content of the discussions throughout the event.
  - ii. The report to include :
    - Main proceedings and summaries of each session.
    - Inputs/feedback and recommendations from the participants.
    - Key follow-up actions and recommendations going forward (if any).
    - Compile presentations and photographs, annex them to the main report.
    - Final meeting participants list
9. Submit Final Meeting report to the meeting organisers for review and endorsement.

### **Key outputs/deliverables :**

1. Planning meeting to map out expectations for the work and a workplan of activities submitted to meeting organisers.
2. Daily meeting summaries and meeting preliminary findings compiled and submitted to meeting organisers as expected during the PHOVAPS meeting.

3. Draft full meeting report compiled and circulated to all participants for feedback.
4. Final Meeting Report submitted and endorsed by meeting organisers.

### 3. Timelines

This work is expected to commence upon signing and to be completed before 17 November 2023.  
The consultant will be paid according to days worked up to a maximum of 20 days.

### 4. Reporting and contracting arrangements

The consultant will report to Gibson Susumu, Program Leader – Sustainable Agriculture, Land Resources Division.

The consultant is expected to work both remotely as well as be physically present during the full PHOVAPS meeting duration from the 30th October to 3rd November 2023. All other related costs will be reimbursable based on actuals. The venue of the workshop will be Nalagi Hotel, Nadi.

In cases where SPC feels it is more cost effective to directly arrange travel and pay DSA for an international travel, it will do so in its best interest. 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 consultant shall also provide his/her own workspace and computer for the duration of the assignment along with stable internet connection for zoom interactions when necessary.

Milestone deliverables will constitute reporting requirements.

### 5. Skills and qualifications

#### **Meeting Rapporteur Consultant :**

- Highly qualified and proficient in spoken and written English, with an advanced university degree from a recognised institution in English, literature, journalism, agriculture, or related field.
- Sound experience in rapporteur of technical workshops of at least 3 years.
- Excellent report writing skills and ability to use a neat, concise, and clear style in writing.
- Have a fair understanding of agricultural, livestock and forestry developments and key issues in the Pacific.
- Proven experience in writing high quality reports for international or regional agencies will be advantageous.



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

The bidder must include in the computation of contract price professional fees, management and operating costs, travel costs, perdiems and any other administrative costs.

The contract price is lump sum payments based on the following milestones.

Milestone/deliverables	Deadline (date)	Verification	%Payment
Planning meeting and Work plan outlining key activities and timelines of delivery.	2 days after contract signing	Program Leader – Sustainable Agriculture endorse workplan.	20%
Daily meeting summaries and preliminary meeting findings compiled and submitted during the meeting proper.	3 November 2023	Program Leader – Sustainable Agriculture endorse daily meeting summaries and overall preliminary meeting findings.	25%
Draft full meeting report compiled and circulated to all meeting participants for feedback	10 November 2023	Program Leader – Sustainable Agriculture endorse draft meeting report.	25%
Final Meeting Report submitted.	17 November 2023	Program Leader – LRD endorse final meeting report	30%
<b>Travel and other related costs (reimbursable based on acquittal of actual receipts)</b>	-	Program Leader – LRD endorse	-
<b>TOTAL</b>			100%

## 7. Annexes to the Terms of Reference

*This will be provided to the selected bidder.*

- *Pacific Animal Health and Production Framework (PAHPF)*
- *Pacific Animal health and Production Capacity Building Plan (PCBP)*
- *PHOVAPS Charter*
- *National Livestock Strategies*
- *Global Framework on Transboundary Animal Diseases (GF-TADs)*

## 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>		
<ul style="list-style-type: none"> <li>• CV</li> <li>• <i>A compliant proposal/quotation that is inclusive of professional fees (include daily rate), travel and other related costs (show separately from professional fees and specify), and inclusive of all applicable taxes. Proposal must be responsive to the criteria below.</i></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> Highly qualified and proficient in spoken and written English, with an advanced university degree from a recognised institution in English, literature, journalism, agriculture, or related field.	25%	175
<b>Technical requirement 2:</b> Sound experience in rapporteur of technical workshops of at least 3 years. Excellent report writing skills and ability to use a neat, concise, and clear style in writing.	25%	175
<b>Technical requirement 3:</b> Have a fair understanding of agricultural, livestock and forestry developments and key issues in the Pacific.	15%	105
<b>Technical requirement 4:</b> Proven experience in writing high quality reports for international or regional agencies will be advantageous.	20%	140
<b>Other:</b> Experience in the Pacific region would be useful but not mandatory. Prior experience working with SPC Pacific Community would be advantageous but not mandatory.	15%	105
<b>Total Score</b>	<b>100%</b>	<b>700</b>