

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Youth-Led Merchandise Design for Youth Programs & Convenings
Nature of the services	Technical Assistance: Graphic design to consult & develop motif & colour concept for Youth Programs & Convenings
Location:	Suva, Fiji (Flexible)
Date of issue:	15/10/2023
Closing Date:	22/10/2023
SPC Reference:	RFQ23-5846

Contents

PART 1: INTRODUCTION	3
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
PART 2: INSTRUCTIONS TO BIDDERS	3
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
PART 3: TERMS OF REFERENCE	6
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	6
C. TIMELINES	7
D. REPORTING AND CONTRACTING ARRANGEMENTS	7
E. SKILLS AND QUALIFICATIONS	7
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	7
PART 4: PROPOSAL EVALUATION MATRIX.....	9
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	9
PART 5: SUBMISSION FORMS	10
5.1 TECHNICAL SUBMISSION FORM	10
5.2 FINANCIAL UNDERTAKING FORM	12

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 gabriellam@spc.int and with the subject line of your email as follows: **Submission RFQ23-5846: Youth Led Merchandise for Youth Focused Programs & Convenings**. 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
- 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 updated resume with at least the names of two referees with contact details.
- Portfolio of Previous Work.
- Work Plan and Budget.

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 Time on 22/10/2023**.

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.

Ms. Gabriella McMahon will be your primary point of contact for this RFQ and can be contacted at gabriellam@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	15/10/2023
RFQ Closing Date	22/10/2023
Award of Contract	27/10/2023
Commencement of Contract	31/10/2023
Conclusion of Contract	01/12/2023

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 Pacific Community is custodian of the Pacific Youth Development Framework 2014 – 2023. A mid-term review was carried out at the start of the covid19 pandemic and SPC has completed its management response. This review report will be sent to National Youth Machineries (NYMs), the Pacific Youth Council, National Youth Councils, Regional Youth-focussed organisations and development partners in Q.4 2023.

The Human Rights & Social Development (HRSD) Division of the Pacific Community (SPC) will convene the Pacific Regional Meeting of Ministers for Youth from all the SPC Pacific Island Countries and Trust Territories (PICTs) in February 2024. Discussions shall centre around the Pacific Youth Development Framework (PYDF) 2014–2023, with particular interest on the PYDF Mid-Term Review Report 2021-2022 to inform considerations for the development of a new PYDF. The convening will also bring together representatives across Government, National Youth Council (NYCs), Pacific Youth Council (PYC), Pacific Disability Forum (PDF), PSGDN, Development & Donor partners actively engaged in youth development.

Whilst the meeting seeks to facilitate a platform for high level consensus pertaining to; process, timelines, budgets and responsibilities for the formulation of the successor to the PYDF, the convening itself is designed to demonstrate youth ownership, highlight youth interests, represent youth voices and recognize the valuable contributions youth have made to socio-economic development at regional and national levels.

In this regard, the HRSD seeks the assistance of an experienced youth collective or youth organization to design digital assets for youth-related programs and convenings across HRSD. The said designs are intended conceptually to represent and encompass the perspective as well as demonstrate ownership and identity of youth within the Pacific. The underlying premise of this assignment is to ensure youth-focused initiatives with the HRSD are youth-led.

B. Purpose, objectives, scope of services

The graphic design consultancy will consult, develop & deliver;

1. An innovative and vibrant motif that is relevant and representative of Pacific Youth. The motif's first use will be the upcoming Pacific Youth Ministers convening. Thereafter, it will be used for all SPC HRSD youth programs & convenings
2. An agreed concept and colour way, representative of Pacific youth identity for HRSD programs & convenings
3. To develop merchandise design relevant to HRSD programs & convenings to include; Meeting Program & Notebook, Conference Bags, Conference Pencil Cases, Pens, USB Drives & Water Bottles
4. To develop templates and conceptual design for youth highlights publication

C. Timelines

The expected duration of the consultancy is 30 days, commencing on 16th October 2023 and completing on 16th November 2023.

Key milestones and deadlines are;

1. Award contract: 27/10/2023.
2. Contract Commences: 31/10/2023.
3. Develop & consult draft concept note to inform design of official motif and colour for the Ministerial convening: 10/11/2023.
4. Develop imagery design & style for merchandise: 17/11/2023.
5. Highlights for publications: 17/11/2023
6. All designs finalized and endorsed: 24/11/2023.
7. Conclude contract: 1/12/2023.

D. Reporting and contracting arrangements

The contracted designer will report to the Social Inclusion Advisor, SPC HRSD who will manage and approve expected deliverables.

The contracted designer will not undertake any field work and can provide their services remotely as necessary with clearance from the Social Inclusion Advisor.

E. Skills and qualifications

1. Must be a recognised creative/ arts collective who is an associate of a registered youth organization with demonstrated experience in graphic design.
2. Must be able to lead the design of culturally appropriate and creative design.
3. Artists within the collective must be within the youth range and of mid to established arts careers Ability to work independently and in a timely manner.
4. Experience designing for Pacific Island audiences, be culturally aware, understanding the diversity of cultures.
5. Familiarity with concepts associated with human rights, gender equality, social inclusion & culture for development.

F. Scope of Bid Price and Schedule of Payments

Payment of funds will be made on achievements of each milestone as outline below:

Milestone/deliverables	Deadline	% Payment
Milestone 1 Consulted concept for motif design and colour is completed and draft is endorsed.	10/11/2023	20%
Milestone 2 Finalized motif design, colour & imagery for merchandise and related publications are produced and endorsed.	24/11/2023	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"> • <i>Must be a recognized creative arts collective, led by young people within the age range of 15-35</i> • <i>Must have demonstrated mid to established arts careers with creative and culturally appropriate designs</i> • <i>Must be culturally aware with demonstrated knowledge and experience within the Pacific context</i> • <i>At least post-graduate certificate in graphic design or related field.</i> 		<p>Mandatory requirements. Bidders will be disqualified if any of the requirements are not met</p>
Technical requirements		
Technical requirement 1: Must be a recognised creative/ arts collective who is an associate of a registered youth organization with demonstrated experience in graphic design.	20%	140
Technical requirement 2: Must be able to lead the design of culturally appropriate and creative design.	20%	140
Technical requirement 3: Artists within the collective must be within the youth range and of mid to established arts careers Ability to work independently and in a timely manner.	20%	140
Technical requirement 4: Experience designing for Pacific Island audiences, be culturally aware, understanding the diversity of cultures.	20%	140
Technical requirement 5: Familiarity with concepts associated with human rights, gender equality, social inclusion & culture for development.	20%	140
Total Score	100%	700

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
Technical requirement 1 (20%) Must be a recognised creative/ arts collective who is an associate of a registered youth organization with demonstrated experience in graphic design.	
Technical requirement 2 (20%): Must be able to lead the design of culturally appropriate and creative design.	

<p>Technical requirement 3 (20%): Artists within the collective must be within the youth range and of mid to established arts careers Ability to work independently and in a timely manner.</p>	
<p>Technical requirement 4 (20%): Experience designing for Pacific Island audiences, be culturally aware, understanding the diversity of cultures.</p>	
<p>Technical requirement 5 (20%): Familiarity with concepts associated with human rights, gender equality, social inclusion & culture for development.</p>	

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: **RFQ23-5846: Youth Led Merchandise for Youth Focused Programs & Convenings.**
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 (Hourly/Daily/Monthly rate- Specify)	
<p>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.</p>	
<p><u>Milestone 1</u> Consulted concept for motif design and colour is completed and draft is endorsed.</p>	20%
<p><u>Milestone 2</u> Finalized motif design, colour & imagery for merchandise and related publications are produced and endorsed.</p>	80%
Total Financial offer (inclusive of all taxes)	