

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>Preferred Service Provider(s) to provide technical assistance to HRSD in the delivery of mandate support to Pacific Island Countries to implement their international human rights obligations</b>
<b>Nature of the services</b>	Technical assistance to HRSD in delivering mandate to support Pacific Island Countries implement their international human rights obligations.
<b>Location:</b>	Remote, some travel may be required
<b>Date of issue:</b>	6/10/2023
<b>Closing Date:</b>	20/10/2023
<b>SPC Reference:</b>	RFQ23-5873

## 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	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
G. ANNEXES TO THE TERMS OF REFERENCE	ERROR! BOOKMARK NOT DEFINED.
<b>PART 4: PROPOSAL EVALUATION MATRIX.....</b>	<b>8</b>
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	8

## 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 [ashleyb@spc.int](mailto:ashleyb@spc.int) and with the subject line of your email as follows: **Submission RFQ23-5873**. 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
- Technical proposal, detailing skills, qualifications and experience relevant to Section E
- CVs,

- Reference contact details
- Evidence of past work
- Financial proposal

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 **11:59pm Fiji time on 20/10/2023**.

### 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.

Ashley Bowe will be your primary point of contact for this RFQ and can be contacted at [ashleyb@spc.int](mailto:ashleyb@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>	20/10/2023
<b>Award of Contract</b>	23/10/2023
<b>Commencement of Contract</b>	23/10/2023
<b>Conclusion of Contract</b>	20/10/2024

## 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 USD 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

SPC's Human Rights and Social development division is mandated by its Pacific members to assist with the implementation of respective international human rights obligations.

In addition to providing support for drafting treaty body and Universal Periodic review reports, HRSD aims to support initiatives on emerging priority human rights issues and strengthening Pacific engagement with the international human rights mechanisms.

Several such initiatives are currently underway or planned, with others in the pipeline. HRSD is therefore seeking to establish a roster of international human rights mechanisms experts to support these activities where required.

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

The objective of this procurement is to engage one or more service providers as preferred suppliers for a period of 1 year, renewable to 3 more after a performance evaluation. SPC will be placing Purchase Orders (PO) or implementation contracts (CI) for the specific services. The services required as part of this RFQ include the following activities:

#### 1. *Treaty Body Follow-Up Initiatives*

SPC in partnership with respective UN agencies and Pacific governments will facilitate two treaty body follow-up initiatives in November 2023. (1) Convention on the Rights of the Child – a follow up to the Extraordinary 84<sup>th</sup> Session of the CRC; (2) Geneva Academy Follow-Up review – bringing the GA pilot model of follow up reviews to the Pacific. The preferred supplier(s) may be asked to support either or both activities through the provision of technical support, facilitation, planning and logistics.

SPC is likely to work on more treaty body follow-up initiatives in the coming years.

#### 2. *Treaty Body Election campaigns*

At the recent Pacific Islands Forum Women Leaders meeting a paper was endorsed requesting SPC support the election of women Pacific Island Country representatives to international human rights mechanisms. The preferred supplier(s) may be asked to support this activity through the provision of technical support, facilitation, planning and logistics and potentially similar ones in the future.

#### 3. *Pacific CEDAW session*

At the recent Pacific Islands Forum Women Leaders meeting a paper was endorsed requesting SPC support the facilitation of a Pacific CEDAW session, should it be approved by the UN High Commissioner for Human Rights. The preferred supplier(s) may be asked to support this activity through the provision of technical support, facilitation, planning and logistics and related ones in the future.

#### 4. *ICJ*

Following the UN General Assembly resolution requesting an advisory opinion from the ICJ on the legal obligations of states to prevent and redress the adverse effects of climate change, all UN member states have the opportunity to make submissions to inform the outcome. In 2023, Pacific Island Countries requested SPC facilitate a write shop to help countries prepare and draft their

submissions. A follow-up writeshop is planned for October 2023, and further follow-up support may be required. The preferred supplier(s) may be asked to support this activity through the provision of technical support, facilitation, planning and logistics, on the basis of their involvement being approved by the country delegations leading this process.

5. *Other work as required*

The preferred suppliers may also be asked to support other activities linked to strengthening Pacific Island engagement with the international human rights mechanisms, if the need emerges during the contracting period.

### **C. Timelines**

The total of number of days will be flexible and dependant on demand from SPC member countries for support in the activity areas mentioned above, and the capacity needs within HRSD. It will also be dependent on the preferred supplier's availability when the need for support arises. The preferred supplier agreement will be in place for a period of one year upon signing. When the need for work arises, a ToR will be issued matching the skills with the technical requirements and availability to deliver the services.

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

- The contractor(s) will report directly to Chief of Party, PROJECT Governance and Team Leader, Governance and Institution Building. Reporting requirements will be detailed in subsequent ToRs issued for work required.
- SPC will not cover any IT and communication equipment for the duration of the assignment. The consultant is to ensure stable internet connection for virtual interactions when necessary.
- SPC is also not responsible for any arrangements or payments related to taxes or duties for which the consultant may be liable.
- 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.
- SPC will cover any travel, meal and incidental costs related to the delivery of work agreed under subsequent Terms of Reference.

### **E. Skills and qualifications**

- Masters' degree in law, human rights or another related subject.
- Experience working in the Pacific and with Pacific governments on human rights issues.
- 7+ years' experience working with governments, providing technical assistance for engaging with international human rights mechanisms

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

- Interested parties should submit a financial proposal detailing their daily rate.
- Work will be contracted on a daily rate basis, with specific outputs required. These will be detailed in subsequent TORs issued.
- Any expected travel, in relation to the delivery of the ToR will be fully covered by SPC according to its Travel Policy
- Terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions. Payments terms follow SPC finance policy (30 days from acceptance of invoice).

## 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 and financial requirements) which indicates the relative significance or weight of the items in the overall evaluation process.

Evaluation criteria	Score Weight (%)	Points obtainable
<b><u>Mandatory requirements</u></b>		
<ul style="list-style-type: none"> <li>• Conflict of Interest Declaration form completed.</li> <li>• Sample of previous work</li> <li>• Technical Proposal Submission form</li> <li>• Financial proposal / daily rate</li> <li>• Business registration ((if applicable as per consultant's applicable legislation)</li> <li>• Applicants CV</li> <li>• Sample of previous work done</li> </ul>		<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met
<b><u>Technical requirements</u></b>		
<b>Technical requirement 1:</b> Masters' degree in law, human rights or another related subject.	10%	100
<b>Technical requirement 2:</b> Experience working in the Pacific and with Pacific governments on human rights issues.	20%	200
<b>Technical requirement 3:</b> 7+ years' experience working with governments, providing technical assistance for engaging with international human rights mechanisms	40%	400
<b><u>Financial requirements</u></b>		
Daily rate	30%	300
<b>Total Score</b>	<b>100%</b>	<b>1000</b>