



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Maritime boundaries delimitation: incorporating traditional knowledge and customary practices including impacts of climate change.
Nature of the services	Consultant – Desktop Review Study and Stakeholder Interviews
Location:	Remote
Date of issue:	19/11/2023
Closing Date:	10/12/2023
SPC Reference:	RFQ23-5994

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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 cristinai@spc.int and with the subject line of your email as follows: **Submission RFQ23-5994**. 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
- Work schedule
- Curriculum vitae

- Cover Letter
- Quotation

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 **11:45pm Fiji Time on 10/12/2023**.

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.

Dr Cristina Izaguirre will be your primary point of contact for this RFQ and can be contacted at cristinai@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	19/11/2023
RFQ Closing Date	10/12/2023
Award of Contract	15/12/2023
Commencement of Contract	19/12/2023
Conclusion of Contract	29/03/2024

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](https://spc.int/procurement) 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. 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) has received funding from the Australian government to support the efforts of their Pacific neighbours in securing their maritime boundaries. This investment aims to support SPC to implement the Resilient Boundaries for the Blue Pacific (RBBP) project that has been commissioned to identify critical basepoints for the generation of Pacific maritime zones that are most vulnerable to climate change related impacts. Climate change induced sea level rise (SLR) is at the forefront of the most devastating phenomenon affecting the integrity and permanence of these natural features of which basepoints for maritime zones delimitation is derived.

The impacts of climate change may result in the loss of these maritime features under water. This may result in the loss of parts of a state's maritime boundary and its associated socio-economic, cultural and development benefits, rights and responsibilities. It underpins regional peace and security.

Understanding where the outer limits of maritime boundaries lie is essential for the sustainable management and development of resources within Exclusive Economic Zones (EEZ), and in areas beyond national jurisdiction (ABNJ). This supports clear and actionable development for future generations.

A critical component of the identification of vulnerable basepoints (maritime features) involves the identification of natural features most at risk of losing its permanence due to the effect of climate change induced SLR. The RBBP Project will identify, analyse and evaluate these natural features and legal implications that are at risk of destabilising maritime zones. Following this the project will provide risk treatment options including technical, legal and diplomatic solutions which is both Pacific-led and consistent with international law.

The United Nations Law of the Sea (UNCLOS) provides the framework for defining maritime zones and boundaries for coastal states, and it recognizes the significance of traditional knowledge in the process (Article 47.6; 51.1). Local communities, often residing on islands or coastal regions, have a deep understanding of the seas, their ecosystems, and their interactions with these natural resources. This traditional knowledge plays a crucial role in defining maritime boundaries and understanding the maritime environment.

Evidence of local communities' interaction with basepoint features through traditional knowledge can substantiate local communities' and states' claim on a basepoint feature and consequently states' claim on its maritime boundaries under UNCLOS.

This consultancy aims to conduct a comprehensive desktop review study that includes available resources, reports, literature, as well as interviews with key stakeholders, local communities, and traditional knowledge holders to explore how traditional knowledge influences the establishment of maritime zones and boundaries in the Pacific. The study seeks to understand the interaction of local communities with islands as basepoint features in the context of UNCLOS in the region and showcase the countries of Fiji and Tuvalu.

B. Purpose, objectives, scope of services

The primary objectives of this consultancy are:

- To conduct a thorough desktop review of existing resources, reports and literature related to traditional knowledge, customary practises, cultural heritage with respect to maritime boundaries including BBNJ under UNCLOS across the Pacific region.

- To interview local communities and knowledge holders to collect valuable insights into the use of traditional knowledge and customary practises in defining maritime boundaries, in particular for the countries of Fiji and Tuvalu.
- To analyze and document the interaction of local communities with islands and surrounding environments that are being identified as key features for maritime boundary delimitation.
- To produce a comprehensive report summarizing the findings and insights gathered during the study. The report should include the proposed adaptation solution to preserving this traditional knowledge including protection of intellectual property rights over this knowledge.

C. Timelines

This consultancy is expected to be completed within 60 workdays. These 60 days can be spread out between contract commencement date to 29 March 2024 to accommodate any challenges during consultancy period.

D. Reporting and contracting arrangements

The consultant will report to and seek approval/acceptance of output from Dr. **Cristina Izaguirre, Project Manager/Coastal Analyst, SPC-RBBP Project**. Regular updates on the progress of the consultancy will be required, and the final report is expected to be submitted no later than **29th March 2024**.

The consultant is expected to meet with SPC's RBBP Project team to discuss the consultancy workplan, methodology and necessary requirements prior to commencement of consultancy.

The consultant is expected to physically travel to parts of Fiji and Tuvalu and other nominated Pacific Island countries to conduct interviews and gather images/videos. All interviews and images/videos taken must follow SPC policy and given written consent by providers of such images and interviews. Meetings prior to the consultancy work are expected to occur online.

Any travel under this contract to be approved and arranged by SPC under SPC travel Policy.

SPC will provide office space, computing facilities, and other approved information for the consultancy.

E. Skills and qualifications

The selected consultant should possess the following skills and qualifications:

- Degree in sociology, economics, archaeology, library and information management, human rights, law, traditional knowledge, environmental/marine science, communication, journalism or other relevant fields.
- Demonstrated experience in conducting research, literature reviews, and interviews related to traditional knowledge, maritime law, fisheries management, information management or similar fields.
- Knowledgeable of United Nations Law of the Sea (UNCLOS) and its provisions.

- Excellent communication skills and the ability to engage with local communities and knowledge holders.
- Proficiency in producing high-quality reports and documentation.

F. Scope of Bid Price and Schedule of Payments

The value of the contract will be based on milestones/outputs outlined in the table below.

The terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions

Milestone/deliverables	% payment
Approval by SPC of final workplan	20%
Delivery of approved workplan and methodology	40%
Delivery of list of literature reviewed, list of stakeholders interviewed and draft report.	10%
Delivery of final report and presentation of results	30%
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		
<ol style="list-style-type: none"> 1. The Conflict-of-Interest Declaration form completed 2. Work schedule 3. Curriculum vitae 4. Cover Letter 5. Quotation 6. Bidders must submit business registration and professional accreditation documents along with other documents supporting the technical requirements outlined below. 	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: Minimum qualification of degree in sociology, economics, archaeology, library and information management, human rights, law, traditional knowledge, environmental/marine science, communication, journalism or other relevant fields.	20%	40
Technical requirement 2: Minimum of three (3) years' experience in research and delivering quality written reports.	40%	40
Technical requirement 3: Minimum of three (3) years of demonstrated experience in conducting stakeholder engagement, interviews and community consultations.	40%	20
Total Score	100%	100

TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

INSTRUCTIONS TO BIDDERS

The Technical Proposal Submission Form is a table that includes the technical criteria (set out in Part 3) on which bidders will be scored and allows the bidder to respond to them. This table is then used by the technical evaluation committee to score the technical proposals received.

Technical Requirements	
<i>Evaluation criteria</i>	<i>Response by Bidder</i>
Experience and specified personnel/sub-contractors	
Experience: the bidder must demonstrate at least 3 years' experience in the field mentioned in Part 3.e and must provide details of two reference clients in this field	Experience:
	<i>[insert details of relevant experience]</i>
	Details for three references:
	1. Client's name: <i>[insert name of client 1]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	2. Client's name: <i>[insert name of client 2]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
Value contract: <i>[insert value of contract]</i>	
Personnel: insert details of the personnel/sub-contractors required	Details about personnel/sub-contractors
	Manager's experience: <i>[insert details about manager's experience]</i>
	Consultants' experience: <i>[insert details about consultants' experience]</i>
Technical Requirement 1	
Minimum qualification of degree in sociology, economics, archaeology, library and information management, human rights, law, traditional knowledge, environmental/marine science, communication, journalism or other relevant fields.	<i>[Bidder's answer]</i>
Technical Requirement 2	
Minimum of three (3) years' experience in research and delivering quality written reports.	<i>[Bidder's answer]</i>
Technical Requirement 3	
Minimum of three (3) years of demonstrated experience in conducting stakeholder engagement, interviews and community consultations.	<i>[Bidder's answer]</i>

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]*

PART C – Financial proposal

All costs indicated on the Financial Proposal should be **inclusive** of all applicable taxes. The format shown below should be used in preparing the price schedule. All prices in the proposal must be presented in EUR.

Particulars	Amount (EUR)
Professional fees	Day rate: EUR _____
Other expenses (please specify)	
TOTAL	

Professional fees: Staff salaries, consultant fees and any other professional costs (with details on the level of effort of each person on the team if applicable. i.e. 50% full time, full-time, etc.).

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

SPC does not provide or reimburse 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.

Any Travel under this contract will be organised by SPC and include semi flexible economy airfares and accommodation.

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.

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, taking into account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

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]*