



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Safe Agricultural trade Facilitation through Economic integration in the Pacific [SAFE Pacific] project
Nature of the services	Facilitate a five-day training to prepare trainee inspectors for Certification Body field training as organic inspectors for Crops including simple Processing and an understanding of Grower Group certification.
Location:	Remote based. The Contractor will be based in their home station and are required to travel to Fiji to facilitate the training in February 2024.
Date of issue:	4/12/2023
Closing Date:	14/12/2023
SPC Reference:	RFQ 23-6070

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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 jainanp@spc.int & jamesp@spc.int and with the subject line of your email as follows: **Submission RFQ 23-6070- Facilitate a five-day training to prepare trainee inspectors for Certification Body field training as organic inspectors for Crops**. 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
- Part 5, Bidders application letter, technical proposal form, financial proposal form

- 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 on the basis of information received by **11.59pm Fiji Time on 14/12/2023**.

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.

Jainan Prasad & Jim Pierce will be your primary point of contact for this RFQ and can be contacted at Jainanp@spc.int & jamesp@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	1/12/2023
RFQ Closing Date	14/12/2023
Award of Contract	18/12/2023
Commencement of Contract	18/12/2023
Conclusion of Contract	10/03/2024

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 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 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 Organic and Ethical Trade Community (POETCom) is the peak body for the organic movement in the Pacific region. We are a membership organization of farmers associations, farmer support organisations, NGOs, private sector, research institutions working with governments across the Pacific. POETCom is hosted by the Land Resources Division (LRD) of the Pacific Community (SPC) in Suva, Fiji.

POETCom is planning a **five-day Organic Auditor Training** with the aim of training selected, qualified, Pacific Region individuals to become 3rd party Provisional Auditors. At the successful conclusion of this training, it is expected that participants will be adequately trained to meet the requirements of Organic Certification bodies to enter into a contractual agreement as “Provisional Auditors” and will engage in additional training, mentoring and shadow auditing to become independent Lead Organic auditors.

The training is expected to involve a maximum of 15 participants who have formally expressed interest and have been evaluated and approved by the SAFE Team as having the necessary Experience, Education, Training and Motivation.

Participants will be assigned pre-workshop coursework to prepare them for the week and will engage in field visits as part of the training to apply the skills learned in practical conditions.

The training will also create a unique opportunity for strengthening the network and for a peer-to-peer knowledge sharing among participants.

The workshop is supported by the EU funded Safe Agricultural trade Facilitation through Economic integration in the Pacific [SAFE Pacific or SAFE] project.

B. Purpose, objectives, scope of services

The contractor is expected to facilitate the five-day Training to prepare trainee inspectors for Certification Body field training as organic inspectors for Crops including simple Processing and an understanding of Grower Group certification.

In consultation with the POETCOM Coordinator, specific objectives of the service include:

- Developing the Training Agenda.
- Preparing materials, including pre-workshop coursework, needed for training implementation by tailoring toolkit tools and exercises to the expected audience.
- Facilitating the 5-day training including two mock inspections.
- Prepare and deliver a final assignment and exam to evaluate the participants.
- Evaluate the participants and provide feedback.
- Contributing to field visits by collaborating with the facilities for practical application of the skills learned in the classroom.

Specific Contractor deliverables include:

- Training Agenda
- Training activities tailored to the expected audience and contextualized for the Pacific culture.
- Training facilitation.
- Final Report including graded assignments for participants, success and lessons learned.

C. Timelines

8 days of engagement (2 days to prepare the workshop + 5 days to deliver the workshop, 1 day follow-up and reporting).

In consultation with the POETCOM Coordinator, the Contractor will be requested to:

- Finalize training programme by end of December 2023
- Prepare training exercises tailored to expected audience (including for field visits) by mid-January 2024
- Facilitate training in February 2024. The training will be likely held on 6-10 February 2024.
- Final Report including Trainee Evaluations within one month of the end of the workshop.

D. Reporting and contracting arrangements

- The Contractor will report to Jim Pierce, POETCom Coordinator.
- Regular meetings will be scheduled with the Contractor to monitor the progress of the work, and its consistency with POETCom's vision.
- The Contractor will be based in their home station and are required to travel to Fiji to facilitate the training in February 2024
- In addition to the fees due to the Contractor, travel and mission costs will be paid directly by SPC in accordance with SPC Travel Policy. Travel insurance and any applicable visa fees is not covered.

E. Skills and qualifications

- Minimum of 10 years of experience in Organic Crop, Processing and Grower Group standards, particularly EU, US-NOP, and the Pacific Organic Standard [POS]
- Demonstrated experience in facilitating training on Organic standards, auditing techniques and report writing.
- Previous experience in Organic agriculture in the Pacific.
- Sound knowledge of Pacific context.

F. Scope of Bid Price and Schedule of Payments

One lump sum payment based on milestones.

Milestone/deliverables	Deadline	% payment
Submission of training programme, successful implementation, and Final Reporting of the workshop	Within one month of the end of the workshop.	100%
TOTAL		

G. Annexes to the Terms of Reference

[EU Organic Regulations](#)
[USDA National Organic Program Standard](#)
[POETCom Pacific Organic Standard](#)

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"> - Part 5, Bidders application letter, technical proposal form, financial proposal form - CV 	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: 10+ years of experience in Organic Crop, Processing and Grower Group standards, particularly EU, US-NOP, and the Pacific Organic Standard [POS]	30%	210
Technical requirement 2: Demonstrated experience in facilitating training on Organic standards, auditing techniques and report writing including Corrective Action implementation and resolution.	30%	210
Technical requirement: Experience in Organic agriculture in the Pacific; market and subsistence farming, traditional and current methods.	20%	140
Technical requirement: Sound knowledge of Pacific context; understanding of the different cultural, traditional, and modern farming practices across and within the Pacific Island Countries.	20%	140
Total Score	100%	700

Part 5: PROPOSAL SUBMISSION FORMS

BIDDER'S LETTER OF APPLICATION FORM

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services for the sum as may be ascertained in accordance with the Financial Proposal attached herewith and made part of this proposal.

We acknowledge that:

- SPC may exercise any of its rights set out in the RFP/RFQ documents, at any time;
- The statements, opinions, projections, forecasts, or other information contained in the Request for Proposal documents may change;
- The RFP/RFQ documents are a summary only of SPC's requirements and is not intended to be a comprehensive description of them;
- Neither the lodgement of the RFP/RFQ documents nor the acceptance of any tender nor any agreement made subsequent to the RFP/RFQ documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the RFP/RFQ documents, or since the date as at which any information contained in the RFP/RFQ documents is stated to be applicable;
- Excepted as required by law and only to the extent so required, neither SPC, nor its respective officers, employees, advisers or agents will in any way be liable to any person or body for any loss, damage, cost or expense of any nature arising in any way out of or in connection with any representations, opinions, projections, forecasts or other statements, actual or implied, contained in or omitted from the RFP/RFQ documents.

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded based on the Technical and Financial Components proposed.

For the Bidder: *[insert name of the company]*

Signature:

Name of the Bidder's representative: *[insert name of the representative]*

Title: *[insert title of the representative]*

Address:

Date: *[Click or tap to enter a date]*

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 4) 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		
Evaluation criteria	Response by Bidder	
References (provide documents to support where possible)		
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>	
3. Client's name: <i>[insert name of client 3]</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: <i>[insert details of the personnel/sub-contractors required]</i>	Details about personnel/sub-contractors	
	Leads Consultant/Manager's experience:	<i>[insert details about manager's experience]</i>
	Consultants' experience (if applicable & add more personnels if necessary:	<i>[insert details about consultants' experience]</i>
Technical requirement 1:		
Demonstrate 10+ years of experience in Organic Crop, Processing and Grower Group standards, particularly EU, US-NOP, and the Pacific Organic Standard [POS]	<i>[Bidder's answer]</i>	
Technical requirement 2:		
Demonstrate experience in facilitating training on Organic standards, auditing techniques and report writing including Corrective Action implementation and resolution.	<i>[Bidder's answer]</i>	
Technical requirement 3:		
Describe experience in Organic agriculture in the Pacific; market and subsistence farming, traditional and current methods.	<i>[Bidder's answer]</i>	
Technical requirement 4:		
Elaborate on your knowledge on Pacific context; understanding of the different cultural, traditional, and	<i>[Bidder's answer]</i>	

modern farming practices across and within the Pacific Island Countries.	
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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]*

BIDDER'S 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 bidders' local currency.

Particulars	Amount (STATE CURRENCY)
Professional fees	Daily rate: _____
Total professional fees (lumpsum)	
Other expenses (please specify)	
TOTAL [Insert Currency]	

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 consultant's 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 Contractor's duty station is their home country with travel. If travel is required, SPC will pay semi flexible economy airfares, meals, incidentals, and accommodation (DSA).

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, considering 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:

Signature:

Name of the representative:

Title: