



# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	Safe Agricultural trade Facilitation through Economic integration in the Pacific [ <b>SAFE Pacific</b> ] project funded by the European Union & the 'Support to business-friendly and Inclusive National and Regional Policies, and Strengthen Productive Capabilities and Value Chains' Project (Business Friendly Project)
<b>Nature of the services</b>	Consultancy for the tailoring of training and support to a select group of Pacific Island Agricultural Export Companies, focusing on food safety practices and product development strategies to meet international standards and market demands, particularly in the EU markets.
<b>Location:</b>	Pacific Island Countries
<b>Date of issue:</b>	6/02/2023
<b>Closing Date:</b>	16/02/2023
<b>SPC Reference:</b>	RFQ 24-6172

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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 [jainanp@spc.int](mailto:jainanp@spc.int) & [sanfreds@spc.int](mailto:sanfreds@spc.int) and with the subject line of your email as follows: **Submission RFQ**. 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
- Part 5, Bidders application letter, technical proposal form, financial proposal form
- Curriculum Vitae
- 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 16/02/2024**.

### 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.

Sanfred Smith will be your primary point of contact for this RFQ and can be contacted at [sanfreds@spc.int](mailto:sanfreds@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
RFQ sent to potential vendors	1/02/2024
RFQ Closing Date	15/02/2024
Award of Contract	28/02/2024
Commencement of Contract	1/03/2024
Conclusion of Contract	30/11/2024

### 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 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](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

The European Union-funded Safe Agriculture trade Facilitation through Economic integration in the Pacific (SAFE Pacific) Project and the 'Support to business-friendly and Inclusive National and Regional Policies, and Strengthen Productive Capabilities and Value Chains' Project (also known as the Business Friendly Project) invite qualified candidates to submit proposals for comprehensive training and support services for selected Pacific Island Agricultural Export Companies. The primary objective of this initiative is to enhance the capabilities of these companies, with a strong emphasis on expanding their presence in the European Union (EU) and international markets. This RFQ outlines the specific requirements for the training program.

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

The selected candidate will be responsible for providing tailored training and support to a select group of Pacific Island Agricultural Export Companies, focusing on food safety practices and product development strategies to meet international standards and market demands, particularly in the EU markets. The work will be spread across the region. The successful bidder will be engaged by the two projects as and when required till November 2024.

The scope of work includes:

#### Milestones and Deliverables:

The project will be divided into distinct milestones, with corresponding deliverables at each stage. The selected candidate is expected to achieve the following milestones and deliverables:

<b>Milestone 1:</b>	<b>Needs Assessment</b>
Deliverable 1.1:	Submission of an assessment report on the current food safety practices and product development strategies of selected Pacific Island Agricultural Export Companies.
Deliverable 1.2:	Identification of specific training needs and challenges for each company.
<b>Milestone 2:</b>	<b>Training Material Development</b>
Deliverable 2.1:	Development of customized training materials and modules tailored to address the identified needs and challenges.
Deliverable 2.2:	Submission of training materials for review and feedback.
<b>Milestone 3:</b>	<b>Training and Workshops</b>
Deliverable 3.1:	Execution of on-site training sessions, workshops, and seminars on food safety protocols, quality control, traceability, packaging, labelling, and other relevant topics.
Deliverable 3.2:	Provision of pre-training and post-training assessments to measure the impact of the training.
<b>Milestone 4:</b>	<b>Ongoing Support</b>

Deliverable 4.1: Provision of ongoing technical assistance, mentoring, and support to the companies during the implementation and integration of recommended practices.

Deliverable 4.2: Periodic progress reports on the companies' implementation efforts.

**Milestone 5: Evaluation and Knowledge Sharing**

Deliverable 5.1: Conduct periodic evaluations and assessments to measure the effectiveness and impact of the training and support interventions.

Deliverable 5.2: Development and sharing of best practices, case studies, and success stories to promote knowledge exchange and peer learning among the participating companies.

**C. Timelines**

The total number of days for the assignment is 90 days spread over 8 months commencing March 2024 with completion by November 2024. The tentative timetable for completing key tasks is outlined in Table 1.

**Table 1. Schedule of Training and Support for Pacific Island Agricultural Export Companies with a Focus on EU Markets**

Tasks.	Days Input	Months (2024)
Milestone 1	10	March
Milestone 2	10	March
Milestone 3	50	April – September
Milestone 4	10	October
Milestone 5	10	November
<b>Total Number of Days Inputs.</b>	<b>90</b>	

**D. Reporting and contracting arrangements**

○ **Location and Line of Reporting.**

- The consultant will report directly to the Value Chain Specialist who will be responsible for managing the deliverables of the consultant, including providing technical support with the development Training and Support for Pacific Island Agricultural Export Companies with a focus on EU Markets
- Weekly technical meetings will be held with the consultant to provide technical support throughout the duration of the assignment.

○ **Progress Reports.**

- The consultant will submit no more than three pages of monthly progress reports to the Value Chain Specialist, providing updates on key progresses made, any issues impacting work progress, and remedial actions taken to mitigate the issues.

○ **Technical Working Relationships.**

- It is expected that the consultant will work closely with the selected MSMEs in both the SAFE Pacific project and the Business-Friendly Project
- **Duty Station.**
  - During the initial commencement, the consultant will work remotely to develop the Work Plan and Consultations Plan and conduct the desktop study. Face-to-face consultations with key stakeholders will be discussed in detail with SPC and may involve some travel depending on the available budget.
- **Use of Copy Right Materials.**
  - The consultant will ensure that all materials used are properly referenced, adhering to international copyright standards.
- **Travel Arrangements.**
  - In addition to the fees due to the consultant, travel and mission costs (airfare and DSA) will be paid directly by SPC in accordance with SPC Travel Policy and DSA rates. Travel insurance, and any applicable visa fees is not covered by SPC.

## **E. Skills and qualifications**

### ***Minimum Requirements.***

- Masters or Degree in Food Science or relevant, climate change, disaster risk management, environmental studies, and management or development studies.
- At least ten (10) years of experience working in export value chains or climate adaptation and disaster risk reduction programs in any of the Pacific Island countries and territories.
- Demonstrated experience in developing engagement and communication strategic plans.
- Demonstrated experience engaging in information communication
- Demonstrated experience engaging in strategic planning discussions.
- Demonstrated experience in excellent communication and interpersonal skills.
- The capability of making clear and structured presentations to a broad range of audiences.
- Excellent writing skills and ability to prepare clear, concise strategies.
- Demonstrated ability to work under pressure, manage multiple stakeholders, and pay attention to detail, ensuring accuracy in outputs.
- Demonstrated preparedness to be adaptable and to learn and apply new systems and approaches.
- Willingness to travel in the Pacific.
- Demonstrated ability to work effectively as part of a team.
- Competent in the use of computer applications.
- Fluent in written and spoken English.
- Demonstrated ability to work in a multi-sector team and to interact with partners of different backgrounds (Government agencies, INGOs, NGOs, private sector, CROP agencies, donors, multilateral banks, communities, faith-based organizations, civil society organizations, regional and national networks).
- Preparedness to develop a working relationship with regional and country-level stakeholders.



- Willingness to travel at short notice.
- Hold a current valid passport.

#### Desirable Requirements

- Recent relevant experience working in the Pacific Islands.
- Good knowledge of Food Safety Standards and certification processes
- Demonstrated Experience engaging with other regional organizations and partners on water security, climate change, and disaster risk management and agricultural value chains.
- Strong interpersonal skills, engagement, and communications skills.
- Excellent experience in developing Engagement Strategies, Action Plans, and Communications Plans.
- Ability to communicate effectively in English.
- Registered consulting firm or individual consultant.

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

- Payments will be time based for each milestone. The bidders quote must include a total cost for the services that is inclusive of consultant remuneration, taxes if applicable, and reimbursable costs that are directly related to the performance of the services.
- Each milestone being delivered must be accompanied by a timesheet showing the number of days worked. The total number of days worked over the contract period cannot exceed 90 days.
- Terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.

Milestone/deliverables	Deadline	Days
<p><b>Milestone 1.</b> Submission of an assessment report on the current food safety practices and product development strategies of selected Pacific Island Agricultural Export Companies.</p> <p>Identification of specific training needs and challenges for each company.</p>	15 March 2024	10
<p><b>Milestone 2.</b> Development of customized training materials and modules tailored to address the identified needs and challenges.</p> <p>Submission of training materials for review and feedback.</p>	25 March 2024	10
<p><b>Milestone 3.</b> Execution of on-site training sessions, workshops, and seminars on food safety protocols, quality control, traceability, packaging, labelling, and other relevant topics.</p> <p>Provision of pre-training and post-training assessments to measure the impact of the training.</p>	30 September 2024	50

<p><b>Milestone 4.</b> Provision of ongoing technical assistance, mentoring, and support to the companies during the implementation and integration of recommended practices.</p> <p>Periodic progress reports on the companies' implementation efforts.</p>	<p>31 October 2024</p>	<p>10</p>
<p><b>Milestone 5.</b> Conduct/provide periodic evaluations and assessments measuring the effectiveness and impact of the training and support interventions.</p> <p>Development and sharing of best practices, case studies, and success stories to promote knowledge exchange and peer learning among the participating companies.</p>	<p>30 November 2024</p>	<p>10</p>
<p><b>TOTAL DAYS</b></p>		<p>90</p>

## 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>• Conflict of interest form- refer link to the form under section 2.2 “submission instructions”.</li> <li>• Filled bidders’ letter of application, technical proposal submission for in response to Part 3 “terms of reference and part 4 “evaluation criteria”, including at least 3 examples of work done in the past to demonstrate capabilities</li> <li>• Filled financial proposal submission form on provided template, outlining all costs according to the milestones of (refer to Part 3 Section F)</li> <li>• Up to date Curriculum Vitae, with two professional referees with contact details (i.e. recent clients)</li> <li>• Bidders may also provide a cover letter responding to the terms of reference in part 3 and the method of approach that will be taken to successfully deliver the required services -not mandatory</li> </ul>		<p><b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met</p>
<b>Technical requirements</b>		
<b>Technical requirement 1:</b>		
<ul style="list-style-type: none"> <li>- The consultant should possess a Master's or Degree in Food Science or a relevant field such as climate change, disaster risk management, environmental studies, or development studies. This educational background ensures a solid foundation in the subject matter.</li> <li>- A minimum of 10 years of practical experience working in export value chains or climate adaptation and disaster risk reduction programs in Pacific Island countries is required. This extensive experience indicates a deep understanding of the regional context and challenges.</li> <li>- Demonstrated experience in developing engagement and communication strategic plans showcases the ability to create effective training programs tailored to the needs of Pacific Island Agricultural Export Companies.</li> </ul>	25%	175
<b>Technical requirement 2</b>		
<ul style="list-style-type: none"> <li>- Proficiency in developing clear and structured presentations is crucial for effectively conveying complex information to a diverse audience. This skill is vital for conducting training sessions and workshops with the selected companies.</li> </ul>	25%	175

<ul style="list-style-type: none"> <li>- Excellent writing skills and the ability to prepare clear, concise strategies are essential for developing customized training materials and modules. Clear documentation is crucial for successful knowledge transfer.</li> <li>- Demonstrated engagement in strategic planning discussions and experience in information communication highlights the consultant's ability to contribute strategically to the objectives of the projects.</li> </ul>		
<p><b>Technical requirement: 3</b></p> <ul style="list-style-type: none"> <li>- The consultant should have a proven track record of working under pressure, managing multiple stakeholders, and paying attention to detail. This is critical for successfully coordinating and executing the various milestones of the training program.</li> <li>- Demonstrated preparedness to be adaptable and to learn and apply new systems and approaches is crucial for addressing the unique challenges and needs of different Pacific Island Agricultural Export Companies.</li> <li>- Willingness to travel in the Pacific and ability to work effectively as part of a team are important aspects of project management in a regional context.</li> </ul>	25%	175
<p><b>Technical requirement: 4</b></p> <ul style="list-style-type: none"> <li>- Recent relevant experience working in the Pacific Islands is desirable as it indicates familiarity with the local context, cultural nuances, and specific challenges faced by agricultural businesses in the region.</li> <li>- Good knowledge of Food Safety Standards and certification processes is crucial for providing targeted training on international standards, especially for companies aiming to expand their presence in the European Union.</li> <li>- Demonstrated experience engaging with other regional organizations and partners on water security, climate change, disaster risk management, and agricultural value chains is valuable for understanding the broader context and fostering collaboration.</li> </ul>	25%	175
<b>Total Score</b>	<b>100%</b>	<b>700</b>

**Financial Evaluation:**

The financial evaluation carries 300 points. The maximum number of points is allocated to the lowest-priced proposal. All other financial proposals receive proportional scores based on how they compare with the lowest-priced proposal. These scores are calculated according to the formula below:

$$\frac{[Total\ financial\ component\ score] \times [Lowest\ price]}{[Price\ under\ consideration]} = Score\ for\ financial\ proposal$$

**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]*

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Signature:

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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	
<b>References (provide documents to support where possible)</b>		
<b>Details for three references:</b>		
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>	
<b>Personnel:</b> <i>[insert details of the personnel/sub-contractors required]</i>	<b>Details about personnel/sub-contractors</b>	
	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>
<b>Technical requirement 1:</b>		
Consultant should possess a Master's or Degree in Food Science or a relevant field such as climate change, disaster risk management, environmental studies, or development studies. This educational background ensures a solid foundation in the subject matter.	<i>[Bidder's answer]</i>	
A minimum of 10 years of practical experience working in export value chains or climate adaptation and disaster risk reduction programs in Pacific Island countries is required. This extensive experience indicates a deep understanding of the regional context and challenges.	<i>[Bidder's answer]</i>	
Demonstrated experience in developing engagement and communication strategic plans showcases the ability to create effective training programs tailored to the needs of Pacific Island Agricultural Export Companies.	<i>[Bidder's answer]</i>	
<b>Technical requirement 2:</b>		

Proficiency in developing clear and structured presentations is crucial for effectively conveying complex information to a diverse audience. This skill is vital for conducting training sessions and workshops with the selected companies	<i>[Bidder's answer]</i>
Writing skills and the ability to prepare clear, concise strategies are essential for developing customized training materials and modules. Clear documentation is crucial for successful knowledge transfer.	<i>[Bidder's answer]</i>
Demonstrate engagement in strategic planning discussions and experience in information communication highlights the consultant's ability to contribute strategically to the objectives of the projects.	<i>[Bidder's answer]</i>
<b>Technical requirement 3:</b>	
Should have a proven track record of working under pressure, managing multiple stakeholders, and paying attention to detail. This is critical for successfully coordinating and executing the various milestones of the training program.	<i>[Bidder's answer]</i>
Demonstrate preparedness to be adaptable and to learn and apply new systems and approaches is crucial for addressing the unique challenges and needs of different Pacific Island Agricultural Export Companies.	<i>[Bidder's answer]</i>
Willingness to travel in the Pacific and ability to work effectively as part of a team are important aspects of project management in a regional context.	<i>[Bidder's answer]</i>
<b>Technical requirement 4:</b>	
Recent relevant experience working in the Pacific Islands is desirable as it indicates familiarity with the local context, cultural nuances, and specific challenges faced by agricultural businesses in the region.	<i>[Bidder's answer]</i>
Knowledge of Food Safety Standards and certification processes is crucial for providing targeted training on international standards, especially for companies aiming to expand their presence in the European Union	<i>[Bidder's answer]</i>
Demonstrate experience engaging with other regional organizations and partners on water security, climate change, disaster risk management, and agricultural value chains is valuable for understanding the broader context and fostering collaboration.	<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]*

## 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 (90 days)	
Other expenses (please specify)	
<b>TOTAL [Insert Currency]</b>	

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.).

Other expenses: if any, that are directly related to the delivery of the services will be reimbursable based on actuals (receipts and other supporting documents will be required). Such expenses will need prior approval before it is incurred and paid.

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: