

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

### Re-advertised

<b>Project Title:</b>	<b>Pacific Regional Culture Strategy (PRCS) French and US Territories Resource Mobilisation Consultant</b>
<b>Nature of the services</b>	To outline how resources may be raised for the delivery of the PRCS, within the French and US Territories.
<b>Location:</b>	Regional
<b>Date of issue:</b>	6/03/2024
<b>Closing Date:</b>	12/03/2024
<b>SPC Reference:</b>	RFQ24-6283

## 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	4
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	8
G. ANNEXES TO THE TERMS OF REFERENCE	8
<b>PART 4: PROPOSAL EVALUATION MATRIX.....</b>	<b>9</b>
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	9

## 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 [luisam@spc.int](mailto:luisam@spc.int) and with the subject line of your email as follows: **Submission RFQ24-6283**. 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
- CV, Completed technical and financial forms template, Due Diligence Questionnaire

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 7/03/2024**.

### 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.

Luisa Mavoia will be your primary point of contact for this RFQ and can be contacted at [luisam@spc.int](mailto:luisam@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	6/03/2024
RFQ Closing Date	12/03/2024
Award of Contract	13/03/2024
Commencement of Contract	14/03/2024
Conclusion of Contract	5/04/2024

### 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 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](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 Pacific Community (SPC) is the institutional custodian of the Festival of Pacific Arts and Culture (FestPAC) and the Pacific Regional Culture Strategy (PRCS). In facilitating cultural development initiatives, the Human Rights and Social Development Division provides technical support to countries and works closely with regional organizations and international partner agencies.

The PRCS 2022 – 2032 takes a holistic approach to Culture and development and aims to capture both sustainable development aspirations as well as safeguarding and protective interests. Party to the PRCS are 24 or the 27 Pacific Community (SPC) member countries. This comprises 22 Pacific Island Countries and Territories (PICTs), Australia and New Zealand. As part of the PRCS the Theory of Change was endorsed by the working group and the statement reads:

Investment for financial and human resources for the preservation and safeguarding of Pacific heritage, culture, and arts, will be critical if culture is to be better integrated as an enabler and driver of sustainable development, and cultural brokers and communities would be better supported. The aim is to bring together cultural stakeholders in a coordinated manner and focus on resource mobilisation, communication, institutional mechanisms, integration of culture across sectors, and cultural production.

Effective resource mobilisation and inter agency cooperation is a critical component to the implementation and delivery of the PRCS and there as a first step to addressing this, the PRCS resource mobilisation plan needs to be developed with the guidance and support of the PRCS working group.

The purpose of the resource mobilisation plan will be to outline how resources may be raised for the delivery of the PRCS. It will also contain a resource mobilisation guide to support fundraising at the national level. The key objective of the PRCS Resource Mobilisation Plan is to effectively and efficiently mobilise resources to address programme priority areas identified in the PRCS. The Resource Mobilisation Plan will also provide a road map for member countries and territories to aid them in organising the processes of prioritising, planning, monitoring, broadening their own resource channels as well as coordinating with SPC, and countries within the French and US territories for mobilising and effectively utilising resources.

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

- The consultant will work with the HRSD Culture in Development team to develop a table/matrix for PRCS Donor Mapping by Priority areas for countries within the French and US Territories Only.
- The consultant will work with the Team leader Culture and review a map out of existing resources which includes potential grant, funding and investment partners to assist countries within the French and US Territories only. This initial mapping will follow the table/matrix provided in the main Resource Mobilisation Plan document.

### **C. Timelines**

- The contracted consultant will conduct this work over the course of 10 days from March 12th, 2024, till April 5<sup>th</sup> 2024. The timelines of the work will be carried out in agreement with the project staff at SPC.

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

- The contract will be issued and managed by the SPC under the Supervision of the Team Leader Culture.
- The contracted consultant will be home-based and will be expected to conduct the project from their home country.
- Desk research/review and draft and final reporting with a one or two pager to be inserted into the main report if you feel there are specifics that could add value for the territories.
- 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.

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

The consultant is expected to:

- Hold at least a bachelor's degree and or related level of experience in culture, cultural and creative industries, and the arts.
- Possess a deep cultural knowledge and a lived/ working experience of cultural and creative industries with both public cultural and arts agencies, as well as the cultural and arts sector. This includes a strong background of Indigenous knowledge, cultural and creative practices.
- And/ or have extensive experience in conducting consultations with public and private sector culture and arts sector stakeholders.
- Demonstrated ability to manage resources efficiently and with accountability, and to manage time well.
- Have Extensive work experience in the regional culture sector. Work experience in the cultural and creative industries is necessary.
- Experience in resource mobilization is necessary.

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

- The contract will be payments based on milestones which are detailed in the table below.
- Bidder is requested to specify the preferred schedule of payments and terms acceptable, noting that generally, SPC will not enter into arrangements requiring a 100% advance payment.
- A daily rate may be provided based on the approximate 10 days of work, or a lump sum fee broken down into deliverables.
- Terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Condition
- Payments terms follow SPC finance policy (30 days from acceptance of invoice).

Milestone/deliverables	Deadline
Milestone 1: Provide a draft table for PRCS Donor mapping by priority Areas	18 March 2024
Milestone 2: Submission of final table reflecting the list of donors and resources that the countries could reach out to for financial support.	29 March 2024
Review, edit, and final changes needed	5 April 2024

## G. Annexes to the Terms of Reference

Please reference and review PRCS before submission:

- 1 [The Regional Culture Strategy 2022 - 2032: The pacific culture decade-towards sustainable cultural development \(windows.net\)](#)
2. [https://www.spc.int/DigitalLibrary/HDP/Collection/PRCS\\_Culture](https://www.spc.int/DigitalLibrary/HDP/Collection/PRCS_Culture)



## 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>Mandatory requirements</b>		
<ul style="list-style-type: none"> <li>• Conflict of Interest Declaration form completed.</li> <li>• Technical proposal Submission form.</li> <li>• Financial proposal submission form.</li> <li>• Applicant (s) Resume.</li> <li>• One sample of recent work submitted on relevant or similar topics must be provided.</li> <li>• Business registration and/or Tax Identification Number (TIN) letter (if applicable as per consultant's applicable legislation).</li> </ul>		<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met
<b>Technical requirements</b>		
<b>Technical requirement 1:</b> At least a bachelor's degree and or related level of experience in culture, cultural and creative industries, and the arts.	15%	150
<b>Technical requirement 2:</b> Possess a deep cultural knowledge and a lived/working experience of cultural and creative industries with both public cultural and arts agencies, as well as the cultural and arts sector. This includes a strong background of Indigenous knowledge, cultural and creative practices.	20%	200
<b>Technical requirement 3:</b> Have extensive experience in conducting consultations with public and private sector, culture and arts sector stakeholders and also have experience in resource mobilization is necessary.	20%	200
<b>Technical requirement 4:</b> Have extensive work experience in the regional culture sector or work experience in the cultural and creative industries is necessary.	15%	150
<b>Technical Requirements</b>	70%	700
<b>Financial requirements</b>		
Price and Payment terms	30%	300
<b>Total Score</b>	<b>100%</b>	<b>1000</b>