

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Supervising producer, reporter and video shooter/editor for Pacific broadcast of regional festival
Nature of the services	Support Pacific Way broadcast team to produce and disseminate daily program for upcoming regional festival
Location:	Honolulu, Hawai'i
Date of issue:	23/04/2024
Closing Date:	30/04/2024
SPC Reference:	RFQ24-6450

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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 charlenec@spc.int and with the subject line of your email as follows: **Submission RFQ24-6450 - FestPAC Broadcast Support**. The email should also be copied to rfq@spc.int and procurement@spc.int.

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed.

- **Technical Proposal including CVs** of a team including supervising producer/writer, interviewer and editor/videographer, showing experience with daily broadcast and festival coverage, for support on the ground as part of the SPC Pacific Way Team.
- **Financial Proposal** for total cost including flights and accommodation for the duration of your stay.

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 **11.45 pm Fiji GMT+12 on 30/04/2024**.

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.

Charlene Currat and Lisa Kingsberry will be your primary points of contact for this RFQ and can be contacted at charlenec@spc.int and lisak@spc.int. You should copy all communications to rfq@spc.int and procurement@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	23/04/2024
RFQ Closing Date	30/04/2024
Award of Contract	3/05/2024
Commencement of Contract	6/05/2024
Conclusion of Contract	30/06/2024

2.6 Legal and compliance

Confidentiality: Unless otherwise agreed by SPC in advance or where the contents of the RFQ are already in the public domain when shared with the bidder, bidders shall at all times treat the contents of the RFQ and any related documents as confidential. SPC will also treat the information it receives from the bidders as confidential.

Conflict of interest: Bidders must take all necessary measures to prevent any situation of conflict of interest. You must notify SPC in writing as soon as possible of any situation that could constitute a conflict of interest during the RFQ process. If you have any familial connection with SPC staff, this must be declared, and approval will then be sought for you to engage in the RFQ process. **In support of your response to this RFQ, you must submit to SPC [the Conflict-of-Interest Declaration form](#) available on our procurement page website: <https://spc.int/procurement>.**

Breach of this requirement can result in SPC terminating any contract with a successful bidder.

Currency, validity, duties, taxes: Unless specifically otherwise requested, all proposals should be in USD and must be net of any direct or indirect taxes and duties, and shall remain valid for 120 days from the closing date. The successful bidder is bound by their proposal for a further 60 days following notification they are the preferred bidder so that the contract may be awarded. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during this period.

No offer of contract or invitation to contract: This RFQ is not an offer to contract or an invitation by SPC to enter into a contract with you.

Privacy: The bidder is to comply with the requirements of applicable legislation and regulatory requirements in force for the use of personal data that is disclosed for the purposes of this RFQ. SPC will handle any personal information it receives under the RFQ in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

Warranty, representation, assurance, undertaking: The bidder acknowledges and agrees that no person has any authority to give any warranty, representation, assurance or undertaking on behalf of SPC in connection with any contract which may (or may not) follow on from this RFQ process.

2.7 Complaints process

Bidders that consider they were not treated fairly during any SPC procurement process may lodge a protest. The protest should be addressed to complaints@spc.int. 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 Festival of Pacific Arts (FestPAC) is the world's largest celebration of indigenous Pacific cultures and practices. The 13th FestPAC will take place in Hawai'i between 6th and 16th June 2024.

The festival is hosted by Hawai'i and supported by the Pacific Community (SPC) as the secretariat. To support the dissemination of the Hawai'i led Festival of Pacific Arts, SPC is calling for submissions to support its Pacific Way team to produce a 30-minute daily episode to be disseminated across the entire Pacific region.

This support will bolster the access of indigenous communities all over the region to FestPAC, showcasing the underpinning value and importance that culture plays in the lives of the Pacific region.

B. Purpose, objectives, scope of services

The selected vendor will bolster the SPC and Hawai'i broadcast teams and provide additional support to deliver the necessary broadcast.

Technical delivery:

1. A total of 16 x 30-minute programs to be produced.
2. Support to broadcast team for live streaming of 5 key events, including opening, closing, ecumenical service, wa'a arrival, and 2 days of performances (TBC).
3. Production management of the shooting schedules, editing and delivery of the program within the allocated timelines.

The selected vendor will be required to organise its own travel to Hawai'i, including necessary visas and costs.

C. Timelines

- Travel to Hawai'i and support on the ground: 01-18th June 2024.
- In partnership with SPC and Hawai'i, development of a broadcast schedule and editing/shooting schedule to deliver and preserve indigenous story telling in culturally appropriate manners.
- Supply of all footage to SPC for preservation. No content collected will be able to be used by any vendor for other purposes after the festival.
- Final report to be submitted to SPC by 30th June 2024.

D. Reporting and contracting arrangements

- The selected vendor will report to the SPC Director of Communications and the SPC Pacific Way team.
- Daily 30-minute programs delivered in a timely manner and a culturally appropriate and sensitive manner.
- Provision of all content collected to SPC by the end of the festival for preservation and no ownership of any copyright or use of footage beyond the festival itself.

E. Skills and qualifications

Requirements and skills necessary:

1. Minimum 10 years' experience in film and TV production.
2. Experience in festival settings. Prior experience at the Festival of Pacific Arts, or regional art festivals such as Melanesia arts festivals, is preferable.
3. Indigenous Pacific representation with experience across Pacific regional work and cultural, traditional knowledge and capturing.
4. Broadcast editing and production capabilities, scripting, interviewing and hosting / co-host broadcast capabilities as required.
5. All equipment including shooting 1920x1080 50i, editing and broadcast capabilities for the region.

F. Scope of Bid Price and Schedule of Payments

The bidder will submit a Financial Proposal with a lump sum price including:

- all broadcast technical dissemination capabilities and support as required;
- all flights and accommodation for the duration of their stay.

Final payment will be made after the final report is approved by SPC.

Milestones / Deliverables	Deadline
Contract signature / PO issue	06.05.2024
Completion of FestPAC and delivery of necessary support (all footage and content) and final report	30.06.2024

G. Annexes to the Terms of Reference

More information here: <https://www.festpachawaii.org/>

Program: <https://www.festpachawaii.org/program>

SPC Pacific Way and FestPAC coverage: <https://www.spc.int/the-pacific-way>

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. Conflict-of-Interest Declaration form. 2. Technical Proposal including CVs of proposed team. 3. Financial Proposal. 	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: Proven experience in film and TV production (minimum 10 years).	10%	100
Technical requirement 2: Demonstrated experience working in a festival setting and in telling and editing culturally appropriate content for the Pacific region.	10%	100
Technical requirement 3: Broadcast shooting, editing, interviewing and hosting capability for 30-minute programs.	20%	200
Technical requirement 4: Supply of all the necessary equipment that can shoot, edit and broadcast within the correct formats for the Pacific region.	30%	300
Financial requirements		
Financial requirement 1: Lump sum price – Score = (Lowest price / Price under consideration) x 300	30%	300
Total Score	100%	1000