



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Hydrology support to enhance flood early warning systems in the Pacific
Nature of the services	Independent review of hydrological databases
Location:	Remote with travel
Date of issue:	19/07/2024
Closing Date:	2/08/2024
SPC Reference:	RFQ24-6767

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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 jacquir@spc.int and petes@spc.int and with the subject line of your email as follows: **Submission RFQ24-6767**. 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
- Completed *Technical proposal submission form – Services E* on provided template
- Most recent Curriculum Vitae with three references

- Cover letter
- Detailed work-plan of how the work will be undertaken, including tentative timelines
- CVs of consultants/sub-contractors who will be involved (if any)

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 **23.45PM FJT on 2/08/2024**.

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.

Mrs Jacqui Reid will be your primary point of contact for this RFQ and can be contacted at jacquir@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	19/07/2024
RFQ Closing Date	2/08/2024
Award of Contract	9/08/2024
Commencement of Contract	12/08/2024
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 AUD 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) is seeking expressions of interest to undertake a review of hydrological databases suitable for Pacific Island Countries (PICs).

Surface and groundwater hydrological data supports evidence-based decision making for water resources management, flood and drought early warnings and impact-based management, climate change analysis, infrastructure design, and energy and food, security. Despite a long history of hydrological data collection in the Pacific region, it is noted that accessible data has declined in recent years.

Hydrological data requires a fit-for-purpose database with specialised tools that provides for data processing, quality assurance, hydrological analysis, accessibility and data sharing at national and regional level.

For surface water, Pacific Island Countries have used the hydrological database TIDEDA, (Time DEpendent Data), a software developed in New Zealand by the National Institute of Water and Atmospheric Research (NIWA), as the primary database for processing and analysing surface water hydrological data in the Pacific region. TIDEDA is nearing its useful operational life and there are currently no plans for further software development and is expected to become obsolete without future upgrades to computer operating systems. This presents a significant risk to advancing regional hydrological data, Early Warning Systems (EWS), water resource management, and climate analysis agendas.

Groundwater data in the Pacific typically is stored locally in unmanaged and unsecure file formats, such as excel and standalone databases, making access difficult for quality assured and accessible data to support evidence-based decision making. National groundwater data is at high risk of being lost without efforts to provide for its proper data security and management.

Limitations of the current hydrological databases have been raised extensively by Pacific National Meteorological and Hydrological Services and technical specialists as a priority for some time.

The identification of minimum requirements for a hydrological database suitable for the Pacific; including data processing, storage, analysis, and management applications is currently underway. The findings will be presented in a summary report.

B. Purpose, objectives, scope of services

Objective:

To assess the suitability of hydrological database options to service the needs of National Hydrological Services of Pacific Island Countries (PICs)

Scope of services

Review the summary report of the minimum requirements of a suitable hydrological database (referred to hereafter as the 'Summary report'). Examples of criteria are shown below under potential criteria.

Assess the suitability of the WMO Meteorology, Climatology and Hydrology (MCH) database, compared to criteria outlined in the Summary Report. The assessment will include:

- Desktop review

- In country review with Samoa Water Resources Division of the Ministry of Natural Resources and Energy (note that this will need to be undertaken prior to the 1st September 2024)
- Remote consultation with regional agencies with experience with database (up to 2 agencies)

Identify and assess three proprietary hydrological databases compared to the criteria outlined in the summary report, including cost of software and potential for a regional database solution.

Produce a report detailing the results of the assessment.

Present findings to SPC, PICS and other regional bodies (remote)

Potential criteria that may be included (but not limited to) in the assessment are:

- Evaluation of cost (initial and on-going)
- Computer hardware and systems requirements
- Training and capacity building requirements
- Level of ongoing support and maintenance needed/included
- Data storage
- Hydrological tools – data editing, rating curve and flow development
- Data QA – Quality editing.
- Available API or ability to push data out
- Receiving data
- Multi-parameter – rainfall, water, water quality, groundwater
- Required steps to change to a new database.
- Administration support (current)
- Regional standards
- Commitment of company

C. Timelines

Activity	Days
Review of Summary Report	1
Review of MCH database (in-country visit – Samoa)	5
Assessment of proprietary software	5
Reporting and presenting findings	3

D. Reporting and contracting arrangements

The Contractor will report to the Senior Hydrologist of the project – Supporting Surface Water Hydrology Capacity in the Pacific. The Senior Hydrologist will be the primary contact point for the Contractor on all technical matters pertaining to this work.

Travel related expenses for the contractor must be included in the financial proposal and will be confirmed in the contract, in addition to consultancy fees.

All outputs and reporting timelines relating to this work will be detailed in the contract between the Contractor and SPC.

E. Skills and qualifications

- At least 10 years of experience in hydrological services, or another relevant sector preferably in the Pacific.
- Tertiary qualification in science, engineering or related field.
- Demonstrated experience in hydrological database management and use.
- Sound knowledge of and experience in the use of hydrological data.
- Demonstrated analytical skills and ability to translate hydrological database requirements for experts in non-technical fields.
- Familiarity with Pacific Island hydrological services and data needs.

F. Scope of Bid Price and Schedule of Payments

The bidder must include the computation of contract price which should include professional fees, management and operating costs, travel costs, per diems, and any other administrative costs.

The payment will be based on the following milestones as follows:

Milestone/deliverables	Deadline
MCH report incl. in-country mission	1/9/2024
Finalisation of report	30/9/2024
TOTAL	

G. Annexes to the Terms of Reference

Pacific Countries and Territories – Hydrological Capacity Assessment and Needs Oct 2019: - **Annex 1**

MCH Database: MCH - Meteorology, Climatology and Hydrology Database Management System | World Meteorological Organization (wmo.int) - <https://community.wmo.int/en/mch-meteorology-climatology-and-hydrology-database-management-system>

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"> i. Conflict of Interest Declaration form completed ii. Completed Technical proposal submission form – Services E on provided template (Annex 2) iii. Most recent Curriculum Vitae with three references iv. Cover letter v. Detailed work-plan on how the work will be undertaken, including tentative timelines vi. CVs of consultants/sub-contractors who will be involved (if any) 	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: At least 10 years of experience in hydrological services, or another relevant sector preferably in the Pacific.	5%	35
Technical requirement 2: Tertiary qualification in science, engineering or related field.	5%	35
Technical requirement 3: Demonstrated experience in hydrological database management and use.	20%	140
Technical requirement 4: Sound knowledge of and experience in the use of hydrological data.	15%	105
Technical requirement 5: Demonstrated analytical skills and ability to translate hydrological database requirements for experts in non-technical fields.	5%	35
Technical requirement 6: Familiarity with Pacific Island hydrological services and data needs.	5%	35
Technical requirement 7: Detailed work plan demonstrating a clear and efficient approach to achieve contract objectives, within the project timeline demonstrating value for money.	5%	35
Other: Capacity to undertake the services within the timeframe outlined in Section 2.5 of the RFQ	10%	70
Total Technical Requirements	70%	700
Other: Financial Requirements		
Price and payment terms	30%	300
Total Score	100%	1000