

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>Pacific Islands Ocean Acidification Centre</b>
<b>Nature of the services</b>	Ocean Acidification Expert Advisor to the Pacific Islands Ocean Acidification Centre. The advisor will work closely with PIOAC partner organizations, country-based scientists, and regional stakeholders to develop and support the implementation of monitoring plans, enhance research, and capacity-building activities.
<b>Location:</b>	Suva, Fiji
<b>Date of issue:</b>	29/07/2024
<b>Closing Date:</b>	12/08/2024
<b>SPC Reference:</b>	<b>24-6945</b>

## 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	8
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	8
G. ANNEXES TO THE TERMS OF REFERENCE	9
<b>PART 4: PROPOSAL EVALUATION MATRIX.....</b>	<b>10</b>
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	10

## 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 [katys@spc.int](mailto:katys@spc.int) and with the subject line of your email as follows: **Submission RFQ 24-6945**. 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
- Curriculum vitae
- Cover letter

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 **5:00 PM Fiji time on 12/08/2024**.

### 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.

Katy Soapi will be your primary point of contact for this RFQ and can be contacted at [katys@spc.int](mailto:katys@spc.int). You should copy any communications into [rfg@spc.int](mailto:rfg@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	29/07/2024
RFQ Closing Date	12/08/2024
Award of Contract	TBC
Commencement of Contract	TBC
Conclusion of Contract	TBC

### 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 FJD 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 Terms of Reference (ToR) outlines the services required by the Pacific Community (SPC) for an Ocean Acidification Expert Advisor to play an advisory role to the Pacific Islands Ocean Acidification Centre (PIOAC).

The Pacific Islands Ocean Acidification Centre is a regional training hub that was established in 2021 to support ocean acidification (OA) research and monitoring. OA is a significant issue impacting marine biodiversity, including corals, shellfish, and plankton, foundational to marine food webs and critical for the region's food security, economic development, and cultural heritage.

In recognition of the call to build OA capacity in the region, the consultant will play a critical role in strengthening the Pacific Islands' capabilities to monitor and adapt to ocean acidification. This entails working closely with PIOAC partner organizations, country-based scientists, and regional stakeholders to develop and support the implementation of monitoring plans, enhance research, and capacity-building activities.

The consultant will provide expert advice on OA monitoring equipment, contribute to the development of training materials, and assist in data analysis and reporting. Additionally, the consultant will engage in high-level strategic planning and communications to raise awareness about OA issues, support funding efforts for capacity-building activities, and deliver actionable insights and recommendations for mitigating the impact of OA on marine ecosystems and communities.

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

The consultancy will run from July 2024 to July 2025, focusing on achieving key activities as outlined below:

Major Roles:

#### 1. Strengthen Pacific Islands Ocean Acidification Monitoring Capabilities:

- Work closely with PIOAC partner organizations and country-based scientists to develop monitoring plans and support the implementation of their monitoring plans in coordination with PIOAC partner organizations.
- Provide advisory support to regional scientists on their research and monitoring program. Identify challenges and recommend improvements to enhance program effectiveness and efficiency.
- Contribute to capacity-building activities, for example training, to enhance PICT scientist's skills and knowledge in ocean monitoring.
- Contribute to the development of training materials for OA monitoring equipment.
- Contribute to development of capacity-building plans for PICTs to address identified gaps, including recommendations for training, technical assistance, and equipment procurement.
- Provide support for equipment maintenance to PIOAC kit recipients.

#### 2. Provide Technical and Expertise Advice OA research to PIOAC members countries:

- Provide guidance and training support on the operation and maintenance of OA monitoring equipment, including sensors.

- Support capacity-building efforts to ensure technical expertise among regional stakeholders.
- Contribute expertise advise on monitoring activities for Regional OA Program, including field visits to member states to provide training support on data collection, analysis, and reporting in alignment with program objectives.
- Review and trial SOPs for Practical Best Practices in OA monitoring
- Contribute to developing a system for tracking spare parts inventory at SPC and determining how kit recipients will be approved to receive items they request.
- Provide a full range of expert advice on OA lab analysis to improve monitoring and data quality. Offer technical oversight, instruction, and contribute to the professional development of staff through mentoring and training initiatives.

### **3. OA Data Accessibility:**

- Support effort for easy accessibility of OA data collected by PIOAC and other stakeholders. Implement strategies to enhance data sharing and dissemination.
- Deliver expert guidance and advice on setting up OA data management systems
- Support the management and submission of OA data to ensure accurate, complete, and consistent data, adherence to international standards and submission of OA data to OA data portals, including the SDG14.3.1 data portal.

### **4. Contribution high-level and strategies engagements**

- Contribute to raising awareness about OA issues in the region.
- Prepare or contribute to presentations or other communication pathways such as blogs and radio podcasts to reach diverse audiences.
- Provide support to PIOAC in resources mobilisation for capacity building activities, including equipment, training materials, and technical support.
- Contribute to scientific and technical papers to disseminate research findings from the Pacific Region
- Assess and update PIOAC program objectives and goals based on new research findings and emerging priorities. Contribute to establishment of research implementation work plans to accomplish objectives and goals effectively.
- Review and revise priorities of PIOAC and develop a draft OA strategic plans aligned with program objectives, ensuring strategic alignment with regional and international OA initiatives.
- Attend regular meetings with PIOAC members when needed.

## **C. Timelines**

The total days of engagement are estimated to be up to 60 days in total.

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

Day to day management and supervision will be provided by the PCCOS Coordinator – Partnership and Engagement. Reporting frequency and dates of delivery of key tasks for payment will be determined once a workplan has been agreed to.

Strategic guidance and direction to the design process will be provided by the Pacific Islands Ocean Acidification Centre (PIOAC) team, including the PCCOS team, key staff from SPC divisions (GEM Ocean

and Maritime Programme) and representatives from partner organisations: the University of the South Pacific (USP), NIWA, the University of Otago, the Ocean Foundation, and NOAA.

Whilst some of the work can be done remotely, it is expected that in-person work will take place, especially with the PIAOC team and equipment based in Suva (at SPC and USP), and potentially with national stakeholders in Pacific Island Countries and Territories. These costs will be covered separately from this contract and will be agreed based on successful bid and workplan. Please do not include these travel-related costs in your quotation.

All information and outputs from the consultancy will remain the property of SPC and are subject to confidentiality unless expressly agreed otherwise

### E. Skills and qualifications

- Advanced degree (Master's or PhD) in marine science, environmental science, or a related field.
- Extensive experience in ocean acidification research and monitoring, with a focus on practical training and capacity building.
- Significant publication record on ocean acidification in academic publications.
- Proficiency in operating and maintaining OA monitoring equipment, including sensors.
- Strong communication skills, including the ability to effectively engage with stakeholders and deliver presentations.
- Experience in data management and analysis, with a focus on ensuring accessibility and usability of OA data.
- Familiarity with social media platforms and other communication tools for outreach and awareness-raising activities.
- Previous experience working in the Pacific Islands region and knowledge of local contexts is advantageous.

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

- The contract price will be based on lump sum payments tied to the milestones (in previous section) set out below.
- The value of the contract will be based on number of days dedicated to the scope of work outlined in this ToR, up to a maximum of 60 person-workdays.
- Terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions

<b>Milestone/deliverables</b>	<b>% payment</b>
Milestone 1: Successfully assessed SOPs for Practical Best Practices in OA monitoring.	20
Milestone 2: Provided technical oversight and mentoring support, contributing to the professional development of country scientists in both the field and laboratory.	20
Milestone 3: Developed effective OA data management systems for PIOAC country members, ensuring data is systematically recorded and stored.	20
Milestone 4: Quality funding proposals for ocean acidification monitoring development and capacity-building activities.	20



Milestone 5: Developed OA strategic plans aligning with program objectives to ensure strategic alignment with regional and international OA initiatives.	20	
<b>TOTAL</b>	100	

**G. Annexes to the Terms of Reference**

Information regarding the Pacific Ocean acidification centre is available at this site:  
[The Pacific Islands Ocean Acidification Centre \(PIOAC\) | The Pacific Community Centre for Ocean Science \(spc.int\)](#)

## 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>Advanced degree (Master's or PhD in marine science, environmental science, or a related field.</li> <li>20 years of extensive experience in ocean acidification research and monitoring, with a focus on practical training and capacity building.</li> <li>Significant publication record on ocean acidification in academic publications.</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> Proficiency in operating and maintaining OA monitoring equipment such as the GOA-on in a Box kit.	30%	210
<b>Technical requirement 2:</b> Proven track record in providing strategic guidance for capacity development on ocean acidification with effective communication skills.	25%	175
<b>Technical requirement 3:</b> Experience in data management and analysis, with a focus on ensuring accessibility and usability of OA data.	25%	175
<b>Technical requirement 4:</b> Previous experience working in the Pacific Islands region and knowledge of local context is advantageous.	10%	70
<b>Technical requirement 5:</b> Familiarity with social media platforms and other communication tools for outreach and awareness-raising activities.	10%	70
<b>Total Score</b>	<b>100%</b>	<b>700</b>