

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Event Styling Services for the Pacific Ministers for Youth Meeting Networking Events
Nature of the services	Event Styling Services in Support of Event Coordination Vendor to provide event styling support for the Pacific Ministers for Youth Meeting in September 2024 to be held in Nadi, Fiji
Location:	Nadi, Fiji
Date of issue:	9/08/2024
Closing Date:	16/08/2024
SPC Reference:	24-6970

Contents

PART 1: INTRODUCTION	3
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
PART 2: INSTRUCTIONS TO BIDDERS	3
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	5
2.7 COMPLAINTS PROCESS	5
PART 3: TERMS OF REFERENCE	6
A. BACKGROUND/CONTEXT:	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES:	6
C. TIMELINES, WORKPLAN & BUDGET:	7
D. REPORTING & CONTRACTING ARRANGEMENTS:	7
E. SKILLS AND QUALIFICATIONS:	7
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS:	7
PART 4: PROPOSAL EVALUATION MATRIX.....	9
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

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 gabriellam@spc.int and with the subject line of your email as follows: **Submission RFQ 24-6970:** .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

- A Cover Letter and filled technical proposal form on provided template, responding to the RFQ Scope of Services.

- Filled Financial Proposal outlining all costs, in line with the milestones of this RFQ (refer to Section F).
- A copy of CV with at least names of two referees with contact details.
- Business Registration (if applicable)
- Tax Registration (if applicable)

-

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 Standard Time (GMT+12)** on **16/08/2024**.

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.

The Social Inclusion Advisor will be your primary point of contact for this RFQ and can be contacted at gabriellam@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	9/08/2024
RFQ Closing Date	16/08/2024
Award of Contract	19/08/2024
Commencement of Contract	3/09/2024
Conclusion of Contract	20/09/2024

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 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. 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 principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 20 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

The Human Rights and Social Development (HRSD) Division has a vision for just, equitable and resilient Pacific societies. It aims to achieve this by advancing human rights, equality, and social inclusion for all Pacific people, grounded in cultural values and principles.

As the key implementing partner for the Pacific Women Lead portfolio, SPC leads the Pacific Women Lead at SPC programme (PWL at SPC), located within SPC's HRSD Division. The PWL at SPC programme receives more than AUD 55 million under the Australian Government's AUD 170 million PWL portfolio. PWL at SPC has funding for five years from 2021–2026. The PWL at SPC programme goal is those Pacific women and girl, in all their diversity, are safe and equitably share in resources, opportunities and decision-making, with men and boys. There are three outcomes: (1) women's leadership promoted; (2) women's rights realised; and (3) Pacific regional partners increase the effectiveness of regional gender equality efforts.

A service provider – individual or organisation – is being sought to provide Event Styling support for the ministerial meeting networking events:

Pacific Minister for Youth Meeting (PMYM) scheduled for 4th – 5th September 2024 in Nadi. These social events are on the following days:

- **Tuesday 3rd September- Traditional Welcome Ceremony followed by Cocktails**
- **Thursday 5th September- Closing Dinner**

B. Purpose, Objectives, Scope of Services:

SPC is the custodian of the Pacific Youth Development Framework (PYDF) 2014-2023, the Pacific Regional Culture Strategy 2022-2032 and the Pacific Platform for Action. Whilst SPC HRSD convenes the regular meetings of the ministers responsible for culture and for ministers responsible for the national women's machineries (NWMs), there's never been a regular regional accountability mechanism to track commitments made at various fora towards youth-specific development. SPC is convening a meeting of the PICTs Ministers responsible for national youth development and, it will request the Pacific ministers for youth for the mandate to set up the regional accountability mechanism.

SCOPE OF SERVICES

The Event Styling Vendor will assist the HRSD division with the successful implementation of the meeting in September 2024. The vendor will work directly with the HRSD's Event Coordinator and the PMYM Secretariat, and in collaboration with the finance, procurement and PWL at SPC team for up to 5 days.

1. Event Styling – high level event styling coordination including the provision of high-level service delivery for the 2 social events.
2. Event styling concept to align with thematic with Fiji as the host country that is suitable for a high-level ministerial meeting participants.
3. With guidance from HRSD’s Event Coordinator and PMYM organising committee, the vendor will arrange, manage, coordinate and set up all aspects of event styling for the 2 events in line with the SPC Procurement Guidelines.
4. The vendor shall provide its own support team for set up, monitoring, pack down and transportation to and from the venue.

C. Timelines, Workplan & Budget:

The vendor will commence work as soon as the contract has been signed. The vendor will work directly with the HRSD’s Event Coordinator and the PMYM Secretariat, and in collaboration with the finance, procurement and PWL at SPC team for up to 5 days. All applicants are expected to submit a Work Plan, budget and design proposal that outlines all deliverables and costings in accordance with the timeframes for the event (costs for their delivery, excluding event costs). The vendor will be based in Nadi and be available on-call to attend to event needs prior to and on event days.

D. Reporting & Contracting Arrangements:

The Event styling vendor sought, will report directly to **Ms. Gabriella McMahon: Social Inclusion Advisor** who will manage and approve expected deliverables.

E. Skills and Qualifications:

- At least 7 years of experience in event management including leading the coordination of similar regional and multi-country events.
- Excellent planning, organisational and coordination skills
- Excellent communication skills and ability to work within a diverse environment.
- Ability to work independently and to apply creative problem-solving skills.
- Experience working in Pacific contexts.
- Familiarity with concepts associated with child protection, safeguarding, human rights, gender equality, social inclusion, and culture

F. Scope of Bid Price and Schedule of Payments:

The Event Styling Vendor is to provide one quote, with itemised costing. The contract will be paid on a milestone basis, with supervisor confirmation or acceptance of the associated deliverables required before payment. As part of solicitations, the vendor is expected to provide a confirmation of time required for the scope of services.

Bidder is requested to specify the preferred schedule of payments and terms acceptable, noting that generally, SPC will not enter into arrangement requiring a 100% advance payment.

Terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.

Milestone/deliverables (refer to Section C of this RFQ)	Deadline
Milestone 1 – submission and approval of event styling concept	03/09/24
Milestone 2 – Completion of social event 1	04/09/24
Milestone 3 – Completion of social event 2	07/09/24

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 requirement:		
1) A Cover Letter and filled technical proposal form on provided template, responding to the RFQ Scope of Services. 2) Filled Financial Proposal outlining all costs, in line with the milestones of this RFQ (refer to Section F). 3) A copy of CV with at least names of two referees with contact details. 4) Business Registration (if applicable) 5) Tax Registration (if applicable)		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements:		
Technical requirement 1: At least 7 years of experience in event management including leading the coordination of similar regional and multi-country events. Excellent communication skills & coordination skills.	10%	100
Technical requirement 2: Excellent planning, organisational, coordination, and communication skills and ability to work within a diverse environment. To provide examples to demonstrate experience and quality delivery	30%	300
Technical requirement 3: Experience working in the Pacific context with a strong knowledge and understanding in the Fiji context.	20%	200
Technical requirement 4: Familiarity with concepts associated with child protection, safeguarding, human rights, gender equality, social inclusion, and culture	10%	100
Technical Score	70%	700
Financial		
Price and Payment Terms	30%	300
Total Score	100%	1,000