

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	Building Prosperity for Women Producers, Processors and Women Owned Businesses through Organic Value Chains (BPWP) Project
<b>Nature of the services</b>	Project implementation support – Palau (National Consultant)
<b>Location:</b>	Palau
<b>Date of issue:</b>	27/09/2022
<b>Closing Date:</b>	12/10/2022
<b>SPC Reference:</b>	RFQ 22-4541

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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](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 [neeman@spc.int](mailto:neeman@spc.int) and with the subject line of your email as follows: **Submission RFQ 22-4541**. 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
- Technical proposal Form responding to the criteria provided in Part 5
- Financial proposal Form showing clearly the total professional fees charged and daily rate
- Breakdown of travel and other related costs- Reimbursable based on actuals

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 **11:30pm Fiji time on 12/10/2022**.

### 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.

Neema Nand will be your primary point of contact for this RFQ and can be contacted at [neeman@spc.int](mailto:neeman@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	27/09/2022
RFQ Closing Date	12/10/2022
Award of Contract	17/10/2022
Commencement of Contract	19/10/2022
Conclusion of Contract	30/04/2023

### 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](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 Building Prosperity for Women Producers, Processors and Women Owned Businesses through the Organic Value Chains (BPWP) project supports the economic empowerment of women in the Republic of Palau, Republic of the Marshall Islands, Federated States of Micronesia (FSM), and Kiribati by developing value chains that will directly benefit women as the producers and suppliers of raw materials, value adders/processors, and/or business owners.

The 4 years' project is supported by the Australian Government and implemented by Pacific Organic & Ethical Trade Community (POETCom) of the Land Resources Division of the Pacific Community (SPC).

The project works with individuals, families, producers and vendors and with organic governance structures to promote gender equality and achieve the desired end of investment outcomes. The overall goal of the project is that women will have access to sustainable livelihoods through participation in organic value chains.

The four expected end of investment outcomes are:

- i. Women have increased financial independence and influence in decision-making within the household.
- ii. Women are increasingly participating in organic value chains including in decision-making processes.
- iii. Women and men benefit from viable organic value chains that meet market needs and increase food security.
- iv. The Pacific organic sector has more gender equitable policies and practice.

In Palau, the project works mainly with the Bureau of Agriculture, Palau Organic Growers Association (POGA) and women groups that are interested in organic farming.

The project is seeking to engage a national consultant for project implementation support in Palau. This role is expected to be based in Palau, and will work closely with the project partners, stakeholders, and the women's groups engaged in agriculture to develop their Participatory Guarantee System (PGS) and provide guidance and support for value chain development.

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

The main purpose of this consultancy is to provide project implementation support to the BPWP project. The consultant will:

- 1) Develop the PGS certification system for Palau, working closely with Bureau of Agriculture and POGA, using the Pacific Organic Standards
- 2) Support the women led organic value chains (identified by the project) and build capacity on organic agriculture
- 3) Provide monitoring support to the project team
- 4) Support the strengthening of organic agriculture in Palau, through advocacy and awareness activities.

### **C. Timelines**

- The consultancy is for 100 days from 19 October 2022 to 28 April 2023.

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

The consultant will report to the BPWP Project Manager and is expected to provide monthly reports detailing workplan progress. The consultant will work closely with Palau Organic Growers Association and Palau Bureau of Agriculture.

- This consultancy will require travel to project/farm sites in Palau (at least 5 days a month). The consultant is required to provide an estimated amount for travel and any additional costs (if not already included in the consultancy fee) in the financial proposal as additional cost payable by SPC. This will be reimbursed by the project upon submission of receipts.

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

The consultant must at minimum have the following:

- High School Diploma or higher qualifications with a focus on agriculture, resource management, food security or related subjects
- At least five years' experience in the agriculture sector in Palau, especially working with communities and/or women's groups
- Have an understanding of organic agriculture principles including the work POGA is doing in Palau
- Proven track record of working with multiple stakeholders, including communities.
- Good oral and written communication skills
- Computer skills in applications such as Microsoft Word and Excel.

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

- The contract price will be paid out based on milestones per month period.
- The monitoring of work and accomplishments will be done by POGA and the BPWP Project Manager
- The threshold/budget for this assignment is USD12,000
- SPC accepts no liability for any taxes, duty or other contribution payable by the applicant and individual. The terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.

<b>Milestone/deliverables</b>	<b>Deadline</b>	<b>% payment</b>
Submission of workplan	24-Oct-2022	20%
Submission of monthly report	28-Nov-2022	12%
Submission of monthly report	28-Dec-2022	12%
Submission of monthly report	28-Jan-2023	12%
Submission of monthly report	28 Feb-2023	12%
Submission of monthly report	28 Mar-2023	12%
Submission of Final Report including challenges and lessons.	28 April-2023	20%
<b>TOTAL</b>		<b>100%</b>

## G. Annexes to the Terms of Reference

About POETCom (<https://www.organicpasifika.com/poetcom/>)

About PGS and Pacific Organic Standard

(<https://www.organicpasifika.com/poetcom/membership/organic-pasifika-certification/>)



## 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>		
<b>Detailed CV</b>	<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> High School Diploma or higher qualifications with a focus on agriculture, resource management, food security or related subjects	20%	14
<b>Technical requirement 2:</b> At least five years experience in the agriculture sector in Palau, especially working with communities and/or women's groups	20%	14
<b>Technical requirement:</b> Have an understanding of organic agriculture principles including the work POGA is doing in Palau	25%	17.5
<b>Technical requirement:</b> Proven track record of working with multiple stakeholders, including communities	15%	10.5
<b>Other:</b> Good oral and written communication skills	10%	7
<b>Other:</b> Computer skills in applications such as Microsoft Word and Excel.	10%	7
<b>Total Score</b>	<b>100%</b>	<b>70</b>
<b>Financial Requirements</b>		
<b>Financial Proposal</b>		<b>30</b>
		<b>100</b>

## Part 5: Technical and Financial Proposal Form

### TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

#### INSTRUCTIONS TO BIDDERS

The Technical Proposal Submission Form is a table that includes the technical criteria on which bidders will be scored and allows the bidder to respond to them. This table is then used by the technical evaluation committee to score the technical proposals received.

Technical Requirements	
Evaluation criteria	Response by Bidder
<b>Experience and specified personnel/sub-contractors</b> <b>*provide and updated CV with this form</b>	
<b>Referees</b>	<b>Experience:</b>
	<i>[insert details of relevant experience]</i>
	<b>Details for three references:</b>
	1. Client's name: <i>[insert name of client 1]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	2. Client's name: <i>[insert name of client 2]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	3. Client's name: <i>[insert name of client 3]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
Value contract: <i>[insert value of contract]</i>	
<b>Technical Requirements</b>	
High School Diploma or higher qualifications with a focus on agriculture, resource management, food security or related subjects	<i>[Bidder's answer]</i>
At least five years experience in the agriculture sector in Palau, especially working with communities and/or women's groups	<i>[Bidder's answer]</i>
Have an understanding of organic agriculture principles including the work POGA is doing in Palau	<i>[Bidder's answer]</i>
Proven track record of working with multiple stakeholders, including communities	<i>[Bidder's answer]</i>
Good oral and written communication skills	<i>[Bidder's answer]</i>

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

## FINANCIAL PROPOSAL SUBMISSION FORM – SERVICES

### INSTRUCTIONS TO BIDDERS

In their financial proposal, detail as much as possible the price requested in response to the technical specifications.

Good detail in their financial proposal helps SPC to score the proposals received.

The contract to be concluded with the selected bidder will mention all the costs incurred for the execution of the assignment entrusted to him/her. No additional costs can be claimed from SPC after the contract has been signed. Bidders must mention in their financial proposal all additional costs foreseen for the execution of the contract (material, equipment, travel, etc.). These costs will either be included in their fees, paid or reimbursed by SPC upon presentation of supporting documents. In any case, they must be estimated by the bidder in its financial proposal and will form an integral part of SPC's evaluation of proposals.

Bidders must also mention any special conditions relating to the amount of their proposal or the terms of payment.

The financial proposal must be submitted Inclusive of taxes in accordance with the applicable legislation. However, the final amount of the awarded contract may be paid to the successful bidder inclusive or exclusive of taxes, depending on the tax exemptions enjoyed by SPC as an intergovernmental organisation in its member countries and territories.

The following form is given as an indication, the bidder may submit its financial proposal to SPC in another format, provided that it complies with the instructions detailed in this RFQ.

## BIDDER'S FINANCIAL PROPOSAL – SERVICES

Services description	Lump sum Price [Currency]	Total Amount USD
<b>Professional Fees</b>	Daily Rate	[total amount]
Professional Fees	Monthly Rate	[total amount]
Total	Duration of contract	[total amount]

This consultancy will require travel to project/farm sites in Palau (at least 5 days a month). The consultant is required to provide an estimated amount for travel and any additional costs (if not already included in the consultancy fee) in the financial proposal as additional cost payable by SPC. This will be reimbursed by the project upon submission of receipts. Please include these costs here

Other costs			
Item description	Unit Price [Currency]	Total quantity	Total Amount USD
[Item description]	[unit price]	[quantity]	[total amount]
[Item description]	[unit price]	[quantity]	[total amount]
[Item description]	[unit price]	[quantity]	[total amount]
[Item description]	[unit price]	[quantity]	[total amount]
<b>Total Other costs</b>			[Total]

Total amount	[total amount for the services (1+2+3)]
Total other costs	[total other costs]
<b>GRAND TOTAL</b>	

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, taking into account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

<b>For the Bidder:</b> [insert name of the company]
Signature:
Name of the representative: [insert name of the representative]
Title: [insert Title of the representative]
Date: [Click or tap to enter a date]

