

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	FIT Project- Coconut Strategic Framework and Regional Network for the Pacific
Nature of the services	Consultancy services to collate existing reports and survey data and compile into a status report of coconut sectors in PICTs
Location:	Regional
Date of issue:	7/02/2023
Closing Date:	15/02/2023
SPC Reference:	RFQ23-5006

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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 carmelp@spc.int and with the subject line of your email as follows: **Submission** RFQ23-5006. 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
- CV
- Annex 5 – Technical and Financial Proposal submission form

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 **11.59pm Fiji time on 15/02/2023**.

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.

Carmel Pilotti will be your primary point of contact for this RFQ and can be contacted at carmelp@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	7/02/2023
RFQ Closing Date	15/02/2023
Award of Contract	20/02/2023
Commencement of Contract	20/02/2023
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 bidders local currency 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

SPC - Land Resources Division has increased interest in the coconut sector in the Region. The Division currently has several projects and developments involving coconuts that are funded by various donors including ACIAR, DFAT and IFC with external country partners. In addition, an MoU was signed with the International Coconut Community (ICC) in 2017 which encourages collaboration and cooperation between ICC and SPC in the areas of technical advice, trade, and capacity building. All these initiatives will build on preceding projects and developments and improve the interaction and support from SPC to countries in the Pacific Region where coconuts are a valuable economic resource.

The Project “Coconut Strategic Framework and Regional Network for the Pacific, funded by MFAT, seeks to address regional coconut research and development constraints by forming an inclusive, sustainable and effective regional body that can collectively advance the agenda for research and development in the coconut sectors of PICTs.

Background information has been obtained from the first phase of this project which included a review of coconut sector plans and strategies, in PICTs, an online survey to collect information in a SWOT analysis and a regional workshop to solicit opinion on the need and functional aspects of a ‘Pacific Regional Coconut Forum’.

A full report of all data gathered from preliminary reports is now required to form the basis of, and guidelines for collaboration amongst SPC Member countries. The full reports from the data collected will be required to be presented for consultation at a proposed “Coconut Summit” planned to be held before 30th April 2023.

The role of the consultant engaged on this project will include:

1. Review of the documentation provided in Phase 1 of this Project
2. Review the information gathered during stakeholder consultative workshops
3. Compile the online survey information
4. Compile all three above into a consolidated status report

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B. Purpose, objectives, scope of services

The purpose of this consultancy is to complete and merge reports for the Funding With Intent (FIT) Coconut Project

Specifically, the following activities will be undertaken under this contract:

1. Gather additional information on country coconut sector plans or industry documentation where gaps are identified from the initial report
2. Review the status of all regional collaborative networks for agriculture, agribusiness, and extension services, including networks specifically for women and other groups
3. Compilation and analysis of all information and recommendations gathered from the two consultative workshops (September 2022 and April 2023) and online surveys
4. Provide a professional final consolidated report from Activities 1, 2, & 3

Expected Outputs

- Documentation of discussions and recommendations from the final workshop to be held in April

- A comprehensive report incorporating existing reports on the background, data collection and evidence-based recommendations for the formation of a regional coconut forum

C. Timelines

The incumbent will be engaged by February 20th 2023 and be completed by April 20th , 2023 a total of two (2) months.

The work shall be monitored by outputs and the contractor(s) is/are expected to work the appropriate hours to meet each deadline according to the Schedule in **Section F**.

D. Reporting and contracting arrangements

The contractor(s) shall report to (1)Dr Carmel Pilotti and (2) Ms Logotonu Waqainabete and/or any other persons delegated in the absence of (1) and (2) above.

The contractor will be in regular contact by email to resolve any queries or consult with Dr Carmel Pilotti on the preparation of the documents.

The contractor is expected to contact individuals and organisations on their own accord if there is information that is required to complete the reports in a satisfactory manner. SPC and the Project team are not expected to provide additional documentation or information to the contractors except for that already provided at the signing of the contract or earlier.

The contractor will provide a written progress report and update at a virtual weekly meeting, beginning one (1) week after signing of the contract. The reporting schedule will be as follows:

Day/Date	Report/update	Outcome
20 th February	Virtual meeting with contract management team on signing the contract with	Clear indication of understanding of the contract and obligations by the contractor
27 th February 2023	Virtual meeting with contract management team update on progress including sharing of draft Report	Satisfactory progress and estimate of 20% completion
6 th March 2023	Virtual meeting with contract management team including sharing of draft Reports	Satisfactory progress and estimate of 50% completion
20 th March 2023	Virtual meeting with contract management team including sharing of draft Reports	Satisfactory progress and estimate of 70% completion
5 th April 2023	Virtual meeting with contract management team including sharing of draft Reports	Satisfactory progress and estimate of 100% completion
15 th April 2023	Delivery of final endorsed document	Delivery of final invoice for Payment
30 th April 2023	End of contract	

Duty Station

The duty station will be the in the domicile of the consultant(s). Travel will not be associated with this work, however, online participation at the final (2 day) workshop will be required.

E. Skills and qualifications

- A Postgraduate Degree in Agriculture or Science or Social Science subjects
- Ability to analyse and interpret quantitative and qualitative data
- Advanced computer skills in applications such as Microsoft Word and Excel
- Excellent oral and written communications skills and demonstrated ability to articulate and communicate complex issues
- Sound coordination, administrative, networking, and collaborative skills.
- Experience in drafting of strategic documents or plans
- Experience and skills in technical writing or publication of reports
- Proven track record of producing high-quality reports
- Demonstrated ability to undertake critical review of policy documents and related publications
- Proven ability to meet deadlines

F. Scope of Bid Price and Schedule of Payments

- The contract price will be paid out based on milestones/outputs achieved
- The monitoring of the work and accomplishments are to be endorsed by Logotonu Waqainabete and/or Carmel Pilotti

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.

Failure to meet deadlines will result in suspension of payments and possible termination of contract.

Milestone/Outputs	Deadline	% Payment
Inception Meeting and Finalisation of workplan	-	10
Progress Report 1 – Full written status report of drafts of Report including evidence of files containing drafts of the reports	15 th March 2023	30
Draft final Report 1 for endorsement by SPC	5 th April 2023	40
Final report received by SPC for publication	20 th April 2023	20
TOTAL		100

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		
Provide CV with the proposal submission forms		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Technical requirement 1: Overall Response e.g., the understanding of the assignment by the proposer and the alignment of the proposal submitted with the ToR	20%	200
Technical requirement 2: Relevant experience and qualifications of the applicant. Range and depth of organizational expertise with similar projects	20%	200
Technical requirement 3: Previous work experience in the Pacific with client references	20%	200
Technical requirement 4: Proposed Methodology/Approach/Plan/Proposal- e.g, plan showing detail sampling methods, project implementation plan in line with the Project	10%	100
Financial offer	30%	300
Total Score	100%	1000

Part 5: Technical and Financial Proposal Form

TECHNICAL PROPOSAL SUBMISSION FORM

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
Experience and specified personnel/sub-contractors	
Referees	Experience:
	<i>[insert details of relevant experience]</i>
	Details for three references:
	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>
Mandatory – CV	Please provide CV of all key personnel proposed
Technical Requirements	
A Postgraduate Degree in Agriculture or Science or Social Science subjects	<i>[Bidder's answer]</i>
Ability to analyse and interpret quantitative and qualitative data	<i>[Bidder's answer]</i>
Advanced computer skills in applications such as Microsoft Word and Excel	<i>[Bidder's answer]</i>
Excellent oral and written communications skills and demonstrated ability to articulate and communicate complex issues	<i>[Bidder's answer]</i>
Sound coordination, administrative, networking, and collaborative skills.	<i>[Bidder's answer]</i>
Experience	

Previous work experience in the Pacific with client references	
Experience and skills in technical writing or publication of reports	<i>[Bidder's answer]</i>
Proposed Methodology/Approach/Plan/Proposal-e.g., plan showing detail sampling methods, project implementation plan in line with the Project	<i>[Bidder's answer]</i>
Proven ability to meet deadlines	

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]*

BIDDER'S FINANCIAL PROPOSAL

Services description	Lump sum Price <i>[Currency]</i>	Total Amount [Put currency here]
Professional Fees	Daily Rate	<i>[total amount]</i>
Professional Fees	Monthly Rate	<i>[total amount]</i>
Total Professional Fees	Total lump sum	<i>[total amount]</i>

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	Total Amount [Put your local currency here]
<i>[Item description]</i>	<i>[total amount]</i>
<i>[Item description]</i>	<i>[total amount]</i>
<i>[Item description]</i>	<i>[total amount]</i>
<i>[Item description]</i>	<i>[total amount]</i>
Total Other costs	<i>[Total]</i>

Total Professional Fees	
Total other costs	<i>[total other costs]</i>
GRAND TOTAL	

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.

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]*