

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

|                               |  |
|-------------------------------|--|
| <b>Project Title:</b>         | <b>Pacific Partnership to Ending Violence Against Women and Girls</b>  |
| <b>Nature of the services</b> | Event Management during the Pacific Prevention Summit from 23 -29 April 2023, Intercontinental Resort, Nadi. |
| <b>Location:</b>              | Intercontinental Resort, Nadi  |
| <b>Date of issue:</b>         | 15/02/2023   |
| <b>Closing Date:</b>          | 1/03/2023  |
| <b>SPC Reference:</b>         | <i>RFQ23-5047]</i>   |

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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** and as an attachment to an email sent to [amelias@spc.int](mailto:amelias@spc.int) and with the subject line of your email as follows: **Submission RFQ23-5047**. 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
- *[mention any necessary supporting document: technical proposal form, CV, cover letter, work-plan, etc.]*

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 **1/03/2022**.

### 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.

Ms Amelia Siga will be your primary point of contact for this RFQ and can be contacted at [amelias@spc.int](mailto:amelias@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 | 15/02/2023 |
| RFQ Closing Date              | 1/03/2023  |
| Award of Contract             | 10/03/2023 |
| Commencement of Contract      | 10/03/2023 |
| Conclusion of Contract        | 4/05/2023  |

### 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 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 **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.

Since 2018, the Pacific Community (SPC), Pacific Islands Forum Secretariat and UN Women Fiji MCO have co-led a bold and ambitious regional EVAWG programme, of which both services and prevention are significant components. The Pacific Partnership to End Violence Against Women and Girls (Pacific Partnership) brings together governments, civil society organisations, communities and other partners to promote gender equality, prevent violence against women and girls (VAWG), and increase access to quality response services for survivors.

To achieve this, the Pacific Partnership aims to transform the social norms that allow violence against women and girls to continue; to ensure survivors have access to quality response services; and to support national and regional institutions to meet their commitments to gender equality and prevention of violence against women and girls. Working through partners, it promotes equal rights and opportunities for all Pacific people, through innovative approaches to education, access to essential services, and policy development.

In the past five-years since its inception, the programme has been heavily invested in prevention work across the region and has generated evidence of impact.

The Pacific Partnership partners working in prevention of ending violence against women, will be hosting a regional Pacific Prevention Summit, to listen, reflect and share on the ground-breaking work that has been done in our countries and regionally as agencies but also together, in places we play, pray, learn and engage. Feminist gatherings are at the heart of learning, sharing of evidence and experiences, strategising, and solidarity and movement building. The Pacific Prevention Summit will be a key space to have discussion how we can better link response services and prevention efforts, as there are many good examples from the Pacific where agencies are doing it in a transformative manner.

*Dates:* from 23 -29 April 2023. Further details: Arrival of participants by Sunday 23 April – we intend to have an opening event on that night. Depart Saturday 29 April. We would need the event manager and team to be present from midday of 23 April, up till the conclusion of the event on 28 April.

*Capacity:* The event will have 100 people attending with high level Government delegates and Development partners from the Pacific and international delegates.

A service provider is being sought to support the management for regional Pacific Prevention Summit.

## B. Purpose, objectives, scope of services

This work, to be delivered [remotely/on location], will involve the end-to-end management of tasks associated with the planning, conduct and wrap-up of [event/project].

Requirements for event management agency:

- o **Decoration and setup** – each day we would like the room to be transformed using a theme. For example, one of the days will be Play – as in how to prevent violence using sports – we would like the room to be transformed into an environment that reflects that – perhaps a playground. Another day will be Learn – this could be a school environment. The selected event manager will work with UN Women on conceptualising the space using the given theme for the day. They will procure the items needed for the room and do the set-up, including working with the hotel. This will need to be included in your quote. The hotel will supply tables and chairs.
- o **Rapporteur** – the event manager will provide a rapporteur for documenting the daily discussions in detail and will provide structured notes at the end of each day; as well as a final report after the event, capturing the key discussions and outcomes of the Summit.
- o **Arts and Meditation Space** – the event manager, in liaison with the hotel, will create a space suitable for participants to have a space to meditate and engage in art and craft. All items related to this will be procured by the events agency and will be managed by the events agency.
- o **Evening events** – the event manager to creatively conceptualise and organise entertainment options for participants on two nights with UN Women – for example a film night and an ‘open mic night’ event.
- o **Runners/support staff** – the event manager (focal point) to organise support staff (between 3-5 people, excluding the event manager) for the weeklong event to support UN Women. Their role will include supporting at the registration table as guests arrive, packing folders and bags for participants, supporting the passing of mics during sessions, and other tasks assigned by UN Women in consultation with the event manager.

Based on a provided [event/project] brief, tasks undertaken by the supplier include:

- Prepare a run sheet of tasks, in consultation with the [event/project] team
- Monitor the completion of tasks, ensuring timeframes are actively managed
- As required, liaise with team members and other suppliers/consultants
- If delegated an active role, attend the event accordingly
- Coordinate the post-[project/event] reflection to capture achievements, successes and lessons learned and provide an end-of-assignment report.

## C. Timelines

Dates: from 23 -29 April 2023. Further details: Arrival of participants by Sunday 23 April – we intend to have an opening event on that night. Depart Saturday 29 April. We would need the event manager and team to be present from midday of 23 April, up till the conclusion of the event on 28 April.

The Rapporteur notes and report to be submitted no later than 4<sup>th</sup> May 2023.

The work is expected to be conducted in [March-May]

- 1) Up to 30 days Planning and Preparation towards the Regional Summit
- 2) Up to 7 Days On the ground Support during the Summit
- 3) Up to 5 days' work to coordinate the post-[project/event] reflection and submit report

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

The event manager will coordinate with UN Women Prevention Specialist and Communications Specialist on the general conceptualisation of the key deliverables.

The event manager will liaise with the hotel events team to organise the set up including identifying rooms ideal for the setting up of the stations required in the ToR.

The event manager will work closely with the Pacific Partnership team on other key deliverables in the ToR and for any troubleshooting

The events team will maintain a high level of confidentiality and integrity related to the contents of the event.

The contracted consultant will work [on location/remotely] and report to the Pacific partnership team for the sign off and approvals of deliverables.

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

It is essential that the consultant has the following:

- At least 5 years' experience in event management.
- Based in Fiji with experience working in Pacific contexts.
- Ability to work independently and in a timely and professional manner.
- Familiarity with creative concepts associated with human rights, gender equality, social inclusion and justice, sports, faith and education and violence against women and girls (from a development perspective).

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

Your quote should include the below costs as well as yours and your teams travel, accommodation, and meals from 23-28 April.

Payments will be as per the below schedule:

| <b>Milestone/deliverables</b>  | <b>Deadline</b> | <b>% Payment</b> | <b>Amount in FJD</b> |
|--|-----------------|------------------|----------------------|
| <b>Milestone 1:</b><br>Approved Planning Tool for Event and Concept for Decoration, Setup and Flow of order. | 17 March 2023   | 20%              |                      |
| <b>Milestone 2:</b>  | 14 April 2023   | 20%              |                      |



|  |                          |      |  |
|--|--------------------------|------|--|
| Updated Concept Paper with Developed, source materials and set up the conference venue to align with the themed days for each of the days of the Summit. Including Travel related Costs for Team |                          |      |  |
| <b>Milestone 3:</b><br>Facilitation Support of High-Level Support during Summit  | 29 April 2023            | 20%  |  |
| <b>Milestone 4:</b><br>Final Rapporteur Report of event  | 5 <sup>th</sup> May 2023 | 40%  |  |
| <b>TOTAL</b>   |                          | 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   |
|---|------------------|---|
| <b>Mandatory requirements</b>   |                  |   |
| <p><i>[[Insert here the requirements that are mandatory (administrative criteria (registration), financial criteria (financial statements), etc.).</i></p> <p><i>Other criteria may be mandatory: minimum qualification or experience, local company, professional accreditation, certification requirements, licensing, etc. However, if these criteria are defined in the "mandatory requirements" section, failure to meet them will automatically result in the exclusion of the bidder from the RFP at the bid opening committee stage.]</i></p> |                  | <b>Mandatory requirements.</b><br>Bidders will be disqualified if any of the requirements are not met |
| <b>Technical requirements</b>   |                  |   |
| <b>Technical requirement 1:</b> Have 5 years' experience in event management.   | 20%              | 140   |
| <b>Technical requirement 2:</b> Based in Fiji with experience of working in Pacific contexts.   | 20%              | 140   |
| <b>Technical requirement 3:</b> Ability to work independently and in a timely and professional manner.  | 20%              | 140   |
| <b>Technical requirement 4:</b> Familiarity with creative concepts associated with human rights, gender equality, social inclusion and justice, sports, faith and education and violence against women and girls (from a development perspective).  | 40%              | 280   |
| <b>Total Score</b>  | <b>100%</b>      | <b>700</b>  |