

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Technical Assistance for Development of the National Alcohol Control Policy 2023-2028
Nature of the services	Based on the Health Sector Plan strategic areas, key outcomes and priorities, the proposed activity will serve to provide a comprehensive and holistic approach to alcohol consumption control in Samoa
Location:	Home based with occasional travel to Samoa
Date of issue:	17/02/2023
Closing Date:	3/03/2023
SPC Reference:	23-5054

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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 ilisapecik@spc.int and copy to williamk@spc.int and with the subject line of your email as follows: **Submission 23-5054**. 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
- Business Registration
- 2 contacts of referees or 2 reference letters attached

- CV
- Evidence of previous similar work done

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 **23.59pm FJT on 3/03/2023**.

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.

Dr. Ilisapeci will be your primary point of contact for this RFQ and can be contacted at ilisapecik@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	17/02/2023
RFQ Closing Date	3/03/2023
Award of Contract	17/03/2023
Commencement of Contract	10/04/2023
Conclusion of Contract	31/08/2023

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](https://spc.int/procurement) 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 AUD 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 Government of Samoa through the Ministry of Health (MoH) continues to place emphasis on providing assistance to support the implementation of its Health Sector Plan FY2019/20 – FY2029/30. The overarching objective is to improve access to, and utilization of effective, efficient and quality health services to improve the health status of Samoa’s population in line with the Health Sector visions of **“A Healthy Samoa”**. The vision is to be driven and realized by a whole-of-country and whole-of-government system approach encouraging us all as one health-conscious community to work and strive to reaffirms our commitments to the national health priorities and our response to global and regional strategies on the harmful use and consumption of alcohol.

Based on the Health Sector Plan strategic areas, key outcomes and priorities, the proposed activity will serve to provide a comprehensive and holistic approach to alcohol consumption control in Samoa.

- (i) Improved and strengthened people-centred health services (health promotion, health protection and healthcare services)
- (ii) Strengthen health information development and management through surveillance, research, and health intelligence.

In response to the emerging and re-emerging of related Non-Communicable Diseases increasingly threatening to undermine the health and well-being of the population and the work of Public Health, the Ministry of Health decided to review and update its current National Alcohol Control Policy 2016-2021 in the new National Alcohol Control Policy FY2023/24– FY2028/29.

Alcohol is one of the major health risk factors associated with multitude of health problems that afflict individuals and society at large especially non-communicable diseases (NCD). Harmful alcohol consumption has increased over the years globally including Samoa and the link between injury, NCD and alcohol use is very significant. NCD related health issues compromises of the largest financial burden on the health system and main driver of local and overseas treatment.

It is believed that reviewing the existing policy will contribute to identifying more alcohol control priority measures that need to be reflected in the new National Alcohol Control Policy. This will help guide the health prevention and enforcement programs, design effective interventions and improve promotional services of the Ministry of Health and the Health Sector in the next five years (FY2023/24– FY2028/29).

B. Purpose, objectives, scope of services

The Pacific Community (SPC) seeks the service of technical assistance provider(s) to provide strategic advice and technical assistance to Samoa Ministry of Health in conducting the full review

of the existing National Alcohol Control Policy 2016-2021 and development of the new National Alcohol Control Policy FY2023/24 – FY2028/29

Phase 1: National Alcohol Control Policy 2016-2021 Full Review

- (i) Conduct a thorough full review of the National Alcohol Control Policy 2016-2021 which includes the review of the current alcohol programs implemented by the Ministry of Health
- (ii) Conduct relevant consultations and surveys with key stakeholders and all health professionals before and after the draft has been drafted.
- (iii) Revise and enhance the draft review report based on feedbacks from both individual and group consultations
- (iv) Finalise the full review report and submit to the Ministry of Health for Cabinet submission

Phase 2: Development of the new National Alcohol Control Policy FY2023/24 – FY2028/29

- (i) Develop the new National Alcohol Control Policy FY2023/24 – FY2028/2029 ensuring that the policy will address gaps identified in the National Alcohol Control Policy FY2016-2021 Full Review
- (ii) The new Policy must reflect the current Health Sector Plan FY2019/20-FY2029/30 priorities and in line with Pathway for the Development of Samoa 2022-2026, international, regional and national alcohol control priorities articulated in the relevant health legislations, strategies, policies and guidelines
- (iii) Conduct relevant consultations and surveys with key stakeholders and all health professionals before and after the draft policy has been drafted.
- (iv) Formulate an M&E Framework to track progress of policy development.
- (v) The Policy is to be presented by the consultant to the MoH and Health Sector upon completion before submission to cabinet for approval
- (vi) Finalise the New National Alcohol Control Policy FY2023/24 – FY2028/29 and submit to the Ministry of Health for Cabinet Submission

The expectations for this consultancy work are:

- a) National Alcohol Control Policy 2016-2021 Full Review Report and
- b) New National Alcohol Control Policy FY2023/24 – FY2028/29

C. Timelines

The work is expected to be carried out for a period of 90 days from April 10th – 31st August 2023.

D. Reporting and contracting arrangements

- The Contractor will be responsible to SPC's Team Leader NCD of the Public Health Division including the production of the required outputs. For logistic support and other management issues, the Non-Communicable Diseases Adviser will coordinate.

- The Contractor will work closely with the MOH through the Director General of Health and SPC. Online (zoom) meetings will be hosted by the MOH and will be conducted preferably every two weeks or as needed, to update on the progress of work, for the information of key stakeholders and SPC.
- The Assistant Chief Executive Officers of the National Health Programs, Health Promotion and Wellbeing, Health Protection and Enforcement Division and the Strategic Planning, Policy and Research Division will be the counterparts.
- The Contractor will inform SPC Team regularly of the progress of the assigned work and advise of any delays in meeting specific deadlines.
- The final National Alcohol Control Policy 2016-2021 Full Review Report and New National Alcohol Control Policy FY2023/24 – FY2028/29 be submitted to the Team Leader no later than by 31st August 2023

E. Skills and qualifications

The Technical Assistant/Consultant should have:

- (i) A Master’s Degree in Health Management, Public Health, Public Policy or related fields
- (ii) Have at least 5 years of working experience in the areas of public health and public policy preferably in the Health Sector and Community Sector
- (iii) Have the experience to provide capacity building to government counterparts on the full process of reviewing and developing health promotion policies
- (iv) Proven ability and interest in the principle that “action informs policy” and ensuring that policies are realistic and implemented
- (v) Excellent written and oral communication skills in English. Proven drafting/reporting skills are essential.

F. Scope of Bid Price and Schedule of Payments

Milestone/deliverables	Deadline	% payment
Upon provision of the first draft review report for phase 1	May	20
Final full review report is submitted to MOH Samoa for their cabinet submission for phase 1	June	30
Upon consultation and surveys with key stakeholders and all health professionals for Phase 2	July	20
Upon provision of the new national alcohol control policy FY2023/24-FY2028/29	August	30
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		
CV Provision of past work experiences/references		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Technical requirement 1: A Master's Degree in Health Management, Public Health, Public Policy or related fields	30%	0
Technical requirement 2: Have at least 5 years of working experience in the areas of public health and public policy preferably in the Health Sector and Community Sector	30%	0
Technical requirement: Have the experience to provide capacity building to government counterparts on the full process of reviewing and developing health promotion policies	15%	0
Technical requirement: Proven ability and interest in the principle that "action informs policy" and ensuring that policies are realistic and implemented	15%	0
Other: Excellent written and oral communication skills in English. Proven drafting/reporting skills are essential	10%	0
Total Score	100%	700