

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	5 th Pacific Regional Energy and Transport Ministers' Meeting (PRETMM)
Nature of the services	Services for Facilitator(s) for the 5 th Pacific Regional Energy and Transport Ministers' Meeting (PRETMM),
Location:	Port Vila, Vanuatu
Date of issue:	6/04/2023
Closing Date:	17/04/2023
SPC Reference:	23-5253-PRO

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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 procurement@spc.int and with the subject line of your email as follows: **Submission RFQ23-5253-PRO**. 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
- Technical Proposal form with responses to the evaluation criteria
- CV

- Cover letter
- Substantive 14 days Work plan

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 17/04/2022**.

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.

Jens Kruger will be your primary point of contact for this RFQ and can be contacted at jensk@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	6/04/2023
RFQ Closing Date	17/04/2023
Award of Contract	20/04/2023
Commencement of Contract	24/04/2023
Conclusion of Contract	30/05/2023

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](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 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

This Terms of Reference (ToR) outlines the services required by the Pacific Community (SPC) for one or more experienced facilitator(s) to support the Fifth Pacific Regional Energy and Transport Ministers' Meeting (5th PRETMM) to be held at the Warwick in Port Vila, Vanuatu, 8-12 May 2023.

SPC will convene the 5th PRETMM at the Warwick Le Lagon in Port Vila, Vanuatu, 8-12 May 2023. The meeting will review and deliberate on progress regarding the provision of sustainable, modern, and efficient energy services, and sustainable, reliable, and safe maritime transportation and mobility in the Pacific Islands region. The meeting will also discuss the role and commitments of the energy and maritime transport sectors in (amongst others):

- implementing the Framework for Energy Security and Resilience in the Pacific (FESRIP) 2021–2030
- reviewing the regional Framework for Action on Transport Services (FATS) 2011-2020
- supporting the Port Vila call for a just transition to a fossil fuel free Pacific, 2023, and
- implementing the Pacific Leaders' vision under the 2050 Strategy for the Blue Pacific Continent

The meeting will result in an outcome statement or declaration to summarise the key decisions, agreements, and commitments reached, to communicate the results of the meeting, and to guide future action.

Participation in the 5th PRETMM will be by officials and ministers responsible for energy and maritime transport from across SPC's 27 member countries and territories, as well as partners such as the International Renewable Energy Agency (IRENA) and the International Maritime Organisation (IMO), stakeholders, contributing experts, and observers. One or more heads of state may also participate. Overall, some 250 participants are expected to contribute to the meeting throughout the one-week meeting.

B. Purpose, objectives, scope of services

The purpose of this ToR is to identify one or more facilitator(s) who can provide expert support and guidance to the 5th PRETMM in achieving its objectives. The selected facilitator(s) will be responsible for:

- Contributing to the planning, logistics, and framing of the meeting
- Providing guidance and advice how we can achieve the meeting objectives supported by dynamic facilitation.
- Facilitating the days of meetings for government officials and ministers, actively working with the Chairs of the various meetings, particularly at the ministerial level and working with the coordination team
- Leading participatory round table discussions with ministers on priority thematic areas for specific sessions
- Working collaboratively with SPC staff and the host country's officials and ministers to ensure the smooth running of the meetings.
- Support the clear development of concept notes for joint Ministerial sessions that outlines clear approach in line with dynamic facilitation and participatory approaches to drive discussion.
- Facilitation of the press conference and side events where requested throughout the meeting itself.

The scope of services for the facilitator(s) include:

- Providing expert support and guidance to ensure that the objectives of the 5th PRETMM are achieved.
- Facilitating discussions among officials and ministers responsible for energy and maritime transport from SPC's 27 member countries and territories, partners, stakeholders, contributing experts, and observers.
- Ensuring that the spirit of the meeting is participatory, incorporates a Talanoa-style approach, and all participants are engaged, and their views are heard.
- Facilitating participatory discussions on key issues such as supporting the Port Vila call for a just transition to a fossil fuel free Pacific,
- Facilitating discussions on financing, e.g. multi-country no-regrets funding model and other innovative financing mechanisms,
- Facilitating any other discussions or Talanoa that might be tabled, either on Wednesday or at any other time during the week,
- Ensuring that the overall meeting runs smoothly and that all participants can contribute to the discussions.
- Develop and/or contribute to concept notes for joint Ministerial sessions and the facilitation guide for all joint Ministerial meetings to guide the management of time and to ensure facilitation is participatory and dynamic.

C. Timelines

The Fifth Pacific Regional Energy and Transport Ministers' Meeting (5th PRETMM) will be held at the Warwick Le Lagon in Port Vila, Vanuatu, from 8-12 May 2023. The facilitator(s) will be required to:

1. Be available to participate in, and actively contribute to, weekly meetings of the SPC planning group and Vanuatu task force (at least 2 hours a week) in the month leading up to the meeting, from the date of commencement of contract, or as soon as the contract is signed,
2. Be available full-time in Port Vila from the week before the meeting, from at least Wednesday 3 May,
3. be available full-time for the entire week from 8-12 May, and
4. be available for the equivalent of two days after the meeting to prepare final reports and/or communication tasks.

The total days of engagement are estimated to be up to 14 days in total.

D. Reporting and contracting arrangements

- The consultant will report to the Deputy Director, Ocean and Maritime Programme
- The consultant will participate in planning meeting to track the progress of the service.
- Planning meetings will be held at least weekly in the month leading up to the meeting, and then daily in the week before and during the meeting.
- The consultant will work with relevant SPC staff, country focal points from the Vanuatu task force, as well as external partners from e.g. IRENA, and IMO. Interaction will usually be during scheduled meetings using Microsoft Teams with some email correspondence.
- The consultant will also directly engage with country participants at the officials, ministerial, and heads of state level during the meeting.

- The consultant will have to be available to work during Fiji and Vanuatu time zone office hours.
- The work leading up to the meeting will be conducted remotely, the meeting itself will be face to face in Port Vila, Vanuatu.
- The travel and per diem that is required will be according to the SPC travel policy and will be covered by SPC if required. These arrangements will be made separately and do not form part of the costing of this bid that is to include the professional fees. Accommodation will be at the Warwick hotel in Port Vila.

E. Skills and qualifications

- At least 10 years of progressive experience as a facilitator and convener with a proven track record of success in regional and international meetings
- Experience working in or facilitating meetings in the energy and maritime transport sector in the Pacific Islands region will be an advantage.
- Excellent communication and interpersonal skills, including media relations and public messaging.
- Strong analytical and problem-solving skills
- Ability to work collaboratively with government officials and ministers from diverse backgrounds and cultures.
- Experience and knowledge of foreign affairs protocol, particularly in relation to meetings attended by heads of state

F. Scope of Bid Price and Schedule of Payments

- The payments will be milestone based.
- The bidder must include a contract price that covers their direct involvement for a period estimated to be about 14 days from the date of commencement of contract to 30 May. The start date is dependent on the date of the signing the contract.
- Indicative milestone activities and due dates for specific pieces of work are as indicated in the section under timelines above

Milestone/deliverables	Deadline	% payment
Milestone 1: On signing of contract	The date of execution of the contract	20%
Milestone 2: completion of 5 th PRETMM and acceptance of activity report with lessons learnt.	19 May	80%
TOTAL		100%

G. Annexes to the Terms of Reference

Information regarding the 5th PRETMM is available at this site:

<https://gem.spc.int/meetings/5th-pacific-regional-energy-and-transport-ministers-meeting-2023>

The text for Port Vila call for a just transition to a fossil fuel free Pacific is available at this site:

<https://pina.com.fj/2023/03/17/port-vila-call-for-a-just-transition-to-a-fossil-fuel-free-pacific/>

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		
Experience in working within the Pacific Region in the development space	Mandatory requirements. Bidders will be disqualified if any of this requirement is not met	
Technical requirements		
<u>Technical requirement 1:</u> At least 10 years of progressive experience as a facilitator and convener with a proven track record of success in regional and international meetings	40%	280
<u>Technical requirement 2:</u> Experience in facilitating meetings in the energy and maritime transport sector in the Pacific Islands region will be an advantage	30%	210
<u>Technical requirement 3:</u> Excellent communication and interpersonal skills, including media relations and public messaging	20%	140
<u>Other:</u> Experience and knowledge of foreign affairs protocol, particularly in relation to meetings attended by heads of state	10%	70
Total Score	100%	700