

# REQUEST FOR PROPOSAL (RFP)

## FOR SERVICES

<b>Project Title:</b>	Safe Agriculture trade Facilitation through Economic integration in the Pacific' (SAFE Pacific)
<b>Nature of the services</b>	Consultancy Services to provide support to the Project Secretariat with activities related to Strengthening access to market certification (environmental, sustainable, organic)
<b>Location:</b>	Suva, Fiji
<b>Date of issue:</b>	12/05/2023
<b>Closing Date:</b>	12/06/2023
<b>SPC Reference:</b>	RFP 23-5345

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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).

SPC has our headquarters in Noumea, New Caledonia and has regional offices in Fiji, the Federated States of Micronesia and Vanuatu, as well as an office in France. SPC works across the Pacific and has staff in nearly all of our Pacific Island Country and Territory members.

SPC works for the well-being of Pacific people through the effective and innovative application of science and knowledge and is guided by a deep understanding of Pacific Island contexts and cultures. 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.

SPC's *Procurement Policy* provides the framework for ensuring that SPC obtains the best value for its purchases, in terms of both cost and quality; demonstrates financial probity and accountability to its members and development partners; manages and prevents the potential for conflicts of interest; reduces its environmental impact and manages any other risks.

At SPC, all procurement follows the same main steps: planning; statement of needs; requisition; solicitation; evaluation; award; receipt; and payment. Different procedures apply depending on the value of the goods, services and works to be procured.

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 Proposal (RFP) Process

At SPC, procurement valued at more than EUR 45,000 must be advertised through a Request for Proposal (RFP) with any bids received evaluated by SPC's Procurement Committee to determine the offer that provides the best value for money.

This RFP sets out SPC's requirements and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information. The RFP contains detailed instructions and templates to enable you to submit a compliant bid. It sets out the overall timetable; it confirms the evaluation criteria that SPC will use to evaluate proposals; it explains the administrative arrangements for the receipt of the bids; and it sets out how bidders can request further information.

Your participation confirms your acceptance of SPC's conditions of participation in the RFP process.

## Part 2: INSTRUCTIONS TO BIDDERS

### 2.1 Background

SPC invites you to submit a bid to deliver the services as specified in [Part 3](#).

SPC has advertised this RFP on its website and may send it directly to potential vendors. The same specifications, submission and other solicitation requirements will be provided to all vendors.

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 bid to be considered, you must provide all the prescribed information by the closing date and in the format specified.

### 2.2 Submission instructions

Your submission must be clear, concise and complete and should only include information that is necessary to respond effectively to this RFP. Please note that you may be marked down or excluded from the procurement exercise if your submission contains any ambiguities or lacks clarity.

Your proposal must include the following documents (annexes of [Part 5](#) of the RFP):

- a) Bidder's Letter of Application (Annex 1);
- b) Conflict of Interest Declaration (Annex 2);
- c) Information about the bidder and Due diligence (Annex 3);
- d) Technical proposal submission form (Annex4);
- e) CV of all personnels specified in part d
- f) Financial proposal submission form (Annex 5).

Your proposal must be submitted in **two separate emails**.

You must submit your **Technical proposal** (Annexes 1 to 4 and all their supporting documents) in English as an attachment to one email. No financial information may appear in the technical proposal.

You must submit your **Financial proposal** (Annex 5) in a separate email. All prices in the proposal must be presented in bidders' local currency. Your Financial proposal is to be password protected. SPC will request the password in the event that it is required.

Both emails are to be sent to [procurement@spc.int](mailto:procurement@spc.int) with the subject line of your email as: **Submission RFP 23-5345- Strengthening access to market certification in Organic farming** .

Your proposal must be received no later than **12/06/2023** by **11.59pm Fiji time**. Only one bid per bidder is permitted.

SPC will send a formal acknowledgement to each proposal received before the deadline.

SPC reserves the right to exclude from consideration any proposal not received by the deadline, with incomplete information or in incorrect form.

### 2.3 Clarifications

You may submit questions or seek clarifications on any issue relating to this RFP. The questions are to be submitted in writing to [procurement@spc.int](mailto:procurement@spc.int) with the subject line: **Clarification RFP 23-5345- Strengthening access to market certification in Organic farming**. The deadline for submission of clarifications is **29/05/2023**

by 11.59pm Fiji time.

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 RFP process, at any point where there is phone call or other conversation, SPC will keep a record or a file note of the exchange with prospective bidders.

## 2.4 Evaluation

### Validity

Each proposal will be assessed for compliance with the submission requirements by the Bids Opening Committee. At this stage, basic due diligence will also be undertaken.

To assist in the examination, evaluation and comparison of proposals, SPC may ask the bidder for clarification of its proposal or additional information. The request for clarification will be in writing.

### Technical

All valid proposals will be assessed against the technical evaluation criteria set out in Part 4. The criteria are provided with weighted scores according to the relative importance of each. SPC will not change the evaluation criteria set out in the RFP at any stage of the procurement process. Any changes in the evaluation criteria will result in the RFP process being re-issued.

Bidders are expected to familiarise themselves with local conditions and take these into account in preparing their proposal. Where minimum qualifications are set as specific evaluation criteria (which may include educational qualification, professional accreditation or certification, licensing, experience and expertise), proposals submitted must necessarily meet these criteria.

### Financial

Any bids that pass the minimum technical evaluation requirements will pass onto financial evaluation.

During the financial evaluation, if there is a discrepancy between the unit price and the total price, the lower price shall prevail. If there is a discrepancy between words and figures the amount in words will prevail.

The total cost of the proposal must be submitted inclusive of taxes in accordance with the applicable legislation, and is not subject to revision.

## 2.5 Contract award

SPC may award the contract once the Procurement Committee has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be the most responsive to the RFP documents, provide the best value for money and best serve the interests of SPC.

SPC's [General Terms and Conditions of Contract](#) will apply to any contracts awarded under this RFP, unless otherwise agreed. Any requested changes to the General Terms and Conditions of Contract must be foreshadowed in the submission.

The award of the contract will be made by contract signed and dated by both parties.

## 2.6 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
RFP advertised	12/05/2023

<b>Deadline for seeking clarification</b>	29/05/2023
<b>RFP Closing Date</b>	12/06/2023
<b>Award of Contract</b>	10/07/2023
<b>Commencement of Contract</b>	11/07/2023
<b>Conclusion of Contract</b>	31/10/2024

## 2.7 Legal and compliance

**Child and vulnerable adult protection:** SPC is committed to the well-being of children and vulnerable adults. All SPC contractors are required to commit to the principles of SPC's Child and Vulnerable Adult Protection Policy ([XI.G Manual of Staff Policies](#)). Breach of this requirement can result in SPC terminating any contract with a successful bidder. Any allegations of potential misconduct in relation to this RFP involving children or vulnerable adults should be sent to [complaints@spc.int](mailto:complaints@spc.int).

**Confidentiality:** Unless otherwise agreed by SPC in advance or where the contents of the RFP are already in the public domain when **shared** with the bidder, bidders shall at all times treat the contents of the RFP 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 RFP 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 RFP process. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder.

**Cost of preparation of proposals:** Under no circumstances will SPC be liable for any proposal submission costs, expenditure, work or effort that you may incur in relation to your provision of a proposal (including if the procurement process is terminated or amended by SPC).

**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.

**Eligibility:** Bidders are required to disclose to SPC whether they are subject to any sanction or temporary suspension imposed by any international organisation, or whether they are subject to bankruptcy proceedings. You may not be bankrupt or suspended, debarred, or otherwise identified as ineligible by any international organisation. Failure to disclose such information may result in debarment and termination of any contract issued to the bidder by SPC.

**Fraud and corruption:** SPC has zero tolerance for fraud and corruption. All contractors have an obligation to report potential fraud and corruption. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder. Allegations of potential misconduct by an SPC staff member or contractor involving fraud or corruption can be sent to [complaints@spc.int](mailto:complaints@spc.int).

**Good faith:** The information in this RFP is provided by SPC in good faith. No representation, warranty, assurance or undertaking (express or implied) is or will be made, and no responsibility or liability will be accepted by SPC in relation to the adequacy, accuracy, completeness or reasonableness of this RFP or any information provided by SPC in relation to this RFP.

**Modifications:** Any clarifications, corrections or modifications will be published on the SPC website prior to deadline. In the event a bidder has submitted a bid before the clarification, correction or modification, the bidder will be informed and may modify the bid. The modified bid will still need to be received before the deadline.

**No offer of contract or invitation to contract:** This RFP 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 RFP. SPC will handle any personal information it receives under the RFP in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

**Right to amend, seek clarity, withdraw, not award:** SPC reserves the right to: (1) amend, add to or withdraw all or any part of this RFP at any time, or to re-invite bids on the same or any alternative basis; (2) seek clarification or documents in respect of any bidder's submission; (3) choose not to award a contract as a result of this RFP; (4) make whatever changes it sees fit to the timetable, structure or content of the procurement process, depending on approvals processes or for any other reason. Please note that while SPC will not change the evaluation criteria set out in the RFP without the RFP process being re-issued, SPC does reserve the right at the time of award of contract to vary the quantity of services and goods specified in the RFP and to accept or reject any proposal at any time prior to award of the contract without incurring any liability to the affected bidder or any obligation to inform the affected bidder/s of the grounds for SPC's action.

**Right to disqualify:** SPC reserves the right to disqualify: (1) any bidder that does not submit a proposal in accordance with the instructions in this RFP; (2) any bidder that misrepresents information to SPC; (3) any bidder that directly or indirectly canvasses any SPC employee concerning the award of a contract.

**Use of material:** Bidders shall not use the contents of the RFP or any related material for any purpose other than for the purpose of considering submitting, or submitting, a bid to SPC.

**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 RFP process.

## 2.8 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 'Safe Agriculture trade Facilitation through Economic integration in the Pacific' (SAFE Pacific) project. SAFE Pacific is part of a larger EU-funded 'Pacific Regional Integration Support' Programme (PRISE) programme and is implemented in 15 Pacific ACPs: the Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Timor Leste, Tonga, Tuvalu and Vanuatu.

The overall objective of SAFE Pacific is to contribute to improving the economic and social benefits for Pacific states arising from stronger regional economic integration. Its specific objectives are two-fold:

- 1) to increase intra-regional and international trade, and
- 2) to increase the private sector's participation in economic integration.

SAFE Pacific will address the barriers in accessing export markets, enhance the production of value-added products and improve compliance with international standards. The areas of the project focus include: strengthening biosecurity, strengthening sustainable agricultural value chains, improving access to export markets, improving and strengthening compliance with international standards and improving animal health and production.

- The Pacific Organic and Ethical Trade Communities (POETCom) is the peak body of the organics movement in the Pacific, housed within the Pacific Community (SPC). The membership of POETCom is broad based and multisectoral with representation from organic farmers, farmer organizations, traders, Governments, academic and research institutions, NGOs, private sector businesses and regional technical support agencies such as FAO and SPC. The Role of the POETCom is to serve as the regional peak body for the organics industry and to advocate at the international level on issues that impact on the development of organics in the Pacific and at regional and national levels for the promotion and development of organics to reach the vision.
- POETCom has been tasked to contribute to output 2.3 of the project - Strengthened competitiveness of sustainable agricultural value-chains in the Pacific. This output will be achieved by targeting Micro, Small & Medium Enterprise's (MSME), producer clusters and industry facilitators including the providers of market certifications.
- POETCom will lead the delivery of output 2.3.2 Strengthen access to market certification (environmental, sustainable, organic etc.). This output is necessary because market certification is needed to access high value niche markets. It also promotes environmentally friendly production practices in a manner that can be effectively monitored. This task will develop and sustain a network of locally based advisors and auditors for food safety and marketing certifications and assist businesses to meet requirements for certifications. The project will involve training and technical



assistance. A key indicator for measuring the impact of this output is through monitoring the number of MSMEs assisted in obtaining internationally recognised quality/sustainability certifications. A target of 20 certifying bodies agreeing to use local auditors/ Trainees identified with correct base skill set by 2025 has been set.

This service consultancy will build on the work that has already been completed. The Milestones and Outputs below reference the following four (4) Output Reports that have been written, and are attached as annexes.

Output 1: Assessment of Priority Market Certification Programmes August 2022

Output 2: Provision of Auditor Services and their Training 21 October 2022

Output 3: Auditor Accreditation, Recruitment and Selection Resource Feb 2023

Output 4: Scope and design a Preliminary Assessment Tool. February 2023

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

SAFE Project is seeking a consultant to support its delivery of the following project activities.

1. Design the guarantee system (certification system) and establish agreements with standard holders and certifying bodies for supporting a regional certification mechanism. The consultant will:
  - In collaboration with the POETCom Coordinator, liaise with current and potential certification providers for the targeted certification programmes to identify and evaluate possible providers for delivery of certification services in the Pacific.
  - In collaboration with the POETCom Coordinator, Facilitate the establishment of agreements with standard holders and certifying bodies for supporting the delivery of market certification in the region, their participation and support for this project and agreement to use local auditor that meet their training and auditor accreditation standards.
2. Training of selected auditors/advisors on standards, certifications, and audit procedures. The consultant will
  - Support POETCom to identify suitably qualified and experienced auditor training providers using the criteria developed in Output 3 to design and deliver auditor training for the focal certification programmes.
  - In collaboration with the POETCom Coordinator, facilitate engagement between the training provider(s) and the market certification programme providers for the design of auditor training courses that meet their requirements. This will also identify any additional auditor accreditation requirements to those identified in Reports 1 and 2 and will establish a pathway to enable auditors to access this accreditation process.
  - Assist with monitoring and support the delivery of the auditor training programme to ensure its success.

3. Formalization of agreements with accredited certification bodies for utilization of trained auditors at national level. The consultant will:
  - In collaboration with the POETCom Coordinator, Facilitate the establishment of agreements with certification bodies for the utilisation of trained auditors at a national and regional level. This will formalise the commitments made by certification bodies made in Milestone 1 above.
  - The agreements should include the market certification programme(s), the products, countries and other related conditions for the use of auditors.
  
4. Further develop a pre-assessment tool (cost benefit analysis) designed in Report 4 to inform companies/enterprises seeking certification on its viability, feasibility, and sustainability. The consultant will
  - Progress the development of this tool through consultation with stakeholders including undertaking case studies with Micro, Small and Medium Enterprise (MSME) organisations.
  
5. Support selected MSMEs through a Grants Call for Proposal (CFP) towards market certification. The consultant will:
  - In collaboration with the POETCom Coordinator, design a mentoring programme to support MSMEs to evaluate, select and develop their capability to enter into a market certification programme.
  - Support development of organic focused skills-based criteria for inclusion into a CFP for MSMEs/enterprises to express their interest in participating in the SAFE project.
  
6. Managing the implementation of the guarantee/certification system (regional certification mechanism). The consultant will:
  - Assist with a plan for consultation with stakeholders for the design of an implementation strategy for each of the focal certification programmes. Implement the consultation process in collaboration with the POETCom Coordinator and develop plans for the focal certification programmes.
  - Facilitate the development (or the identification of a suitable existing agency) of a Governance Group to maintain an oversight of the implementation of the focal certification programmes.

## **Outputs**

The consultant is expected to produce the following:

1. Create draft agreements with standard holders and certifying bodies for supporting the delivery of market certification in the region, their participation and support for this project and agreement to use local auditors that meet their training and auditor accreditation standards.

2. Identify suitably qualified and experienced auditor training providers to design and deliver auditor training for the focal certification programmes
3. Begin the consultation process with accredited certification bodies for the establishment of agreements for the utilization of trained auditors at national level.
4. Research and curate case studies to inform the development of the pre-assessment tool.
5. Create a pre-assessment tool that can be used to support the decision making by companies/enterprises on the sustainability, viability, and feasibility of obtaining certification to the different focal market certification programmes, based on the findings in Output 4 and case studies of Output 4 is developed, tested and released.
6. Support the development of organic focused skill-based criteria for inclusion into a call for proposal for MSMEs/enterprises to express their interest in participating in the SAFE project.
7. Development of initial implementation strategies for each of the focal certification programmes including adoption targets and strategies to provide ongoing support, monitoring and review of the strategy.
8. Assist with the establishment of Governance Group(s) to maintain an oversight of the implementation of the focal certification programmes implementation.

### **C. Timelines**

A working period effective from the day of final contract signature and will remain in effect until 31/10/2024 unless extension is agreed by both parties.

It is anticipated that these activities will require between 70-75 resource days.

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

The consultant will be working closely with POETCom and SAFE project team. Direct communication between the head of the contracted company and SPC POETCom staff is expected.

This consultancy is not expected to require travel beyond the consultant's primary work location. However, if required, SPC will arrange overseas travel for the consultant which will cover airfare and DSA. SPC's travel policy will apply in any case.

SPC does not provide insurance for consultants travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes or duties for which the consultant may be liable.

The consultant shall also provide his/her own workspace and computer for the duration of the assignment along with stable internet connection for zoom interactions when necessary.

## E. Skills and qualifications

- i. Degree or advance degree in the relevant field(s) related to agriculture, development, market assurance.
- ii. Minimum 10 years' experience in research, consultancy or employment at a senior level in the design/implementation of market certification programmes
- iii. An understanding of the agricultural sector, value chains and market certification especially in the focal countries or the Pacific
- iv. Negotiation and relationship building skills, including maintaining professional, client-focused relationships and mutually beneficial partnerships.
- v. Strong communication and interpersonal skills, creative thinker and ability to work independently.
- vi. Ability to work in a multicultural, inclusive and equitable environment.
- vii. Excellent English communication skills (oral and written)
- viii. Good reporting skills.

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

Payment will be based on the Milestones below and further detailed in a contract between SPC and the successful bidder.

It is anticipated that these activities will require between 70-75 resource days. Bidders are required to include a proposed workplan which includes timeline and expected resource days.

Terms of Payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.

Milestone/deliverables	Deadline	% payment
Upon signing of contract.		
Design the guarantee system (certification system) and establish agreements with standard holders and certifying bodies for supporting a regional certification mechanism	15 August 2023	10%
Training of selected auditors/advisors on standards, certifications, and audit procedures. The consultant will prepare a final report on identifying suitably qualified and experienced auditor training providers to design and deliver auditor training for the focal certification	15 September 2023	20%

programmes.		
Formalization of agreements with accredited certification bodies for utilization of trained auditors at national level.	1 October 2023	10%
Further develop a pre-assessment tool (cost benefit analysis) designed on Output 4 to inform company/enterprise seeking certification on its viability, feasibility, and sustainability	1 January 2024	20%
Support the development of organic focused skill-based criteria for inclusion into a call for proposal for MSMEs/enterprises to express their interest in participating in the SAFE project.	15 September 2023	10%
Final report on the implementation of the guarantee/certification system (regional certification mechanism)	30 September 2024	30%
<b>TOTAL</b>		100%

#### G. Annexes to the Terms of Reference

Output 1: Assessment of Priority Market Certification Programmes August 2022

Output 2: Provision of Auditor Services and their Training 21 October 2022

Output 3: Auditor Accreditation, Recruitment and Selection Resource Feb 2023

Output 4: Scope and design a Preliminary Assessment Tool. February 2023

## Part 4: PROPOSAL EVALUATION MATRIX

### 4.1 Evaluation criteria & Score Weight

A two-stage procedure will be utilised to evaluate the proposals, with evaluation of the **Technical proposal** being completed prior to any **Financial proposal** being opened and compared.

The competencies which will be evaluated are detailed in [Part 3](#).

The evaluation matrix below also 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.

The technical component, which has a total possible value of 700 points, will be evaluated using the following criteria.

*[Insert other relevant instructions about the proposal evaluation matrix]*

Evaluation criteria	Score Weight (%)	Points obtainable
<b>Mandatory requirements</b>		
CV of all personnels being specified for this work		Bidders may be disqualified if any of the requirements are not met
<b>Technical requirements</b>		
Degree or advance degree in the relevant field(s) related to agriculture, development, market assurance.	20%	140
Minimum 10 years' experience in research, consultancy or employment at a senior level in the design/implementation of market certification programmes.	20%	140
An understanding of the agricultural sector, value chains and market certification especially in the focal countries or the Pacific	15%	105
Negotiation and relationship building skills, including maintaining professional, client-focused relationships and mutually beneficial partnerships	15%	105

Ability to work in a multicultural, inclusive and equitable environment	10%	70
Excellent English communication skills (oral and written) and good reporting skills (10%)	10%	70
Proposed workplan for the timeframe being proposed	10%	70
<b>Total Score</b>	<b>100%</b>	<b>700</b>
<b>Qualification score</b>	<b>70%</b>	<b>490</b>

#### 4.2 Financial evaluation

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the services and financial incentives and benefits provided to SPC. The lowest financial proposal will be awarded maximum 300 points and other financial offers and incentives will be awarded points as per the formula below:

$$\text{Financial Proposal score} = (\text{Lowest Price} / \text{Price under consideration}) \times 300$$

## Part 5: PROPOSAL SUBMISSION FORMS

### Annex 1: BIDDER'S LETTER OF APPLICATION

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services for the sum as may be ascertained in accordance with the Financial Proposal attached herewith and made part of this proposal.

We acknowledge that:

- SPC may exercise any of its rights set out in the Request for Proposal documents, at any time;
- The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
- The Request for Proposal documents are a summary only of SPC's requirements and is not intended to be a comprehensive description of them;
- Neither the lodgement of the Request for Proposal documents nor the acceptance of any tender nor any agreement made subsequent to the Request for Proposal documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the Request for Proposal documents, or since the date as at which any information contained in the Request for Proposal documents is stated to be applicable;
- Excepted as required by law and only to the extent so required, neither SPC, nor its respective officers, employees, advisers or agents will in any way be liable to any person or body for any loss, damage, cost or expense of any nature arising in any way out of or in connection with any representations, opinions, projections, forecasts or other statements, actual or implied, contained in or omitted from the Request for Proposal documents.

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded on the basis of the Technical and Financial Components proposed.

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

Signature:

Name of the Bidder's representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

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



## Annex 2: CONFLICT OF INTEREST DECLARATION

### INSTRUCTIONS TO BIDDERS

#### What is a conflict of interest?

A conflict of interest may arise from economic or commercial interests, political, trade union or national affinities, family, cultural or sentimental ties, or **any other type of relationship or common interest between the bidder and any person connected with the contracting authority** (SPC staff member, consultant or any other expert or collaborator mandated by SPC).

#### Always declare a conflict

The existence of a potential or apparent conflict of interest does not necessarily prevent the bidder concerned from taking part in a tender process. **However, the declaration of the existence of such a conflict by the persons concerned is essential and allows SPC to take appropriate measures to mitigate it and prevent the associated risks.**

Bidders are therefore invited to declare any situation, fact or link which, to their knowledge, could generate a real, potential or apparent conflict of interest.

#### Declaration at any time

Conflicts of interest may arise at any time during the procurement process or the implementation of a contract (e.g. new partner in the project) or as a result of a change in personal life (e.g. marriage, inheritance, financial transaction, creation of a company). If such a relationship is found and could be perceived by a reasonable person as likely to influence a decision, a declaration of the situation is necessary. In case of doubt, a conflict situation must be declared.

#### Declaration for any person involved

A declaration must be completed for each person involved in the tender (principal representative of the bidder, possible subcontractors, consultant, etc.)

#### Failure

Failing to declare a potential conflict of interest may result in the bidder being refused a contract or placed on SPC's list of non-responsible suppliers.

## DECLARATION

I, the undersigned, *[name of the representative of the Bidder]*, acting in the name and on behalf of the company *[name of the company]*, declare that:

<input type="checkbox"/>	To my knowledge, I am not in a conflict-of-interest situation
<input type="checkbox"/>	There is a potential conflict of interest with regard to my <i>[Choose an item]</i> . relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned</i> , although, to the best of my knowledge, this person is not directly or indirectly involved in any stage of the procurement process
<input type="checkbox"/>	I may be in a conflict of interest with regard to my <i>[Choose an item]</i> relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned</i> , as this person is, to the best of my knowledge, directly or indirectly linked to the procurement process
<input type="checkbox"/>	To my knowledge, there is another situation that could potentially constitute a conflict of interest: <i>[Describe the situation that may constitute a conflict of interest]</i>

In addition, I undertake to:

- declare, without delay, to SPC any situation that constitutes a potential conflict of interest or is likely to lead to a conflict-of-interest;
- not to grant, seek, obtain or accept any advantage, whether financial or in kind, to or from any person where such advantage constitutes an unfair practice or an attempt at fraud or corruption, directly or indirectly, or constitutes a gratuity or reward related to the award of the contract;
- to provide accurate, truthful and complete information to SPC in connection with this procurement process.

I acknowledge that I and/or my company and/or my business partners who are jointly and severally bidding on the RFP *[SPC Reference]* may be subject to sanctions such as being placed on SPC's list of non-responsible vendors, if it is established that false statements have been made or false information has been provided.

**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]*

### Annex 3: INFORMATION ABOUT THE BIDDER AND DUE DILIGENCE

Please complete the following questionnaire and provide supporting documents where applicable.

VENDOR INFORMATION				
Are you already registered as an SPC vendor?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>1. Please provide information related to your entity.</b>				
Company name	[Enter company name]		Address	[Enter address]
Director/CEO	[Enter name of the executive person]		Position	[Enter position of the executive person]
Business Registration/License number	[Enter company registration/license number (or tax number)]			
Date of business registration	[Enter date of business registration]			
Country of business registration	[Enter country of business registration]			
<b>Status of the entity:</b>				
<input type="checkbox"/> For-profit entity (company), <input type="checkbox"/> NGO, <input type="checkbox"/> International organisation, <input type="checkbox"/> Government body, <input type="checkbox"/> University, <input type="checkbox"/> Association, <input type="checkbox"/> Research Institute, <input type="checkbox"/> Other: [insert details]				
<b>2. Please provide relevant documentation to support and verify the legal existence of the entity, the authority of its officer and proof of its address, such as:</b>				
<input type="checkbox"/> Delegation of authority or power of attorney document <input type="checkbox"/> Certificate of business registration/license <input type="checkbox"/> Memorandum, Articles or Statutes of Association <input type="checkbox"/> Telephone, water, or electricity bill in the name of the entity <input type="checkbox"/> Bank account details bearing the name of the entity				
<b>3. How many employees does your company and its subsidiaries have?</b>			[provide answer]	
<b>4. Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', what type of business insurance do you have?			[provide answer]	
<b>5. Are you up to date with your tax and social security payment obligations?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', please explain the situation:			[Provide details]	
<b>6. Is your entity regulated by a national authority?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please specify the name:			[Insert name of the national regulation authority]	
<b>7. Is your entity a publicly held company?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>8. Does your entity have a publicly available annual report?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please send SPC your audited financial statement from the last 3 financial years if available				

DUE DILIGENCE					
<b>9. Does your entity have foreign branches and/or subsidiaries?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If you answered 'yes' to the previous question, please confirm the branches:					
• Head Office & domestic branches			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Domestic subsidiaries			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Overseas branches			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Overseas subsidiaries			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>10. Does your entity provide financial services to customers determined to be high risk including but not limited to:</b>					
Foreign Financial Institutions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Casinos	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cash Intensive Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Foreign Government Entities	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Non-Resident Individuals	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Money Service Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Other, please provide details:			[Provide details]		
<b>11.If you answered 'yes' to any of the boxes in question 10, does your entity's policies and procedures specifically outline how to mitigate the potential risks associated with these higher risk customer types?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please explain how:			[Provide explanation]		
<b>12.Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect fraud, corruption, money laundering or terrorist financing activities?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please send SPC your policy in English.					
If 'No', what process does your entity have in place to prevent and detect money laundering or terrorist financing activities?				[provide answer]	
<b>13.Does your entity have an officer responsible for anti-corruption, or anti-money laundering and counter-terrorism financing policy?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please state that officer's contact details:			[Insert name and contact details]		
<b>14.Has your entity or any of its current or former directors or CEOs ever filed for bankruptcy?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:			[Provide details]		
<b>15.Has your entity or any of its current or former directors or CEOs ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of any laws or regulations, including those relating to money laundering or terrorism financing?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:			[Provide details]		

## SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)

<b>16.Does your entity have a written policy, controls and procedures to implement its Social and Environmental Responsibility (SER) commitments?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please send SPC your policy in English.					
If 'No', what process does your entity have in place to ensure your social and environmental responsibility?				[provide answer]	
<b>Does your Policy or Process cover the followings?</b>					
<input type="checkbox"/> Child protection <input type="checkbox"/> Human rights <input type="checkbox"/> Gender equality <input type="checkbox"/> Social inclusion <input type="checkbox"/> Sexual harassment, abuse or exploitation <input type="checkbox"/> Environmental responsibility					
Please, outline the major actions you have undertaken in these areas:			[provide answer]		
<b>17.Does your entity have an officer responsible for Social and Environmental Responsibility (SER)?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please state that officer's contact details:			[Insert name and contact details]		

## SUPPORTING DOCUMENTS (where relevant)

• Business registration/license proof	<input type="checkbox"/>
• Bank account details document	<input type="checkbox"/>
• Address of the entity and Authority of officer proofs	<input type="checkbox"/>
• Audited financial statement from the last 3 financial years	<input type="checkbox"/>
• Fraud, corruption, anti-money laundering and counter terrorist financing Policy	<input type="checkbox"/>
• SER Policy	<input type="checkbox"/>

I declare that the particulars given herein above are true, correct and complete to the best of my knowledge, and the documents submitted in support of this form are genuine and obtained legally from the respective issuing authority.

I declare that none of the funds received or to be received by my company will be used for criminal activities, including financing terrorism or money laundering.

By sending this declaration to SPC, I agree that my business and personal information may be used by SPC for due diligence purposes. I also understand and accept that SPC will treat any personal information it receives in connection with my proposal in accordance with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

**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]*

## Annex 4: 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
<b>Experience and specified personnel/sub-contractors</b>	
<b>Referees</b>	<b>Experience:</b> Minimum 10 years' experience in research, consultancy or employment at a senior level in the design/implementation of market certification programmes. <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>
	Please provide CV of all key personnel proposed
<b>Mandatory – CV</b>	
<b>Technical Requirements</b>	
Degree or advance degree in the relevant field(s) related to agriculture, development, market assurance.	<i>[Bidder's answer]</i>
Demonstrate understanding of the agricultural sector, value chains and market certification especially in the focal countries or the Pacific  (Where possible, please provide references or share copy of previous reports of similar nature delivered)	<i>[Bidder's answer]</i>
Negotiation and relationship building skills, including maintaining professional, client-focused relationships and mutually beneficial partnerships	<i>[Bidder's answer]</i>
Ability to work in a multicultural, inclusive and equitable environment .	<i>[Bidder's answer]</i>

Excellent English communication skills (oral and written) and good reporting skills	<i>[Bidder's answer]</i>
Prove ability to produce high quality comprehensible reports and provide sound, practical recommendations.  (Where possible, please provide references or share copy of previous reports of similar nature delivered)	<i>[Bidder's answer]</i>
Proposed workplan for the timeframe being proposed	<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]*

**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]*

## Annex 5: FINANCIAL PROPOSAL SUBMISSION FORM

### BIDDER'S FINANCIAL PROPOSAL

The bidders are required to provide their professional fees on daily basis and the total professional fees for the days the work is required to be performed in the below table:

Services description	Lump sum Price [Currency]	Total Amount [Insert currency]
Professional Fees	Daily Rate	[total amount]
Total Professional Fees - [Insert total days Bidding for]	Total lump sum	[total amount]

The consultant may provide any additional costs (operations and management cost) related to this consultancy services. This will be reimbursed by the SPC based on actual expenses incurred and upon submission of receipts for those expenses. The costs must solely be for the purpose of implementation of project activities and will require prior approval from Project manager before it is incurred. Please include these costs here:

Other costs	
Item description	Total Amount [Insert Currency]
[Item description]	[total amount]
[Item description]	[total amount]
[Item description]	[total amount]
[Item description]	[total amount]
<b>Total Other costs</b>	[Total]

Total Professional Fees	[total amount]
Total other costs	[total other costs]
<b>GRAND TOTAL IN</b> [Insert currency]	[total amount]

**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]*