

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>INTEGRATE PASIFIKA: A platform for peer exchange and learning</b>
<b>Nature of the services</b>	Technical Assistance to develop a needs understanding and recommended approach towards the development of Integrate Pasifika – online systems to support peer exchange and learning in risk information and partnerships.
<b>Location:</b>	Fiji, Suva
<b>Date of issue:</b>	24/05/2023
<b>Closing Date:</b>	7/06/2023
<b>SPC Reference:</b>	RFQ23-5421

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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** in English and as an attachment to an email sent to [liteab@spc.int](mailto:liteab@spc.int) and with the subject line of your email as follows: **Submission RFQ23-5421**. 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
- Submission of a technical proposal outlining the approach proposed to progress the understanding of the learning platform along with:

- Resume (post graduate certificate or equivalent work experience in a relevant field such as project management, sustainable development, communication and partnership brokering.
- Noted experience of the individual or team outlining demonstrated experience in establishing and sustaining communities of practice
- Pacific expertise and appropriate cultural experience in engaging and developing partnerships in Pacific countries
- Samples of work must be included

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 **4.30pm GMT+12 Fiji on 7/06/2023**.

### 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.

Litea Biukoto will be your primary point of contact for this RFQ and can be contacted at [liteab@spc.int](mailto:liteab@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
<b>RFQ sent to potential vendors</b>	24/05/2023
<b>RFQ Closing Date</b>	7/06/2023
<b>Award of Contract</b>	20/06/2023
<b>Commencement of Contract</b>	1/07/2023
<b>Conclusion of Contract</b>	31/12/2023

## 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 Disaster and Community Resilience Programme of the Pacific Community has developed and is delivering capacity development for disaster risk management practitioners using onsite and online modalities of delivery. This also includes accredited and non-accredited training, peer exchanges, research, partnership brokering and knowledge management activities broadly.

Through initiatives like the Pacific Risk Tools for Resilience, Pacific Resilience Programme and PCRAFI, technical advice and support and customised training in disaster and climate risk assessments have been designed and implemented with and delivered to countries however, there is a gap in the sharing of best practice and peer exchange between countries and with partners. This consultancy will assist with the design and development of a proposal for Integrate Pasifika. Integrate Pasifika aims to bring together Pacific risk assessment experts and practitioners working across different thematic areas to share learnings and experiences and provide a space for decision makers in disaster and climate resilience. It will also provide disaster and climate risk assessment practitioners access to the wealth of knowledge and expertise in the Pacific, thus offering direct access to policy and technical solutions minimising the need to reinvent the wheel. This includes services for continued learning through online good practice repository, interactive community of peers and focused expert services and online training modules.

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

The main objectives of this consultancy are to:

- scope out how online training and virtual technical support could be delivered over the long-term, from providing standardised e-learning to detailed bespoke support.
- Review existing communities of practice in disaster and climate risk management to determine gaps and opportunities in terms of partnership brokering, knowledge exchange, preferred methods of engagement etc.
- Undertake a stocktake of current training and capacity building, and platforms for exchanges and peer to peer support
- Develop a proposal for Integrate Pasifika including resourcing needed and modalities for how online training and remote technical support could be delivered, including: effective peer-to-peer support and knowledge sharing / capacity building facility (community of peers and focused expert services); provision of technical support from experts from countries, regional and New Zealand agencies; online good practice repository; e-learning; partnership brokering and sustainable knowledge management practices.

### C. Timelines

The commencement date for this work is July 2023. The consultant will be engaged for a duration of six months.

### D. Reporting and contracting arrangements

The consultant will be responsible to the Disaster Risk Team Leader, Disaster and Community Resilience Programme, Geoscience, Energy and Maritime Division of SPC. Throughout the contracting period, the consultant will also engage with other team leaders at GEM leading the implementation of disaster and climate risk assessment initiatives. Where needed, the consultant will need to work and readily share information with SPC, and other stakeholders as appropriate.

### E. Skills and qualifications

- Post graduate certificate or equivalent work experience in a relevant field, such as project management, sustainable development, communication and partnership brokering
- Minimum of 10 years demonstrated experience in establishing and sustaining effective communities of practice and/or partnership brokering. Samples of work must be supplied by the consultant to assist with assessing this criteria, including CV's of key personnel that will be engaged.
- Demonstrated understanding of establishing and coordinating communities of practice in the Pacific.
- Experience in Pacific development programmes, including design, coordination and implementation of the frameworks;
- Knowledge in disaster risk management is an added advantage.
- Excellent written, oral and analytical communication skills.
- Demonstrated track record of delivering work across multiple settings on time and on budget.

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

- The value of the contract will be based on milestones/outputs outlined in the table below.
- The terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.
- There is no travel required for this consultancy, however, a bidder may indicate the need to do so in their proposal and include relevant costing as necessary.

Milestone/deliverables	% payment
Final Work plan approved by SPC	10%

Stocktake of current training and capacity building, and platforms for exchanges and peer to peer support undertaken. This should include SPC virtual platforms as well as others and a partnership mapping around relevant communities of practice identified by the SPC team.	40%
Proposal is developed to inform implementation of Integrate Pasifika	50%
<b>TOTAL</b>	<b>100%</b>

## G. Annexes to the Terms of Reference

Communities of practice around risk information and disaster risk management link to work inclusive of the links below. Please note that there are key information and knowledge sites noted below however the purpose of Integrate Pasifika is to effectively use and inform decision making and peer-to-peer learning in effective ways.

Examples and useful platforms noted below.

- Pacific Islands Emergency Management Alliance <https://gem.spc.int/projects/piema>
- *The Resilience Nexus (better use of effective risk information through informed partnership and systems based approaches* <https://www.spc.int/updates/news/joint-release/2022/08/disaster-and-climate-related-data-for-the-pacific-now-more>)
- PacRIS – Risk Information System <https://risk.spc.int/>
- Pacific Data Hub <https://pacificdata.org/>



## 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>		
<ol style="list-style-type: none"> <li><a href="#">The Conflict-of-Interest Declaration form</a> completed</li> <li>Submission of a technical proposal outlining the approach proposed to progress the understanding of the learning platform along with:</li> <li>Resume (post graduate certificate or equivalent work experience in a relevant field such as project management, sustainable development, communication and partnership brokering.</li> <li>Samples of previous work.</li> </ol>		<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met
<b>Technical requirements</b>		
<b>Technical requirement 1:</b> Minimum of 10 years demonstrated experience in establishing and sustaining effective communities of practice and/or partnership brokering. Samples of work must be supplied by the consultant to assist with assessing this criteria, including CV's of key personnel that will be engaged.	10%	50
<b>Technical requirement 2:</b> Demonstrated understanding of establishing and coordinating communities of practice in the Pacific. Inclusive of samples of work must be supplied by the consultant to assist with assessing this criteria, including CV's of key personnel that will be engaged.	50%	400
<b>Technical requirement:</b> Knowledge in disaster risk management including experience in Pacific development programmes, including design, coordination and implementation of the frameworks	30%	200
<b>Technical requirement 4:</b> Demonstrated track record of delivering work across multiple settings on time and on budget.	10%	50
<b>Financial requirements 1:</b> Price	30%	300
<b>Total Score</b>	<b>100%</b>	<b>1000</b>

## Part 5: TECHNICAL AND FINANCIAL PROPOSAL FORMS

### PART A – Background

RESPONSE BY BIDDER	
Name	
Physical Address	
Postal Address	
Telephone Contact	
Email	

### PART B – Technical evaluation criteria

Technical Requirements	
Competency Requirements	Response by Bidder
<p><b>Experience:</b> Evidence of the bidder’s relevant experience must be submitted. Bidders shall provide details of three contracts that demonstrate their track record in completing works/services similar to the ToR in Part 3 of this RFQ. The bidder should provide contact details of one referee for each of the contracts. The contracts should have been completed or substantially completed within the last 8 years. Please attach CV(s) and any supporting information as necessary.</p>	<p><b>Details for two references</b></p>
	<p>1. Client’s name: <i>[insert name of client 1]</i></p>
	<p>Contact name: <i>[insert name of contact]</i></p>
	<p>Contact details: <i>[insert contact details]</i></p>
	<p>Value contract: <i>[insert value of contract]</i></p>
	<p>2. Client’s name: <i>[insert name of client 2]</i></p>
	<p>Contact name: <i>[insert name of contact]</i></p>
	<p>Contact details: <i>[insert contact details]</i></p>
	<p>Value contract: <i>[insert value of contract]</i></p>
	<p>3. Client’s name: <i>[insert name of client 3]</i></p>
	<p>Contact name: <i>[insert name of contact]</i></p>
	<p>Contact details: <i>[insert contact details]</i></p>

	Value contract:	<i>[insert value of contract]</i>
<b>1. Technical Requirement 1</b>		
Minimum of 10 years demonstrated experience in establishing and sustaining effective communities of practice and/or partnership brokering. Samples of work must be supplied by the consultant to assist with assessing this criteria, including CV's of key personnel that will be engaged.		<i>[Bidder's answer]</i>
<b>2. Technical Requirement 2</b>		
Demonstrated understanding of establishing and coordinating communities of practice in the Pacific. Inclusive of samples of work must be supplied by the consultant to assist with assessing this criteria, including CV's of key personnel that will be engaged.		<i>[Bidder's answer]</i>
<b>3. Technical Requirement 3</b>		
Knowledge in disaster risk management including experience in Pacific development programmes, including design, coordination and implementation of the frameworks		<i>[Bidder's answer]</i>
<b>4. Technical Requirement 4</b>		
Demonstrated track record of delivering work across multiple settings on time and on budget.		<i>[Bidder's answer]</i>

## PART C – Financial proposal

All costs indicated on the Financial Proposal should be **inclusive** of all applicable taxes. The format shown below should be used in preparing the price schedule. All prices in the proposal must be presented in **FJD**.

Particulars	Amount (FJD)
Professional fees	Day rate:FJD _____
Total financial offer (inclusive of taxes)	Maximum total fee : FJD_____

Professional fees: Staff salaries, consultant fees and any other professional costs (with details on the level of effort of each person on the team. i.e. 50% full time, full-time, etc.).

SPC will not cover separate lines for visas, overheads/running costs, ... If these apply, the costs are to be taken into account in the fees charged for the delivery of the specific services.

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, taking into account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

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

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

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