

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	Support to business-friendly and inclusive national and regional policies and strengthen productive capabilities and value chains Project.
<b>Nature of the services</b>	<b>Consultancy for project coordination services</b> 1 x National Coordinator in Vanuatu
<b>Location:</b>	Vanuatu
<b>Date of issue:</b>	7/06/2023
<b>Closing Date:</b>	25/06/2002
<b>SPC Reference:</b>	RFQ 23-5457

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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 [sanfreds@spc.int](mailto:sanfreds@spc.int) and with the subject line of your email as follows: **Submission RFQ 23-5457- National Coordinator for Vanuatu**. 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
- Part 5 Bidders Letter of Application and Technical and Financial Proposal submission forms
- Curriculum Vitae (CV) and Qualifications
-

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 25/06/2023**.

### 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.

Sanfred Smith will be your primary point of contact for this RFQ and can be contacted at [sanfreds@spc.int](mailto:sanfreds@spc.int). You should copy any communications into [rfq@spc.int](mailto:rfq@spc.int).

Details will be kept of any communications between SPC and bidders. This assists SPC to ensure transparency of the procurement process. While SPC prefers written communication in the RFQ process, at any point where there is phone call or other conversation, SPC expects to keep a file note of the exchange, with all forms of communication with prospective bidders to be retained as source documents for the procurement of the services.

### 2.5 Key Dates

Please see the proposed procurement timetable in the table below. This timetable is intended as a guide only and while SPC does not intend to depart from the timetable, it reserves the right to do so at any stage.

STAGE	DATE
RFQ sent to potential vendors	7/06/2023
RFQ Closing Date	25/06/2023
Award of Contract	30/06/2023
Commencement of Contract	10/07/2023
Conclusion of Contract	29/11/2024

### 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 bidder's 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.

**No offer of contract or invitation to contract:** This RFQ is not an offer to contract or an invitation by SPC to enter into a contract with you.

**Privacy:** The bidder is to comply with the requirements of applicable legislation and regulatory requirements in force for the use of personal data that is disclosed for the purposes of this RFQ. SPC will handle any personal information it receives under the RFQ in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

**Warranty, representation, assurance, undertaking:** The bidder acknowledges and agrees that no person has any authority to give any warranty, representation, assurance or undertaking on behalf of SPC in connection with any contract which may (or may not) follow on from this RFQ process.

## 2.7 Complaints process

Bidders that consider they were not treated fairly during any SPC procurement process may lodge a protest. The protest should be addressed to [complaints@spc.int](mailto:complaints@spc.int). The bidder must provide the following information: (1) full contact details; (2) details of the relevant procurement; (3) reasons for the protest, including how the alleged behaviour negatively impacted the bidder; (4) copies of any documents supporting grounds for protest; (5) the relief that is sought.

## Part 3: TERMS OF REFERENCE

### A. Background/context

The Pacific Island states and territories (PICTs) face numerous special problems of scale ranging from their isolation, limited resources, fragile environment, food, and nutrition security issues. They are highly vulnerable to natural disasters and climate change. Climate change and the global economic crisis are significant threats to commercial agricultural development and sustainable food systems in the region.

SPC is the principal scientific and technical organization in the Pacific region, proudly supporting development since 1947. We are an international development organization owned and governed by our 27 country and territory members. We work for the well-being of Pacific people through the practical and innovative application of science and knowledge, guided by a deep understanding of Pacific Island contexts and cultures. (<https://www.spc.int/>).

The Land Resources Division (LRD) helps to build resilient and food and nutritionally secure Pacific peoples and communities with well-managed natural resources, ecosystems, and markets through expertise in genetic resources, agricultural production, forestry and sustainable land management, biosecurity, and soil, plant, and animal health. The Markets for Livelihood program of LRD works to advance resilient farm families and ensure food and nutritional security by improving the resilience of household livelihoods, diversification of livelihood strategies, and access to markets.

The International Trade Centre (ITC) funded project ***“Support to business-friendly and inclusive national and regional policies and strengthen productive capabilities and value chains”*** sits under the Markets for Livelihoods Program of LRD. The project aims to promote inclusive productive and commercial alliances and investment, increase small farmers and processors’ value addition, productivity, and competitiveness and strengthen farmer organization support service systems and capabilities in the Pacific at the regional level, with national activities in Papua New Guinea and Vanuatu in coconuts, kava and associated crops value chains.

There will be a National Coordinator based in Vanuatu who will coordinate and manage the implementation of all national based project activities in close liaison with national authorities and the project team headed by Regional Project Coordinator based in Suva, Fiji.

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

The assignment is focussed on project coordination in line with the below scope of work.

**Key responsibilities: -**

- Work closely with national authorities to identify all stakeholders and their roles/responsibilities in the Kava value chain in Vanuatu
- Keep a database of contact details for all stakeholders.
- Facilitate consultations / discussions with national stakeholders, project personnel and donor on project activities.
- Foster healthy relationships with national authorities and local stakeholders and ensure regular progress meetings are held when required
- Participate in site visits, scoping missions, reviews and technical studies undertaken under the project and provide local context to support the studies/reviews where possible.
- Participate as co-facilitator or trainer with a focus on covering local context / experiences in project workshops

- Organise workshops, trainings and field visits outlined in the project workplan. This includes the identification and reservation of appropriate venues/catering, preparation of materials and organising of local transportation where necessary.
- Organise and coordinate consultancy visits including gathering of local information, setting of programs/agendas, liaising with national authorities and organising stakeholder meetings
- Provide input into consultancy reports/reviews where necessary
- Liaise on a regular basis with the project team specifically the Regional Coordinator, the Project Implementation Officer and support staff based in Suva, Fiji on project requirements in Vanuatu
- Provide timely advisory to the project team on any local events that may affect project implementation
- Provide monitoring and evaluation data as required by project
- Ensure the project's communications and visibility plan is well executed in country.
- Participate in awareness programs where required by the project.
- Represent the project in national forums where required and approved by the Regional Coordinator
- Provide all necessary information on local vendors and suppliers where necessary for the supply of project goods and services

### **C. Timelines**

- The contract will commence upon signature and will end no later than the 29 November 2024.
- There will be a detailed workplan prepared, implemented and to be completed no later than the expiry date of the contract.

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

- The National Coordinators will be based in Vanuatu and report directly to the Regional Project Coordinator based in Suva and closely liaise with national authorities in the implementation of project activities.
- The National Coordinators will be provided with a workplan for implementation in line with project plans.
- Monthly and quarterly progress reports will be provided to the direct supervisor of contract
- When required in the implementation of project activities, the National Coordinator will participate in overseas travel to be arranged by SPC using the SPC Travel Policy requirements.

*It is to be noted that SPC does not insure consultants for their travel or health, professional indemnity or any other risks or liabilities that may arise during the assignment/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 consultant may be liable.*

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

#### **Education**

- Degree in agriculture, project management, business administration, or equivalent

#### **Experience**

- At least seven years' experience in Vanuatu's agriculture sector and/or community development activities.
- At least 3 or more years with project management related experience
- Proven understanding and basic knowledge of value chain systems development aspects such as conservation, product development, marketing promotion, standards, and market access knowledge will be valuable.
- Demonstrated knowledge and experience in conducting formal and informal training involving various stakeholders and communities.
- Demonstrated experience in strategic planning, program development, advocacy, and awareness related to agricultural development.
- Proven experience in negotiating, developing, and maintaining professional, client-focused relationships and mutually beneficial partnerships/networks.
- Strong communication and interpersonal skills, creative thinker, and ability to work independently and as part of a multi-cultural team.

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

Milestone/deliverables	Deadline	% payment
Initial briefing, finalisation of workplan		15%
Monthly progress reports outlining <ul style="list-style-type: none"> <li>- Detailed progress against workplans</li> <li>- Challenges and opportunities</li> <li>- Timesheets</li> <li>- Inclusion of M &amp; E data every 3<sup>rd</sup> month</li> </ul>	Monthly payments	60%
Final narrative report outlining <ul style="list-style-type: none"> <li>- Major findings in line with project targets</li> <li>- Challenges and opportunities for the Kava value chain</li> <li>- Lessons learnt</li> <li>- Consolidated M &amp; E data for all Vanuatu activities</li> </ul>	November 2024	25%
<b>TOTAL</b>		<b>100%</b>

## 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>		
CV and Qualifications		<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met
<b>Technical requirements</b>		
Technical requirement 1: Degree in Agriculture, project management, business administration or relevant field	10%	70
Technical requirement 2: At least 7 years' experience in Vanuatu Agriculture sectors and/or community development activities.	20%	140
Technical requirement 3: At least 3 or more years with project management related experience	15%	105
Technical requirement 4: Proven understanding and basic knowledge of <u>value chain systems development</u> aspects such as conservation, product development, marketing promotion, standards, and market access knowledge will be valuable	20%	140
Technical requirement 5: Demonstrated knowledge and experience in conducting formal and informal training involving various stakeholders and communities	15%	105
Technical Requirement 6: Demonstrated experience in strategic planning, program development, advocacy, and awareness (may relate to agricultural development)	10%	70
Technical requirement 7: Strong communication and interpersonal skills, creative thinker, and ability to work independently and as part of a multi-cultural team	10%	70
<b>Total Score</b>	<b>100%</b>	<b>700</b>

### Financial evaluation

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

**Financial Proposal score = (Lowest Price / Price under consideration) x 300**

**PART 5: BIDDER'S LETTER OF APPLICATION FORM**

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 RFP/RFQ documents, at any time;
- The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
- The RFP/RFQ 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 RFP/RFQ documents nor the acceptance of any tender nor any agreement made subsequent to the RFP/RFQ documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the RFP/RFQ documents, or since the date as at which any information contained in the RFP/RFQ 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 RFP/RFQ 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]*

## PROPSOAL SUBMISSION FORMS

### 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>
	<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>
<b>Mandatory – CV and Qualifications</b>	Please provide CV and Qualifications
<b>Technical Requirements</b>	
Technical requirement 1: Degree in Agriculture, project management, business administration or relevant field	<i>[Bidder's answer]</i>
Technical requirement 2: At least 7 years' experience in the Vanuatu's Agriculture sectors and/or community development activities	<i>[Bidder's answer]</i>
Technical requirement 3: At least 3 or more years with project management related experience	<i>[Bidder's answer]</i>
Technical requirement 4: Proven understanding and basic knowledge of <u>value chain systems development</u> aspects such as conservation, product development, marketing promotion, standards, and market access knowledge will be valuable	<i>[Bidder's answer]</i>
Technical requirement 5: Demonstrate knowledge and experience in conducting formal and informal training involving various stakeholders and communities (where possible provide examples/reports to support your response)	<i>[Bidder's answer]</i>

Technical Requirement 6: Demonstrate experience in strategic planning, program development, advocacy, and awareness (may relate to agricultural development)	<i>[Bidder's answer]</i>
Technical requirement 7: Strong communication and interpersonal skills, creative thinker, and ability to work independently and as part of a multi-cultural team	<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]*

## BIDDER'S FINANCIAL PROPOSAL

The contract schedule of payment will be based on milestones achieved on a monthly basis. Please provide a daily or monthly rate for your professional fees and total professional fees.

Services description	Lump sum Price [Currency]	Total Amount [State Currency]
<b>Professional Fees</b>	Daily Rate	[total amount]
Professional Fees	Monthly Rate	[total amount]
Total Professional Fees	Total lump sum	[total amount]

The consultant is required to provide any additional costs including in country travel costs, Per Diems and any other related costs in the financial proposal submission form (if not already included in the consultancy fee) payable by SPC solely. This will be reimbursed by SPC upon submission of receipts. The costs must solely be for the purpose of implementation of project activities and will require approval from Project manager before it is incurred. Please include these costs here:

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

Total Professional Fees	
Total other costs [State Currency]	[total other costs]
<b>GRAND TOTAL IN [State Currency]</b>	

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]*