

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>Pacific Islands Conference for Ocean Science and Management: Event Management Services</b>
<b>Nature of the services</b>	SPC through the Pacific Community Centre for Ocean Science (PCCOS) is seeking an events management team to support the planning, implementation and management of the <i>Pacific Islands Conference of Oceans Science and Management (PICOSM)</i> scheduled to be held on the 11 <sup>th</sup> – 16 <sup>th</sup> September 2023 in Nadi, Fiji
<b>Location:</b>	Suva, Fiji
<b>Date of issue:</b>	21/07/2023
<b>Closing Date:</b>	2/08/2023
<b>SPC Reference:</b>	RFQ 23-5560

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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 [pierreyvesc@spc.int](mailto:pierreyvesc@spc.int) and with the subject line of your email as follows: **Submission RFQ23-5560**. 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
- A cover letter responding to the RFQ scope of services

- Copy of CVs for the team that will be engaged as part of the event services management team
- A workplan outlining the proposed deliverables

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 UTC on 2/08/2023**.

### 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.

Pierre-Yves Charpentier, PCCOS Project Adviser will be your primary point of contact for this RFQ and can be contacted at [pierreyvesc@spc.int](mailto:pierreyvesc@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>	21/07/2023
<b>RFQ Closing Date</b>	2/08/2023
<b>Award of Contract</b>	4/08/2023
<b>Commencement of Contract</b>	7/08/2023
<b>Conclusion of Contract</b>	30/09/2023

## 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 **Pacific Community (SPC)** is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 20 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

SPC through its Pacific Community Centre for Ocean Science (PCCOS) would like to convene a regional conference on ocean science and ocean management in 2023 as part of the Ocean Decade implementation in the Pacific. At the national, regional and global levels, there is a great push to address ocean issues in a more integrated way to better use ocean resources, benefit from the ocean space while protecting ecosystems, cultures and livelihoods. The Ocean is also the largest heat and carbon sink on the planet, as it absorbs CO<sub>2</sub> and excess heat caused by climate change. Thus, it is crucial to address ocean and climate issues as a nexus.

PCCOS is seeking an event management service for the event. This event will bring together relevant country stakeholders and partners to discuss ocean science and management priorities in the Pacific. It will be a key platform to identify national and regional needs, highlight key scientific questions with the intention of attracting funds to bridge key gaps between ocean science and ocean policy implementation.

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

#### PURPOSE AND OBJECTIVES

PCCOS is seeking an events management team to support the planning, implementation and management of the *Pacific Islands Conference of Oceans Science and Ocean Management (PICOSOM)* scheduled to be held on the 11<sup>th</sup> – 16<sup>th</sup> September 2023 in Nadi, Fiji. Considering the scope of services to be offered, applicants are encouraged to factor in costs for a team of up to two support personnel to support planning, implementation and wrap up of the event.

The event is expected to involve roughly 120 participants from up to 22 SPC member countries and territories, of which a majority of the participants may not be located in Fiji and will require travel and accommodation arrangements.

#### SCOPE OF SERVICES

The event management service team will assist the PICOSOM with the successful implementation and delivery of conference.

Resourcing for the Event Management approach should consider:

- Event Coordinator – highly-experienced event coordinator overseeing the event’s success.
- Administrative assistance – general assistance to support the significant volume of logistics such as flight and accommodation bookings including transfers using SPC’s preferred travel service providers; extensive levels of communications and coordination with participants; and ongoing administrative tasks.

The event management service will provide:

- Event coordination – highly-experienced event coordinator overseeing the event’s success.
- Administrative assistance – general assistance to support the significant volume of logistics, such as flight and accommodation bookings including: transfers; extensive levels tasks. In providing these services, the event management service will comply with all SPC policies and procedures including finance, procurement, and travel, and implemented through SPC approved vendors. Tasks to be undertaken to deliver these services include:
  - Monitor adequate setting of conference rooms and meeting venue
  - Monitor the completion of tasks including the management of a run sheet outlining outputs and timeframes, in consultation with the programme team
  - Liaison with the SPC support team to ensure planning and procurement of goods and services are in line with SPC policies and procedures
  - With guidance from the SPC team, arrange, manage, and coordinate all aspects of participants’ access and attendance - from travel to accommodation bookings - in line with the SPC procurement and other policies and procedures.
- The event management service will collaborate with you to design a compelling workshop program. They will assist in determining session topics, securing speakers or presenters, managing the agenda timeline, and ensuring a smooth flow of activities throughout the event.
- The event management service will assist with room setup including audio-visual equipment room setting and decorations.

### **C. Timelines**

The service provider will commence work as soon as the contract has been signed.

All applicants are expected to submit a Work Plan and budget that outlines all deliverables and costings in accordance with the timeframes for the event.

Travel costs to Nadi for the Consultant (or team) associated with the scope of work should be reflected in the quote provided.

The preparatory work for PICOSOM has already commenced and it is expected that the event coordinator will begin in July on a part-time basis, building to full-time by the mid- August and September. The work is estimated to take the Event Management coordinator an estimated 40 days in total however, SPC will be guided by responses to this TOR through received Quotes or Expressions of Interest. The work will include high-level oversight from a senior Event Coordinator plus the bulk of logistics work by administrative support staff.

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

The contracted consultant must be based in Fiji and report to their designed contact at SPC for the sign off and approvals of deliverables.

All travel cost/arrangement within Fiji and other related cost will be in charge of the Consultant and must be included in their fees/quotation.

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

SPC will not cover any communication, IT Equipment for the duration of the assignment. The consultant is to ensure stable internet connection for zoom interactions when necessary.

Any work-related expenses (tools, office supplies etc...) shall be covered by the consultant.

SPC does not provide any type of insurance, health, professional indemnity or any risk or liabilities for the consultant that may arise during the consultancy (includes any subcontractors or associates the consultant may hire)

### E. Skills and qualifications

- At least 5 to 10 years of experience in event management including leading the coordination of similar regional and multi-country events.
- Excellent planning, organisation, and coordination skills
- Excellent communication skills and ability to work within a diverse environment.
- Ability to work independently and to apply creative problem-solving skills.
- Experience working in Pacific contexts.

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

The Event Management Vendor is to provide one quote, with itemised costing for the event.

The contract will be paid on a milestone basis, with supervisor confirmation or acceptance of the associated deliverables required before payment. As part of solicitations, the consultant is expected to provide a confirmation of time required for the scope of services.

Milestone/deliverables	Deadline	% payment
Signing of contract (advanced payment)	07 August, 2023	20%
Approved workplan, event plan, budget and run sheet	14 August, 2023	40%
Successful completion of the PICOSOM and acceptance of activity report with lessons learnt.	30 September, 2023	40%
<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>		
<ul style="list-style-type: none"> <li>- <i>Technical Requirement form filled</i></li> <li>- <i>Quote with price stated (either lump sum or daily fees)</i></li> <li>- <i>Business License or registration / ID card/ TIN Letter</i></li> <li>- <i>Company profile (if not available for self-employed then the same shall be reflected in the submission).</i></li> <li>- <i>Manager CV (if not available for self-employed then the same shall be reflected in the submission).</i></li> </ul>	<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> At least 5 to 10 years of experience in event management including leading the coordination of similar regional and multi country events	30%	210
<b>Technical requirement 2:</b> Excellent planning, organisational, coordination, and communication skills and ability to work within a diverse environment. To provide examples to demonstrate experience and quality delivery	40%	280
<b>Technical requirement 3:</b> Familiarity with concepts associated with ocean science, ocean climate nexus and ocean management and the interaction with traditional knowledge	15%	70
<b>Other:</b> Ability and experience to work independently and to apply creative problem-solving skills	15%	70
<b>Financial requirements</b>		
<b>Pricing</b>	30%	300
<b>Total Score</b>	<b>100%</b>	<b>1,000</b>