

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Support the transition and implementation of the 2023-2024 Relocation and Transition Delivery Plan (RTDP) for PRO
Nature of the services	Consultancy
Location:	Tonga
Date of issue:	4/08/2023
Closing Date:	11/08/2023
SPC Reference:	RFQ23-5573

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Part 1: INTRODUCTION

1.1 About the Pacific Community (SPC)

The Pacific Community (SPC) is the principal scientific and technical organisation of the Pacific region, established by treaty in 1947 with the signing of the *Agreement Establishing the South Pacific Commission* (the Canberra Agreement).

Our unique organisation covers more than 20 sectors and is renowned for knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience and conservation of plant genetic resources for food security.

For more information about SPC and the work that we do, please visit our website: <https://www.spc.int/>.

1.2 SPC's procurement activities

SPC's procurement activities are guided by the principles of high ethical standards, value for money, open competition and social and environmental responsibility and are carried out under our Procurement Policy.

For further information or enquiries about SPC's procurement activities, please visit the procurement pages on our website: <https://www.spc.int/procurement> or email: procurement@spc.int

1.3 SPC's Request for Quotation (RFQ) Process

At SPC, procurement valued at more than EUR 2,000 and less than or equal to EUR 45,000 requires an evaluation of at least three quotations to determine the offer that provides the best value for money through a Request for Quotation (RFQ) process.

This RFQ sets out SPC's requirements for a project and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information.

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

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

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

SPC has compiled these instructions to guide prospective bidders and to ensure that all bidders are given equal and fair consideration. Please read the instructions carefully before submitting your bid. For your quotation to be considered, it is important that you provide all the prescribed information by the closing date and in the format specified.

2.2 Submission Instructions

You must **submit your quotation and all supporting documents** in English and as an attachment to an email sent to kuiniselanit@spc.int and with the subject line of your email as follows: **Submission RFQ23-5573 – Support the transition and implementation of 2023-2024 RTDP**. The email should also be copied to rfq@spc.int.

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- A technical memo including:

- A description of the content of the proposed service and the methodology you wish to use;
 - A description of work of similar nature (name and contact of your client and sample of your work);
 - Your CV or professional profile with copy of diplomas;
 - A cover letter;
 - Any other document to support your proposal.
- Your quote in EUR (daily rate)

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 **12 pm Noumea time on 11/08/2023**.

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.

SPC's Regional Director - Polynesia will be your primary point of contact for this RFQ and can be contacted at kuiniselanit@spc.int. You should copy any communications into rfq@spc.int.

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

2.5 Key Dates

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

STAGE	DATE
RFQ sent to potential vendors	4/08/2023
RFQ Closing Date	11/08/2023

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 EURO and must be net of any direct or indirect taxes and duties, and shall remain valid for 120 days from the closing date. The successful bidder is bound by their proposal for a further 60 days following notification they are the preferred bidder so that the contract may be awarded. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during this period.

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

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

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

2.7 Complaints process

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

Part 3: TERMS OF REFERENCE

A. Background/context

The creation of a Pacific Community Polynesia Regional Office (PRO) was endorsed at the 51st meeting of the Committee of Representatives of Governments and Administrations (CRGA 51) and approved by the Conference of the Pacific Community (CONF 12) on 2 November 2021. Under the *Canberra Agreement*, SPC may establish offices where it considers it 'will most effectively achieve the objectives for which it is established'. Participating governments are also required to ensure that SPC will be 'entitled to such privileges and immunities (including inviolability of its premises and archives) as are necessary for the independent exercise of its powers and discharge of its functions'.

Following the establishment of the PRO at its new location, the PRO has started the implementation of its Relocation and Transition Delivery Plan 2023-2024 (RTDP) which was developed prior to the establishment of the office. As the PRO is in the process of recruiting staff, the PRO is looking to engagement a consultant to provide strategic programme and operations support to the Regional Director, including the implementation of some of the key actions from the RTDP for 2023.

B. Purpose, objectives, scope of services

The objective of the consultancy is to support the transition and implementation of the RTDP for the PRO while awaiting the recruitment of staff. This consultancy will be key in determining the scope of work for the PRO in line with the Fa'atonutonu Folau Operating Framework and a staffing model for the PRO.

SPC seeks the support of a Strategic Programmes and Operations Advisor to be based in the PRO in Tonga for the implementation of the RTDP and in particular the delivery of the following outputs:

1. Provision of strategic programmes and operations support to the Regional Director for Polynesia.
2. Undertake a scoping exercise for the PRO in line with the Fa'atonutonu Folau Operating Framework.
3. Conduct a mapping exercise for all programmes across PMCs by SPC and other partners.
4. Develop a Country Profiles Template for PMCs including Country Profiles for Tonga, American Samoa, Tuvalu and the Cook Islands.

The consultant will work closely with the Regional Director of Polynesia and will be guided by SPC and expected to:

1. Agree on a methodology for the work undertaken.
2. Agree on a Delivery Plan for the work.

C. Location

The contract will be based in Tonga during the period of the contract and will include some travel based on the methodology and delivery plan. Travel will be paid directly by SPC in accordance with SPC Travel Policy, subject to validation by SPC, in accordance with the Contractor's offer.

D. Timelines

The contract will comprise a total of a maximum of 80 working days commencing on 16th August 2023 and conclude on 15th December 2023.

E. Reporting and contracting arrangements

The consultant will report to SPC's Regional Director - Polynesia.

F. Skills and qualifications

The contractor should have the following skills and qualifications:

1. A qualification in international development with demonstrated experience in political and diplomatic relations.
2. Demonstrated experience in partnership building and stakeholder engagement in the Pacific, including technical experience and knowledge of regional engagement and service delivery.
3. Demonstrated experience and expertise in strategic programming and operations for organisations including Government institutions.
4. Demonstrated Knowledge and experience of political, economic, social and cultural context of the Pacific and Polynesian countries.
5. Demonstrated experience working with regional organisations and national governments.
6. Fluency in English, Ability to write in a clear and concise manner.

G. Scope of Bid Price and Schedule of Payments (tentative)

Milestone/Deliverables	Deadline	% Payment
Signing of the Contract	16 August 2023	0 %
Methodology and Delivery Plan	1 September, 2023	10 %
Strategic Programmes and Operations Support to the Regional Director Report and Recommendations	30 November, 2023	30 %
Development of Country Profile Template for PMCs including country profiles for Tonga, American Samoa, Tuvalu, the Cook Islands and French Polynesia.	29 September, 2023	20 %
Scoping Exercise on the work of the PRO Report including revised workplan for 2024.	27 October, 2023	20 %
Mapping of all programmes in Polynesia by SPC and partners.	30 November, 2023	20 %
TOTAL		100 %

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Competency Requirements & Score Weight

The evaluation matrix below reflects the obtainable score specified for each evaluation criterion (technical requirement) which indicates the relative significance or weight of the items in the overall evaluation process.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
The applicant must be legally registered	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements (total = 700)		
A qualification in international development with demonstrated experience in political and diplomatic relations	30 %	400
Demonstrated experience in partnership building and stakeholder engagement in the Pacific, including technical experience and knowledge of regional engagement and service delivery.	20 %	200
Demonstrated experience and expertise in strategic programming and operations for organisations including Government institutions.	20 %	200
Demonstrated Knowledge and experience of political, economic, social and cultural context of the Pacific and Polynesian countries.	20 %	200
Demonstrated experience working with regional organisations and national governments.	5 %	50
Quality of the proposal (Fluency in English, Ability to write in a clear and concise manner)	5 %	50
Financial requirement (total = 300)		
Financial Proposal score = (Lowest Price / Price of the submitted offer) x 300	30 %	300
Total Score	100 %	1000