



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Preferred Service Provider(s) to support HRSD on strengthening and establishing National Human Rights Institutions
Nature of the services	Support HRSD's Work on Strengthening and Establishing National Human Rights Institutions
Location:	Remote, some travel may be required
Date of issue:	3/08/2023
Closing Date:	17/08/2023
SPC Reference:	RFQ23-5608

Contents

PART 1: INTRODUCTION	3
1.1 ABOUT THE PACIFIC COMMUNITY (SPC)	3
1.2 SPC'S PROCUREMENT ACTIVITIES	3
1.3 SPC'S REQUEST FOR QUOTATION (RFQ) PROCESS	3
PART 2: INSTRUCTIONS TO BIDDERS	3
2.1 BACKGROUND	3
2.2 SUBMISSION INSTRUCTIONS	3
2.3 EVALUATION & CONTRACT AWARD	4
2.4 KEY CONTACTS	4
2.5 KEY DATES	4
2.6 LEGAL AND COMPLIANCE	5
2.7 COMPLAINTS PROCESS	5
PART 3: TERMS OF REFERENCE	6
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	6
C. TIMELINES	6
D. REPORTING AND CONTRACTING ARRANGEMENTS	7
E. SKILLS AND QUALIFICATIONS	7
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	7
PART 4: PROPOSAL EVALUATION MATRIX.....	8
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	8

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 ashleyb@spc.int and with the subject line of your email as follows: **Submission RFQ23-5608**. 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
- Technical proposal, detailing skills, qualifications and experience relevant to Section E below

- CVs,
- Reference contact details,
- Evidence of past work
- Financial proposal
-

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 17/08/2023**.

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.

The purpose of this RFQ is to implement Preferred Supplier Agreements (PSAs). An example of a PSA is attached to this RFQ for information purposes.

PSA are established for an initial period of one (1) year and may be renewed for a period not exceeding three (3) years, depending on the results and quality of the service provided.

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.

SPC's [General Terms and Conditions of Contract](#) will apply to any contracts awarded under this RFQ, unless otherwise agreed. **Any requests for amendments to the General Terms and Conditions of Contract and/or the contractual clauses of the PSA must be made when submitting the bid and attached to the Technical Proposal.**

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.

Ashley Bowe will be your primary point of contact for this RFQ and can be contacted at ashleyb@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	3/08/2023
RFQ Closing Date	17/08/2023
Award of Contract	21/08/2023
Commencement of Contract	21/08/2023
Conclusion of Contract	20/08/2024

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](https://spc.int/procurement) 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 USD 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

National Human Rights Institutions (NHRIs) are critical offices in the protection and promotion of human rights. They serve to connect the international human rights system to domestic implementation and act as an oversight agency to ensure the state meets its duty to protect, respect and fulfil the rights of its citizens.

The Pacific Community's (SPC) Human Rights and Social Development Division (HRSD) works to support the establishment and strengthening of these institutions within member Pacific Island Countries (PICs). It does this through the provision of technical support, facilitation of peer-to-peer learning and capacity building programmes, development of resources, scoping studies and more. This requires a sensitive approach, in-depth knowledge of national contexts and cultures and agency.

B. Purpose, objectives, scope of services

The objective of this procurement is to engage one or more service providers as preferred suppliers for a period of 1 year, renewable to 3 more after a performance evaluation. SPC will be placing Purchase Orders (PO) or implementation contracts (CI) for the specific services. The services required as part of this RFQ include the following activities:

HRSD is seeking a consultant(s) to support its work around NHRIs including but not limited to:

- Technical advice to PIC governments on NHRIs, including in relation to:
 - The nature and value of NHRIs
 - NHRI models
 - Mandates and composition
 - Paris Principles accreditation
- Participation in NHRI scoping missions
- Participation in NHRI Capacity Assessments and High-Level Dialogues
- Capacity building support to established NHRIs. The total number of days required will be flexible and dependent.
- Other NHRI related work, as required.

C. Timelines

The total of number of days will be flexible and dependant on demand from SPC member countries and NHRIs for support. It will also be dependent on the preferred supplier's availability when the need for support arises. The preferred supplier agreement will be in place for a period of one year upon signing. When the need for work arises, a ToR will be issued matching the skills with the technical requirements and availability to deliver the services.

D. Reporting and contracting arrangements

- The contractor(s) will report directly to Chief of Party, PROJECT Governance and Team Leader, Governance and Institution Building. Reporting requirements will be detailed in subsequent ToRs issued for work required.
- SPC will not cover any IT and communication equipment for the duration of the assignment. The consultant is to ensure stable internet connection for virtual interactions when necessary.
- SPC is also not responsible for any arrangements or payments related to taxes or duties for which the consultant may be liable.
- SPC/HRSD will not cover separate lines for overheads/running costs or contingencies. If these apply, the costs are to be considered in the fees charged for the delivery of the specific services.

E. Skills and qualifications

- Masters' degree in law, human rights or another related subject.
- 7+ years working in the Pacific on human rights issues.
- Experience working with Pacific NHRIs, providing technical assistance for establishment/strengthening and undertaking scoping studies.
- Excellent writing skills - provide an overview of your writing experience and submit at least one piece of unedited writing you are solely responsible for.

F. Scope of Bid Price and Schedule of Payments

Interested parties should submit a financial proposal detailing their daily rate. Work will be contracted on a daily rate basis, with specific outputs required. These will be detailed in subsequent TORs issued.

Any expected travel, in terms of **travel and DSA during the consultancy period** shall be covered by the SPC.

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

Payments terms follow SPC finance policy (30 days from acceptance of invoice).

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 and financial requirements) which indicates the relative significance or weight of the items in the overall evaluation process.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
<ul style="list-style-type: none"> • Conflict of Interest Declaration form completed. • Technical Proposal Submission form • Financial Proposal Submission form • Business registration ((if applicable as per consultant’s applicable legislation) • Tax Identification Number (TIN) Letter • Applicants CV 		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Technical requirement 1: Masters’ degree in law, human rights or another related subject	7%	70
Technical requirement 2: 7+ years working in the Pacific on human rights issues	7%	70
Technical requirement: Experience working with Pacific NHRIs, providing technical assistance for establishment/strengthening and undertaking scoping studies	35%	350
Technical requirement: Excellent writing skills - provide an overview of your writing experience, and submit at least one piece of unedited writing you are solely responsible for	21%	210
Financial requirements		
Daily rate	30%	300
Total Score	100%	1,000