



# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	Literacy Intervention Video - Fiji
<b>Nature of the services</b>	Develop strategies (Videos) to improve educational achievements.
<b>Location:</b>	Fiji
<b>Date of issue:</b>	8/08/2023
<b>Closing Date:</b>	18/08/2023
<b>SPC Reference:</b>	EQAP 23-017

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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 [lynnettr@spc.int](mailto:lynnettr@spc.int) and with the subject line of your email as follows: **Submission RFQ23-5618**. 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
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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 **4pm Fiji Time on 18/08/2023**.

### 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.

Lynett Reddy will be your primary point of contact for this RFQ and can be contacted at [lynnettr@spc.int](mailto:lynnettr@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	8/08/2023
RFQ Closing Date	18/08/2023
Award of Contract	25/08/2023
Commencement of Contract	18/09/2023
Conclusion of Contract	30/11/2023

### 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 Islands Literacy and Numeracy Assessment (PILNA) represents a shared goal of understanding student learning outcomes across the region. It provides evidence to support countries in developing strategies to improve educational achievements.

To address EQAP's goal, which is "Improved quality education in the Pacific region", EQAP has engaged countries to dig deeper into their PILNA data and to address outcomes that need intervention. The PILNA 2021 Literacy coding results have highlighted areas where students need extra guidance and intervention to support and improve their learning.

The PILNA program adds values for countries by enabling them to use regional and country-level data as evidence of students learning achievement for the development of targeted intervention strategies. Using the coding PILNA data analysis, EQAP will work with the Fiji curriculum officers and teachers to develop short educational teaching videos based on learning outcomes that students struggle to achieve.

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

#### Phase one – PILNA Coding Analysis and planning with Fiji Curriculum Officers and EQAP

The service provider is required to:

- attend the Coding Analysis activity to be familiar with how codes are applied and the learning outcomes that needs to be addressed.
- conduct a brief planning on the development of videos.
  - learning outcomes to focus on
  - content of the videos
  - requirement for teachers to practice in preparation for presenting on videos.
- conduct a trial run on coding presentation on video.

#### Phase Two – Planning on the creation of videos

The service provider is required to:

- work with EQAP and the curriculum officers to plan for the filming.
- finalise the content focus for each series of videos.
- storyboard each video.
- plan the script for each video.
- Plan the location for filming and organise the production team.
- provide the information the teachers need to rehearse on before the filming.

#### Phase Three – Filming on site in Fiji

The service provider is required to:

- film the pilot videos. The number of videos will depend on the learning outcomes that will need to be addressed.

#### Phase Four – Post Editing and finalise videos.

The service provider is required to:

- work with EQAP’s editing team to edit and finalise videos.
- train the EQAP editing team on how to edit videos, add in graphics intros and outros.

All the areas of work stipulated above will address Outcome 1 of the EQAP Business Plan (2023 - 2026) on PA 1.4.8, which is “EQAP promotes and assist Ministries and other stakeholders to effectively utilise PILNA data to inform decision making and to design interventions”.

#### C. Timelines

Timeframe	Broad Area	Activity	Output	Approximate days of support
September: Week3 <b>Phase 1</b>	PILNA	i) Coding Analysis with EQAP, teachers and Curriculum Officers ii) Planning for activities leading up to filming	PA 1.4.8: EQAP promotes and assist Ministries and other stakeholders to effectively utilise PILNA data to inform decision making and to design interventions	5 days September 18 <sup>th</sup> – 22 <sup>nd</sup>
September: Week 4 <b>Phase 2</b>	PILNA	Planning in Fiji on i) Teachers to present. ii) Location of filming iii) Topics (learning outcomes) to teach. iv) Video scripts	PA 1.4.8: EQAP promotes and assist Ministries and other stakeholders to effectively utilise PILNA data to inform decision making and to design interventions	2 days September 25 <sup>th</sup> – 26 <sup>th</sup>
September week 4 – October week 1 <b>Phase 3</b>	PILNA	Filming on site in Fiji	PA 1.4.8: EQAP promotes and assist Ministries and other stakeholders to effectively utilise PILNA data to inform decision making and to design interventions	7 days September 27 <sup>th</sup> - 29 <sup>th</sup> October 3 <sup>rd</sup> – 6 <sup>th</sup>
October Weeks 4 <b>Phase 4</b>	PILNA	i) Postproduction of the videos ii) Train EQAP Team to edit and finalise production	PA 1.4.8: EQAP promotes and assist Ministries and other stakeholders to effectively utilise PILNA data to inform decision making and to design interventions	9 days October 23 <sup>rd</sup> – 27 <sup>th</sup> and 30 <sup>th</sup> and 31 <sup>st</sup> November 1 <sup>st</sup> and 2 <sup>nd</sup>

#### D. Reporting and contracting arrangements

It is expected that invoices are submitted when making claims.

- The vendor will directly report to staff at EQAP, Torika Taoi [torikat@spc.int](mailto:torikat@spc.int) and Lynett Reddy, [lynettr@spc.int](mailto:lynettr@spc.int)

#### E. Skills and qualifications

The service provider should possess the following skills and experience to be successful:

- Skills to prepare teachers for the filming.
- Provide samples of teaching videos to EQAP
- Produce quality videos.
- Meet timeline provided.

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

The Contract payment is based on milestones. Upon signing of the contract 20% will be paid upfront and the remaining 80% to be paid upon completion of the contract.

Milestone/deliverables	Deadline	% Payment	Amount in FJD
Upon signing		20%	
Completion of the contract		80%	
<b>TOTAL</b>		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
<b>Mandatory requirements</b>		
<p>As stated in the scope of services, the service provider should complete the four phases of work:</p> <p>Phase one – PILNA Coding Analysis and planning with Fiji Curriculum Officers and EQAP</p> <p>Phase Two – Planning on the creation of videos</p> <p>Phase Three – Filming on site in Fiji</p> <p>Phase Four – Post Editing and finalise videos.</p>		<p><b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met</p>
<b>Technical requirements</b>		
<b>Technical requirement 1:</b> The service provider should possess the relevant skills and experience to prepare teachers and facilitators for the filming	30%	210
<b>Technical requirement 2:</b> The service provider has the ability and expertise to provide samples of teaching videos to EQAP	20%	140
<b>Technical requirement 3:</b> The service provider provides assurance that quality videos will be produced for Literacy Intervention.	30%	210
<b>Technical requirement 4:</b> The service provider is able to meet timelines provided by EQAP.	20%	140
<b>Total Score</b>	<b>100%</b>	<b>700</b>