

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

| | |
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| Project Title: | Pacific Human Rights Film Festival 2023 |
| Nature of the services | Consultancy services for Pacific Human Rights Film Festival 2023. |
| Location: | Suva, Fiji |
| Date of issue: | 21/08/2023 |
| Closing Date: | 4/09/2023 |
| SPC Reference: | RFQ23-5631 |

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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 karineq@spc.int and with the subject line of your email as follows: **Submission RFQ23-5631**. 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
- Filled Technical Proposal on provided template in response to the RFQ Scope of Services.

- Filled Financial Proposal on provided template, outlining all costs according to the milestones of this RFQ (refer to Section F).
- CV of Consultant with at least names of two referees with contact details.
- Tax Registration (compulsory for Fijian vendors) and Business Registration if available.

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 Standard Time (GMT+12) on 4/09/2023**.

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.

Karine Gatellier – Information, Communications and Visibility Officer will be your primary point of contact for this RFQ and can be contacted at karineg@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 | 21/08/2023 |
| RFQ Closing Date | 4/09/2023 |
| Award of Contract | 8/09/2023 |
| Commencement of Contract | 13/09/2023 |
| Conclusion of Contract | 31/12/2023 |

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. 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), through its Human Rights and Social Development (HRSD) Division, will be hosting the 3rd Pacific Human Rights Film Festival (PHRFF) in partnership with the University of the South Pacific, the UN Office of the High Commission for Human Rights (OHCHR), and others (to be confirmed). The PHRFF will be held over a three-to-five-week period (to be determined) leading up to Human Rights Day on 10 December 2023.

The PHRFF was established to create a space where human rights issues can be explored through films, especially Pacific films, and talanoa sessions involving film makers and those working in human rights. It is designed to be accessible, and of interest to the general public - especially people who may have limited awareness and/or give no or limited consideration to human rights issues.

In 2021, SPC launched the first PHRFF in partnership with USP, UN OHCHR and the European Union. The Festival ran from 9-11 December with screenings on each day and was attended by over 300 people. Pacific films were screened, namely Vai, Nuclear Savage, Kapaemahu, Leitis in Waiting and Waikiki.

In 2022, the PHRFF took place from 29 October to 5 November with panel discussions during the weekend sessions. The duration and scope of the 2022 PHRFF were extended to include some focus on world cinema with Pacific films Merata – How Mum Decolonised the Screen, Blue Peril, The Last Frontier, The Healer Stones of Kapaemahu, Next Goal Wins, and The Orator. For Sama, Flee, and A Thousand Cuts were also screened.

For both the 2021 and 2022 festivals, the films were screened out of the USP campuses in Laucala Bay and across the Pacific.

B. Purpose, objectives, scope of services

For the 3rd PHRFF, SPC is seeking a service provider to lead the organisation of the event.

The aim for the 3rd PHRFF is to explore a range of human rights issues through film and to use film as a way of exposing more people to human rights issues.

Objectives include:

- Engage wide and diverse audiences in Fiji and across the Pacific on human rights issues and create a safe space for discussions around these issues.
- Attract audiences which have not previously shown interest or engaged in human rights.
- Interest filmmakers in creating human rights content.

Expected outputs and outcomes:

- 3rd PHRFF held, with a good mix of Pacific and international films on a range of human rights issues shown across a number of Pacific Island Countries.
- Audience members not previously interested or engaged in human rights issues are interested in learning more about human rights and / or in engaging on human rights issues.
- Audience members have an increased understanding of human rights issues.

- Filmmakers are interested in creating human rights films.
- Increased audiences relative to previous film festivals, especially outside of Suva, Fiji.
- Increased number of partner organisations involved in co-organising the festival.

Timeline:

The 3rd PHRFF is to be held during a three-to-five-week period (to be determined) leading up to Human Rights Day on 10 December 2023. It will comprise film screenings, exhibitions, live performances and panel discussions.

Venue:

USP's ICT Japan Pacific Multimedia Theatre in Suva, Fiji, will be the primary venue for the screenings, linking in USP campuses in Cook Islands, Kiribati, Labasa (Fiji), Lautoka (Fiji), Marshall Islands, Nauru, Niue, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, and Vanuatu.

Partnerships, collaborations and target audiences:

This series of events will see regional, national and local organisations come together to raise awareness on human rights through engagement with the general public, including young people and students from regional, national and local educational institutions, across the region.

The festival seeks to reach new audiences beyond those already engaged in human rights. The festival aims to reach a wide and diverse audience around the region through new partnerships, collaborations and innovative ways of promoting the event.

Issues/themes:

The festival will create a safe space for discussion of issues relevant to the Pacific region including women's rights and indigenous experiences, gender-based violence, LGBTQI awareness, climate threat, colonialism, indigenous, postcolonial and mixed-race national identities, freedom of speech, corruption, war and disability.

Geographic coverage of films:

Many screenings will be Pacific films, with others from world cinema that explore Pacific-adjacent themes and that can engage audiences in post-screening discussion.

Approach:

We expect the consultant to develop an approach taking into account the lessons learnt from the last couple of editions of the film festival, and with a view of achieving the objectives set out in these ToRs.

Feedback collection

1. Collect Feedback Forms and Surveys
 - Create paper or digital feedback forms that attendees can fill out after each screening or at the end of the festival.
 - Use online survey tools like Jotform, Google Forms, SurveyMonkey, or Typeform to design and distribute surveys electronically.
2. Social Media Engagement:
 - Create dedicated event hashtags and encourage attendees to share their thoughts, reviews, and photos on social media platforms.
3. Feedback Boxes or Stations:
 - Set up physical feedback boxes or stations at the festival venue where attendees can drop written feedback or suggestions.

4. Attendee Interviews:

- Conduct on-site interviews with attendees to gather more in-depth insights and testimonials about their experience.

C. Timelines

The consultancy service is expected to be completed by end of December 2023.

1. Week 11 September (or as agreed with SPC): Work commences.
2. Week 18 September (or as agreed with SPC): Produce a detailed concept note and implementation plan of the 3rd PHRFF.
3. Film screening held in November/December leading up to Human Rights Day on 10 December 2023.
4. Completion and execution/implementation of the film screenings and Brief Report of the festival by 15 December.

D. Reporting and contracting arrangements

The day-to-day management of this consultancy will be provided by the HRSD Information, Communications and Visibility Officer.

The HRSD Director provides the overall oversight of the festival and will call on HRSD team members to support in ensuring achievement of the objectives of the festival.

E. Skills and qualifications

- Qualifications or certification in media, communications, journalism or film production, and/or proven Knowledge in Media, Communications and Film Production.
- Experience in Events Management and organising logistics.
- Experience in administering and reviewing activities concerned with events/publishing, or the production of films, television or radio programs, theatre, music, festivals or other artistic activities. Experience with previous Human Rights film festival is an advantage.
- The ability to work under pressure and meet tight deadlines. Patience and concentration.
- Skills and Experience working with international nongovernmental membership-based organisations.

F. Scope of Bid Price and Schedule of Payments

- The contract price will be based on lump sum payments tied to the milestones (in previous section) set out below.
- The cost components must be inclusive of professional fees.
- Any expected travel, in terms of accommodation and travel costs during the consultancy period shall be covered by SPC/HRSD.
- The terms of payment shall be in accordance with the provisions of Article 10 of SPC's General Conditions.

| Milestone/deliverables (refer to Section D of this RFQ) | Deadline | % payment |
|--|-----------------------------------|-------------|
| Produce a detailed concept note and implementation plan of the Human Rights Film Festival 2023. | One week after contract signature | 20% |
| Completion and execution/implementation of the film screenings and upon approval of the Brief Report of the festival (following the HRSD will reporting template). | By 15 December 2023 | 80% |
| 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 requirement | | |
| <ul style="list-style-type: none"> - Filled Technical Proposal on provided template in response to the RFQ Scope of Services. - Filled Financial Proposal on provided template, outlining all costs according to the milestones of this RFQ (refer to Section F). - CV of Consultant with at least names of two referees with contact details - Tax Registration (compulsory for Fijian vendors) and Business Registration if available. | | Mandatory requirements. Bidders will be disqualified if any of the requirements are not met |
| Technical requirements | | |
| Technical requirement 1: Qualifications or certification in media, communications, journalism or film production, and Knowledge in Media, Communications and Film Production. | 5% | 35 |
| Technical requirement 2: Experience in administering and reviewing activities concerned with events/publishing, or the production of films, television or radio programs, theatre, music, festivals or other artistic activities. | 40% | 315 |
| Technical requirement 3: Experience in events and logistics management. | 45% | 315 |
| Technical requirement 4: Experience working with international non-governmental membership-based organisations. | 10% | 70 |
| Total Score | 100% | 700 |

PART 5: SUBMISSION FORMS

5.1. Technical Submission Form

PART A – Background

| | RESPONSE BY BIDDER |
|---|--------------------|
| Name: | |
| Physical Address: | |
| Postal Address: | |
| Telephone Contact: | |
| Email: | |
| Two contacts of referees or references. Attach additional details considered as relevant. | |

PART B – Evaluation Criteria

• Provide CVs of all personnel's being proposed for this work.

| CRITERIA | RESPONSE BY BIDDER |
|--|--------------------|
| Technical requirement 1: Qualifications or certification in media, communications, journalism or film production, and Knowledge in Media, Communications and Film Production. | |
| Technical requirement 2: Experience in administering and reviewing activities concerned with events/publishing, or the production of films, television or radio programs, theatre, music, festivals or other artistic activities. | |
| Technical requirement 3: Experience in events and logistics management. | |
| Technical requirement 4: Experience working with international non-governmental membership-based organisations. | |

5.2. Financial Undertaking Form*(to be completed and submitted by the bidder)***Part A: Undertaking**

1. If this proposal is accepted, I agree that to enter into an agreement with SPC, to commence and complete all the work specified or indicated in the contract documents.
2. I confirm that I have examined all the RFQ documents to:
RFQ23-5631 Pacific Human Rights Film Festival 2023.
3. I agree to complete the services for the price stated in the remuneration.

I agree to complete the services for the following price (VIP):

| Particulars | Amount (Put your own local currency here) |
|---|--|
| Professional Fees (Hourly/Daily/Monthly rate- Specify) Note: <i>* SPC/HRSD will not cover separate lines for overheads/ running costs or contingencies. If these apply, the costs are to be considered in the professional fees charged for the delivery of the specific services.</i> <i>* Travel (airfare, accommodation, Meals & Incidentals) will be arranged by SPC, according to its Travel Policy.</i> | |
| Total Financial offer (inclusive of all taxes) | |