



# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

### Re-advertisement

<b>Project Title:</b>	<b>Pacific Women Lead</b>
<b>Nature of the services</b>	<b>Video technical production skills.</b>
<b>Location:</b>	Suva, Fiji / Remote
<b>Date of issue:</b>	25/09/2023
<b>Closing Date:</b>	1/10/2023
<b>SPC Reference:</b>	RFQ23-5681

## Contents

<b>PART 1: INTRODUCTION .....</b>	<b>3</b>
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
<b>PART 2: INSTRUCTIONS TO BIDDERS .....</b>	<b>3</b>
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
<b>PART 3: TERMS OF REFERENCE .....</b>	<b>6</b>
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	6
C. TIMELINES	7
D. REPORTING AND CONTRACTING ARRANGEMENTS	7
E. SKILLS AND QUALIFICATIONS	7
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	7
<b>PART 4: PROPOSAL EVALUATION MATRIX.....</b>	<b>8</b>
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	8
<b>PART 5: SUBMISSION FORMS .....</b>	<b>11</b>
5.1 TECHNICAL PROPOSAL SUBMISSION FORM	10
5.2 FINANCIAL PROPOSAL SUBMISSION FORM	12

## 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 [pwl@spc.int](mailto:pwl@spc.int) and with the subject line of your email as follows: **Submission RFQ23-5681 Video Technical Production Skills**. 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
- Cover letter in response to the RFQ.

- Filled technical proposal submission on provided template in response to the RFQ Scope of Services, including at least 3 examples of work to demonstrate capabilities.
- Filled Financial Proposal on provided template, outlining all costs according to the milestones of this RFQ (refer to Section F).
- Up to date curriculum vitae, with 2 professional referees with contact details (i.e. recent clients).
- Additional documentation can be provided to further detail relating to interest in the scope of work / subject matter of the expected outputs.)

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 1/10/2023**.

### 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.

Sian Rolls will be your primary point of contact for this RFQ and can be contacted at [sianr@spc.int](mailto:sianr@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>	25/09/2023
<b>RFQ Closing Date</b>	1/10/2023
<b>Award of Contract</b>	3/10/2023
<b>Commencement of Contract</b>	4/10/2023
<b>Conclusion of Contract</b>	15/12/2023

## 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](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.

The **Human Rights and Social Development (HRSD) Division** has a vision for just, equitable and resilient Pacific societies. It aims to achieve this by advancing human rights, equality and social inclusion for all Pacific people, grounded in cultural values and principles. The work of this Division includes work previously undertaken by the Regional Rights Resource Team in the area of human rights and good governance, and the Social Development Programme in the areas of gender equality and social inclusion, culture and youth development.

A service provider is being sought to provide technical production skills including with a focus on video editing for a range of videos to disseminate on SPC and other relevant digital platforms to provide insight into various activities implemented and/or managed by the HRSD Division.

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

This work, that could be delivered remotely - though ideally at the SPC Nabua office in Suva, will involve a close working relationship primarily with PWL at SPC Communications Officer throughout the process of developing the videos. Each video is anticipated to be up to 7 minutes in duration each and will provide insight into various activities implemented and/or managed by HRSD Division, specifically:

- 16x vox pop videos edited as a set with a standard “look and feel” for the 16 Days of Activism against Gender-Based Violence
- 1x summary of the Pacific Girl mid-term review process
- Up to 3x edited interviews relating to Pacific Girl
- Up to 2x PYEEEP videos
- Up to 2x PPEVAWG videos
- 1x Triennial overview video

Based on the provided brief, tasks undertaken by the supplier include:

- Review the supplied footage from SPC
- Develop script and storyboard for review and approval prior to production
- Develop any additional video assets (such as motion graphic elements) as required
- Edit the video, with up to 3 rounds of edits and corrections
- Coordinate voiceover talent (as necessary)
- Ensure subtitles are created (with one version of the video embedding the subtitles, and a second with the associated subtitle file)
- Finalise post-production and deliver all final files.

### C. Timelines

The work is expected to be conducted in October to December 2023.

1. Up to 16 days' work on the video pre-production and production.
2. Up to 6 days' work on rounds of changes (up to 3 rounds of edits, and 3 proofreads)
3. Up to 3 days' work to process and transfer files.

### D. Reporting and contracting arrangements

The consultant may work remotely, though ideally at the SPC Nabua office in Suva, and report to PWL at SPC Communications Adviser for the sign off and approvals of deliverables.

The consultant will arrange their own transport to the Nabua, Suva. No transport is expected beyond Suva. If unexpected travel is required then SPC will cover all the consultant's flight, accommodation and logistics costs.

### E. Skills and qualifications

- At least 5 years' experience in multimedia communications, production or equivalent.
- Demonstrated proficiency in the development of edited videos.
- Interest in sharing knowledge and expertise
- Ability to work independently and in a timely manner.
- Experience working in Pacific.
- Familiarity with concepts associated with human rights, gender equality, social inclusion, and culture (from a development perspective).

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

The contract will be paid on a milestone basis, with 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
Produced initial 16 Days of Activism vox pops*	15 October	20
Produced Pacific Girl videos x4* Produced remaining 16 Days of Activism vox pops x8*	3 November	40
Produced PYEEEEP and PPEVAWG videos up to x4* Produced Triennial video x 1*	2 December	40
<b>TOTAL</b>		<b>100%</b>

\*2 versions to be supplied – one version of the video with embedded subtitles and the other with a separate subtitle file)

## 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>- Cover letter in response to the RFQ.</li> <li>- Filled technical proposal submission on provided template in response to the RFQ Scope of Services, including at least 3 examples of work to demonstrate capabilities.</li> <li>- Filled Financial Proposal on provided template, outlining all costs according to the milestones of this RFQ (refer to Section F).</li> <li>- Up to date curriculum vitae, with 2 professional referees with contact details (i.e. recent clients).</li> <li>- Additional documentation can be provided to further detail relating to interest in the scope of work / subject matter of the expected outputs.)</li> </ul>		<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> Minimum qualification of at least 5 years' experience in multimedia communications, production or equivalent.	15%	105
<b>Technical requirement 2:</b> Demonstrated proficiency in the development of edited videos.	50%	350
<b>Technical requirement 3:</b> Familiarity with concepts associated with human rights, gender equality, social inclusion, and culture (from a development perspective).	20%	140
<b>Other:</b> Interest in sharing knowledge and expertise, ability to work independently and in a timely manner. Also experience working in the Pacific.	15%	105
<b>Total Score</b>	<b>100%</b>	<b>700</b>



**PART 5: SUBMISSION FORMS**

## PART 5.1: TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

## INSTRUCTIONS TO BIDDERS

Background	
Name:	
Physical Address:	
Postal Address:	
Telephone Contact:	
Email:	
Technical Requirements	
<i>Evaluation criteria</i>	<i>Response by Bidder</i>
Experience and specified personnel/sub-contractors	
<b>Experience:</b>	<b>Experience:</b>
	<i>[insert details of relevant experience]</i>
	<b>Details for three references:</b>
	1. Client's name: <i>[insert name of client 1]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	2. Client's name: <i>[insert name of client 2]</i>
	Contact name: <i>[insert name of contact]</i>
Contact details: <i>[insert contact details]</i>	
Value contract: <i>[insert value of contract]</i>	
Technical Requirement 1	
Minimum qualification of at least 5 years' experience in multimedia communications, production or equivalent.	<i>[Bidder's answer]</i>
Technical Requirement 2	
Demonstrated proficiency in the development of edited videos.	<i>[Bidder's answer]</i>
Technical requirement 3	
Familiarity with concepts associated with human rights, gender equality, social inclusion, and culture (from a development perspective).	<i>[Bidder's answer]</i>
<b>Other:</b> <i>[other requirements]</i>	

Interest in sharing knowledge and expertise, ability to work independently and in a timely manner. Also experience working in the Pacific.	<i>[Bidder's answer]</i>
--	--------------------------

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

PART 5.2: FINANCIAL PROPOSAL SUBMISSION FORM – SERVICES

**BIDDER’S FINANCIAL PROPOSAL – SERVICES**

All costs indicated on the Financial Proposal should be **inclusive** of all costs with applicable taxes, **excluding** travel related to the work component of the RFQ which will be organised directly by SPC - HRSD in accordance with SPC Travel Policy.

The format shown below should be used in preparing the price schedule. All prices in the proposal must be presented in **FJD**.

<u>RFQ23-5681 Video Technical Production Skills</u>	
Services description	FJD
Professional fees (lump sum)	

Professional fees: Staff salaries, consultant fees and any other professional costs (with details on the level of effort of each person on the team if applicable. i.e. 50% full time, full-time, etc.).

SPC is not responsible for any arrangements or payments related to visas, taxes, duties or separate lines for overheads/running costs or contingencies for which the **consultant** may be liable. If these apply, the costs are to be considered in the professional fees charged for the delivery of the specific services.

SPC does not provide or reimburse insurance for consultants’ travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire).

The Contractor’s duty station is **Suva, Fiji** and if there are any site visits, travel costs will be covered by SPC.

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.

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, taking into account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

**For the Bidder:** *[insert name of the company]*

Signature:

**Name of the representative:** *[insert name of the representative]*

**Title:** *[insert Title of the representative]*

**Date:** *[Click or tap to enter a date]*