



# REQUEST FOR QUOTATION (RFQ)

## FOR GOODS

<b>Project Title:</b>	<b>Pacific Partnership to End Violence Against Women and Girls (PPEVAWG)</b>
<b>Nature of the goods</b>	Supply and delivery of PPEVAWG merchandise items for the 16 days of Activism.
<b>Location:</b>	Suva, Fiji
<b>Date of issue:</b>	13/09/2023
<b>Closing Date:</b>	24/09/2023
<b>SPC Reference:</b>	RFQ 23-5708

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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 goods 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 [rigietar@spc.int](mailto:rigietar@spc.int) and with the subject line of your email as follows: **Submission** Supply and delivery of PPEVAWG merchandise items for the 16 days of Activism. 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
- A cover letter and filled technical proposal form on provided template responding to the RFQ Scope of Services.

- Samples of recently produced merchandise.
- Filled Financial Proposal Template or Quote outlining all costs.
- Bidder must ensure that they provide necessary information against the evaluation criteria in Part 4 of the RFQ.

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 **4:00 PM (Fiji Time) on 24/09/2023**.

### 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.

Rigietar Matanitobua will be your primary point of contact for this RFQ and can be contacted at [rigietar@spc.int](mailto:rigietar@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 goods.

### 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>	13/09/2023
<b>RFQ Closing Date</b>	24/09/2023
<b>Award of Contract</b>	26/09/2023
<b>Commencement of Contract</b>	27/09/2023
<b>Conclusion of Contract</b>	30/10/2023

## 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: SPECIFICATION OF GOODS

### A. Background/context

#### The Pacific Community

The Pacific Community ('SPC') is an international development organisation owned and governed by its 26 country and territory members. It is the principal scientific and technical organisation in the Pacific region working for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of Pacific Island contexts and cultures.

#### Human Rights and Social Development Division

The Human Rights and Social Development (HRSD) Division leads SPC's support to members in the areas of human rights, gender equality and social inclusion, youth, and culture. The Division is the result of a merger of the Regional Rights Resource Team (RRRT) and the Social Development Programme (SDP) which took place on 1st September 2020.

HRSD is implementing its work programme under its Business Plan 2021-2025, addressing the development context through:

- Strengthening institutional capacities to uphold human rights and social development commitments.
- Enhancing participation, inclusion, capabilities, leadership, and access to opportunities for civil society, especially women and young people.
- Culturally and contextually responsive practice, and cultural protection.
- The generation and application of data, knowledge, and innovation; and
- Leading SPC to bring 'people to the centre' across the work of its scientific and technical divisions

#### The Pacific Partnership to End Violence Against Women and Girls (PPEVAWG) Project

The Pacific Partnership to End Violence Against Women and Girls (PPEVAWG) supports individuals, communities, civil society organisations (CSOs) and governments to address inequality and prevent violence against women and girls (VAWG) through a holistic, transformational and multi-sectoral approach that will generate direct results at the individual, relational, communal and societal levels of Pacific society.

Although substantive progress has been made both at the national and regional levels in establishing policy and legislative frameworks to achieve gender equality, the prevalence of VAWG remains high and women and girls continue to face substantive barriers to equality. Preventing VAWG and promoting gender equality requires policy and programming approaches that prioritise transforming gender relations, empower women and girls, and address attitudes and behaviours that undermine gender equality and condone VAWG, while simultaneously ensuring that frontline services (health, social services, police and justice) are accessible and of high quality. Individual and collective reflection on the root causes of VAWG at the community level are essential to longer-term behaviour change.

The project has three outcome areas, being implemented by three implementing partners.

Outcome 1, with a focus on transforming social norms and gender relations through education is implemented by the SPC's Human Rights and Social Development (HRSD) Division in collaboration with the Educational Quality Assessment Programme (EQAP) and the Ministries of Education within the project countries.

Outcomes 2, with a focus on transforming social norms and gender relations through faith and sports and ensuring survivors of violence have access to quality response services is implemented by UN Women; and

Outcomes 3, implemented by the Pacific Islands Forum Secretariat, with a focus on performance and accountability through empowering national and regional civil society organisations to advocate, monitor and report on regional institutions and governments commitments to enhance gender equality and prevent violence against women and girls.

### **SPC's Social Citizenship Education (SCE) programme**

Schools are one of the most significant socialising institutions that children engage with outside of family and community structures. At the same time, youth comprise a significant population group in the Pacific, especially early school leavers and rural youth, and are at the age where notions of respect, equality, dignity and diversity are shaped. SPC, with the funding support of the European Union is implementing the Social Citizenship Education (SCE) programme in partnership with the Ministries of Education in the four pilot countries of Kiribati, the Republic of the Marshall Islands, Tuvalu and Vanuatu; working with children and youth both in and out of school to promote values around gender equality and respect for human rights. SPC is delivering the Social Citizenship Education (SCE) programme through its Human Rights and Social Development (HRSD) Division in collaboration with the Educational Quality and Assessment Programme (EQAP).

The SCE programme focuses on partnering with:

- The Ministries of Education (formal education) and civil society organisations (CSOs), youth bodies (informal education) in developing curricula, policies and standards, teaching and learning materials on gender equality, human rights and EVAWG contextualised to the Pacific context. This is complemented by comprehensive capacity building of key stakeholders - teachers and other school staff for formal education;
- CSOs, youth bodies and young people - for informal education; on both subject content and methodologies to model and advocate for improved knowledge and attitudes on these issues

## **B. Functional Specification**

The customised collateral being procured will be distributed to member countries to be used for the 16 days of Activism.

Items to be provided as per the list in part D.

## **C. Design Specification**

*Design:* SPC will provide the selected supplier with guidance on SPC and the project's visual Identity including logos to be used, brand imagery, colour palette and preferred font. The SPC team can provide specific designs to suppliers with no designing capacity in house. Design capacity should be made explicit in the submissions.

## D. Technical specification

No.	Items	Specifications	Quantity
1.	Notebooks	With PPEVAWG motif design print.	2000
2.	Folders	A4 Size Pocket folders with inside pocket-with PPEVAWG motif design print.	2000
3.	Bags	Medium size Tote bag using the PPEVAWG designs, colours, and associated logos.	2000
4.	Pencil Cases	Recyclable material. With PPEVAWG motif design.	2000
5.	Pens	With PPEVAWG motif design.	1000 blue & 1000 black ink
6.	Sports drink bottles	500ml- with PPEVAWG motif design print. Comparative costing for single bottles or other item able to accommodate both hot and cold beverages encouraged.	2000
7.	Lanyards	With PPEVAWG Motif design print.	1000
8.	USB	4GB with PPEVAWG motif design print.	2000
9.	Ribbon Label pins	Refer to Annex 1, for design-a striking purple ribbon set against a background that highlights a segment of the PPEVAWG motif	2000
10.	Men's Neckties	Standard with PPEVAWG motif design	2000
11.	Scarves for women	Rectangular with PPEVAWG motif	2000

*Note: specific guidance will be provided to suppliers upon request to [rigietar@spc.int](mailto:rigietar@spc.int)*

## E. Delivery Requirements

Where possible, prior to the production of the full volume of the product, the supplier must provide proofs to the Communications Officer and Acting Project Coordinator (PPEVAWG – SPC HRSD) for sign-off.

When the full volume of the product is produced, the supplier will deliver the material to the SPC Nabua Campus, with receipt confirmed by a PPEVAWG– SPC HRSD staff member.

## F. Reporting Arrangements

The contracted provider – ideally based in Suva, Fiji – will report to Acting Project Coordinator, for the sign off and approvals of deliverables.



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

The contract will be paid on a milestone basis, with acceptance of the deliverables below required as payment. The solicitations are expected to provide a confirmation of timeframe, with total costs inclusive of proofs and transport for delivery as well as deliverables.

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

<b>Milestone/deliverables</b>	<b>Deadline</b>	<b>% payment</b>
Final design approved.	14 October 2023	20
Delivery of merchandise items to SPC Nabua campus with receipt confirmed by PPEVAWG-SPC HRSD staff member	30 October 2023	80
<b>TOTAL</b>		

### H. Annexes to the Specification of Goods

1. Annex 1 – Design for Ribbon Label Pin.

## 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
<b>Mandatory requirements</b>		
<ul style="list-style-type: none"> <li>- Cover letter referring to the technical specifications, refer to Article D.</li> <li>- Brief workplan confirming relevant production milestones and timeline.</li> <li>- Portfolio of recently produced merchandise.</li> <li>- A Financial Proposal or Quote outlining all costs, in line with the milestones of this RFQ.</li> </ul>		<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met
<b>Technical requirements</b>		
<b>Technical requirement 1:</b> Proven track record of reputable, reliable and quality services.	30%	210
<b>Technical requirement 2:</b> Have provided similar services for in the past with references demonstrating similar work carried out in the last 3 years.	40%	280
<b>Technical requirement 3:</b> Ability to produce deliverables within the allocated time and budget.	30%	210
<b>Financial requirements</b>		
Price	30%	300
<b>Total Score</b>	<b>100%</b>	<b>1,000</b>

**PART 5: SUBMISSION FORMS****5.1. Technical Submission Form****PART A – Background**

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

**PART B – Evaluation Criteria**

<b>CRITERIA</b>	<b>RESPONSE BY BIDDER</b>
<b>Technical requirement 1:</b> Proven track record of reputable, reliable and quality services.	
<b>Technical requirement 2:</b> Have provided similar services for in the past with references demonstrating similar work carried out in the last 3 years.	
<b>Technical requirement 3:</b> Ability to produce deliverables within the allocated time and budget.	

## 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: **RFQ23-5708 Supply and delivery of PPEVAWG merchandise items for the 16 days of Activism.**
3. I agree to supply the goods for the price stated in the remuneration.

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

No.	Items	Specifications	Quantity	Price per Item	Total/VIP (FJD)
1.	Notebooks	With PPEVAWG motif design print.	2000		
2.	Folders	A4 Size Pocket folders with inside pocket-with PPEVAWG motif design print.	2000		
3.	Bags	Medium size Tote bag using the PPEVAWG designs, colours, and associated logos.	2000		
4.	Pencil Cases	Recyclable material. With PPEVAWG motif design.	2000		
5.	Pens	With PPEVAWG motif design.	1000 blue & 1000 black ink		
6.	Sports drink bottles	500ml- with PPEVAWG motif design print. Comparative costing for single bottles or other item able to accommodate both hot and cold beverages encouraged.	2000		
7.	Lanyards	With PPEVAWG Motif design print.	1000		
8.	USB	4GB with PPEVAWG motif design print.	2000		
9.	Ribbon Label pins	Refer to Annex 1, for design-a striking purple ribbon set against a background that highlights a segment of the PPEVAWG motif	2000		
10.	Men's Neckties	Standard with PPEVAWG motif design	2000		
11.	Scarves for women	Rectangular with PPEVAWG motif	2000		
<b>Total Financial offer (inclusive of all taxes)</b>					

**For the Supplier:** *[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]*

**Annex 1: Design for Ribbon Label Pin.**

