

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>Pacific Human Rights Film Festival 2024</b>
<b>Nature of the services</b>	<b>Consultancy services for Pacific Human Rights Film Festival 2024</b>
<b>Location:</b>	Suva
<b>Date of issue:</b>	11/03/2024
<b>Closing Date:</b>	28/03/2024
<b>SPC Reference:</b>	24-6309

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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 [karineg@spc.int](mailto:karineg@spc.int) and with the subject line of your email as follows: **Submission RFQ24-6309**. 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
- 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.
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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 **11.45pm FJT on 28/03/2022**.

### 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.

Information, Communications and Visibility Officer will be your primary point of contact for this RFQ and can be contacted at [karineg@spc.int](mailto:karineg@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>	11/03/2024
<b>RFQ Closing Date</b>	28/03/2024
<b>Award of Contract</b>	28/04/2024
<b>Commencement of Contract</b>	1/05/2024
<b>Conclusion of Contract</b>	6/12/2024

## 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](#) 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), through its Human Rights and Social Development (HRSD) Division, will be hosting the 4th Pacific Human Rights Film Festival (PHRFF) in collaboration with partners (to be confirmed). The proposal is to convene the PHRFF over a three-week period in October/November in the lead up to 16 Days of Activism against Gender-Based Violence.

The PHRFF was established to create a space where human rights issues can be explored, discussed and advocated 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 the University of the South Pacific, the United Nations Office of the High Commissioner for Human Rights, and the European Union from 9-11 December with daily Pacific films being screened. It was attended by over 300 people.

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 a selection of Pacific films.

In 2023, 9 screenings were held between 4 November and 9 December – attended by 1,500 people. While the events were held in Suva, Fiji, there was strong interaction across the region. Women's and children's rights were central themes.

For all three editions of PHRFF, the films were screened out of the USP campuses in Laucala Bay and across the Pacific. This annual festival has been raising people's awareness around human rights issues and inspiring large and diverse audiences to take positive action.

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

For the 4<sup>th</sup> PHRFF, SPC is seeking a service provider to lead the organisation of the event.

**The aim for the 4<sup>th</sup> 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.

#### **Scope of work:**

- Identify the theme for this year's edition of the festival – based on previous editions of the festival, films available and not yet screened, and international trends.
- Identify the films to be screened throughout the festival based on point above.

- Develop a festival programme of events that enables us to reach objectives and targeted audiences. It will comprise film screenings, exhibitions, live performances and panel discussions.
- Work closely with the film productions house to ensure copyright of screened films are approved for screening purposes.
- Seek out and organise for partners to lead the various sessions (with SPC leading some of the key sessions).
- Seek and secure partner financial contributions to the overall festival budget.
- Organise the screening of the festival in Suva and in other PICTs. (via USP campuses and/or other educational institutions). This includes ensuring that there is the technology to support the livestreaming and virtual discussions in PICTs. And more importantly that there is a focal point in country that can organise an event, publicise the screening, secure a venue, welcome attendees on the day; sort the zoom connection, etc.
- Organise all panel discussions, moderation and overall coordination and management for each session in collaboration with relevant partner organisations including SPC. This includes developing the programme for each session, inviting speakers, supporting the draft of keynote speeches, etc.
- As part of the screening event, ensure that venues are booked and logistics arranged – including IT/audio visual needs, panelists confirmed for moderation, guest invites sent, RSVPs confirmed, venue organized for screening purposes.
- Ensure effective marketing, promotion and visibility of the festival at the national (as deemed appropriate) and most importantly, regional level. This includes developing and producing relevant promotional materials.
- Ensure mechanisms to collect, consolidate and share feedback and reviews of the film festival to enhance event better preparation and organisation.
- Make progress on embedding this festival into wider international initiatives. (e.g. links with FIFO, etc.)

***Expected outputs and outcomes:***

- 4th PHRFF held, with a good/appropriate mix of Pacific and international films on a range of human rights issues shown across a number of Pacific Island Countries.
- Increased audiences relative to previous film festivals, especially outside of Suva, and outside of Fiji.
- Audience members have an increased understanding of human rights issues (i.e., knowledge and understanding).
- Increased number of partner organisations involved in co-organising the festival.

The consultant is to work with SPC HRSD MEL team on preparing tool to measure this.

***Timeline:***

The 4th PHRFF is proposed to be held over a three-week period around October/November time in the lead up to 16 Days of Activism against Gender-Based Violence and at a convenient time to students who are part of our key target audience (before exams and campus closure).

The service provider will develop the timeline (with indication of which partners will lead which events) to be approved by SPC. Learnings from previous editions indicate that a mix of weekday evenings and Saturday matinees work best to reach various types of audiences (students, professionals, etc). Morning weekday sessions could also be considered for school children in partnership with schools around the Pacific.

**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. Other educational settings around the region can also be considered for livestream screenings – especially where SPC or partners are already conducting activities.

Feedback from previous editions of the festival suggests that some people would like the screenings to take place at a cinematic venue. This could be considered for some of the events, such as the opening and closing events. However, there are limitations to consider and manage (cost, and streaming needs, space for discussion).

**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 service provider will facilitate and encourage partners to dedicate financial and time commitment.

The festival seeks to reach previous and 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 various human rights issues in the Pacific region.

The service provider will identify a relevant theme and topics based on previous festival editions, films available and other trends. This should be part of the submission.

**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 service provider to develop an inception report taking into account the lessons learnt from the last three editions of the film festival, and with a view of achieving the objectives set out in this RFQ.

We also expect the consultant to work closely with SPC in terms of reaching agreement on films to be screened, producing an implementing plan, which includes a comms plan in a coordinated with all partners, etc. and to lead the work on behalf of SPC.

The service provider will ensure not only establishing or maintaining good partnerships with other organisations co-leading some of the events, but also the developing a festival budget – with committed financial contributions from partners.

**Feedback collection for consideration**

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 6 December 2024.**

1. May (or as agreed with SPC): Work commences.
2. By early June: (or as agreed with SPC): The service provider will produce a detailed concept note.
3. By early July (or as agreed with SPC): The service provider will produce a detailed implementation plan and budget (taking into account partner contributions) for the 4<sup>th</sup> PHRFF.
4. The festival (Film screenings, etc.) takes place from in October/November.
5. Completion and Festival report due by 1 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 as per the SPC travel policy.
- 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
Produce a detailed concept note, implementation plan, and budget of the Human Rights Film Festival 2023.	4 to 8 weeks after contract signature
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 1 December 2024
<b>TOTAL</b>	

## 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 requirement</b>		
<ul style="list-style-type: none"> <li>- Filled Technical Proposal on provided template in response to the RFQ Scope of Services.</li> <li>- Filled Financial Proposal on provided template, outlining all costs according to the milestones of this RFQ (refer to Section F).</li> <li>- CV of Consultant with at least names of two referees with contact details.</li> <li>- Tax Registration (compulsory for Fijian vendors) and Business Registration if available.</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> Qualifications or certification in media, communications, journalism or film production, and/or proven Knowledge in Media, Communications and Film Production	10%	100
<b>Technical requirement 2:</b> A strong technical proposal describing the proposed approach in response to the RFQ.	25%	250
<b>Technical requirement 3:</b> Experience in administering and reviewing activities concerned with events/publishing, or the production of films, television or radio programmes, theatre, music, festivals or other artistic activities. Experience in events and logistics management.	25%	250
<b>Technical requirement 4:</b> Experience working with international non-governmental membership-based organisations.	10%	100
<b>Total Technical Score</b>	<b>70%</b>	<b>700</b>
<b>Financial</b>		
Price and payment terms	<b>30%</b>	<b>300</b>
<b>Total Score</b>	<b>100%</b>	<b>1,000</b>