

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>Phase Transition Management of the Pacific People Advancing Change (PPAC) Advocacy Capacity-Strengthening Programme</b>
<b>Nature of the services</b>	Manage the overall PPAC Phase Transition process from shortlisting through to grant agreements.
<b>Location:</b>	Home-based
<b>Date of issue:</b>	25/04/2024
<b>Closing Date:</b>	2/05/2024
<b>SPC Reference:</b>	24-6458

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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 [martinch@spc.int](mailto:martinch@spc.int) and with the subject line of your email as follows: **Submission RFQ24-6458**. 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
- Completed Technical Proposal Form

- Completed Financial Proposal Form outlining all costs, in line with the milestones of this RFQ (refer to Section F).
- Current resume with at least the names of two referees with contact details.
- Copies of Business Registration and TIN Registration (if applicable)

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 Fiji Time, on 2/05/2024.**

### 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.

Martin Child will be your primary point of contact for this RFQ and can be contacted at [martinch@spc.int](mailto:martinch@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	25/04/2024
RFQ Closing Date	2/05/2024
Award of Contract	6/05/2024
Commencement of Contract	7/05/2024
Conclusion of Contract	30/08/2024

## 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 EURO 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 Human Rights and Social Development Division (HRSD) of the Pacific Community (SPC) has a vision for just, equitable and resilient Pacific societies and it aims to achieve this by advancing human rights, equality and social inclusion for all Pacific people, grounded in cultural values and principles.

HRSD's Pacific People Advancing Change (PPAC) programme aims to strengthen advocacy capacity among Pacific Civil Society Organisations (CSOs) engaged with human rights issues, while also advancing those issues by supporting specific campaigns. It does this through a package of assistance that includes **advocacy training workshops**, ongoing **mentoring**, provision of **small grants**, and facilitating **regional dialogue** for advocates.

The focus of the programme is capacity-strengthening, hence it prioritises CSOs that are typically smaller and newer, often volunteer-based, located in areas away from the metropolis, and representing or led by marginalised groups. Grantee campaigns span a diverse range of issues including Ending Violence Against Women and Girls (EVAWG), youth empowerment, disability rights, climate change adaptation, food security, social security, and government transparency.

The PPAC programme is currently in its sixth year, with Phase Six (2023-24) set to conclude in June 2024. Concurrently, Phase Seven (2024-25) is commencing with the call for Expressions of Interest now open (<https://www.spc.int/grants/24-450-pacific-people-advancing-change-ppac-7-building-positive-advocacy-capacity-to-advance>). The Phase Transition process involves the shortlisting of organisations to submit full proposals by 30 June 2024, and capacity assessments, evaluation, approval and contracting of Phase Seven grants by the end of August 2024.

SPC is interested in procuring services to manage this phase transition, liaise with shortlisted organisations and returning grantees, and facilitate the grant approval process.

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

SPC is interested in procuring services to manage the PPAC Phase Transition.

SPC will seek quotations for the provision of the following services.

1. Support the Phase Seven shortlisting process including:
  - Chairing the Shortlisting Committee;
  - Producing the Shortlisting Report; and
  - Supervising the invitation of proposals using pre-approved templates.
2. Lead the proposal evaluation and approval process including:
  - Supervising the proposal submission process and producing the Preliminary Checks Report;
  - Leading the evaluation process, working with the PPAC team to evaluate proposals and populate the Evaluation Matrix, and moderating the team's evaluations for consistency;
  - Chairing the Technical Evaluation Committee (TEC);
  - Producing the TEC Report and compiling documents for the Procurement Committee; and
  - Presenting the TEC Report and recommendations to the Procurement Committee.

3. Facilitate the confirmation and contracting process including:
  - Notifying successful grantees;
  - Liaising with grantees and supervising PPAC team follow-ups on any additional requirements identified by the TEC; and
  - Liaising with SPC Grants Team and Legal Division to facilitate signing of Grant Agreements.

### C. Timelines

The work will commence in May 2024 and conclude by the end of August 2024. The estimated number of days for the key activities for the consultant are as follows:

Activities	No. of days
Chairing the Shortlisting Committee.	1 day
Producing the Shortlisting Report.	1 day
Supervising the invitation of proposals using pre-approved templates.	1 day
Supervising the proposal submission process, liaising with shortlisted organisations to ensure complete submissions.	9 days
Producing the Preliminary Checks report.	1 day
Leading the evaluation process, working with the PPAC team to evaluate proposals and populate the Evaluation Matrix, and moderating the team's evaluations for consistency.	9 days
Chairing the Technical Evaluation Committee (TEC).	1 day
Producing the TEC Report and compiling documents for the Procurement Committee.	1 day
Presenting the TEC Report and recommendations to the Procurement Committee.	1 day
Notifying successful grantees.	1 day
Liaising with grantees and supervising PPAC team follow-ups on any additional requirements identified by the TEC.	3 days
Liaising with SPC Grants Team and Legal Division to facilitate signing of Grant Agreements	6 days
<b>Total number of days</b>	<b>35 days</b>

### D. Reporting and contracting arrangements

The consultant will work under the direct supervision of the HRSD Team Leader – Inclusive and Equitable Societies. Liaison with other staff within SPC's Human Rights and Social Development Division (PPAC Team), and Grants & Procurement Team. This consultancy can be home-based.

### E. Skills and qualifications

- At least 8 years of relevant professional experience in international development, human rights, GESI or related fields.

- Experience in, or knowledge of, civil society, grassroots and community-based organisations in Pacific Island contexts.
- Ability to communicate with civil society representatives with varying levels of technical understanding, English competency, and literacy.
- Tertiary qualifications in any of the following areas: Development Studies, International Relations, Law, Anthropology, Sociology or other social science discipline.
- Specific knowledge of SPC policies and processes a strong advantage.
- General knowledge of grants programmes and granting mechanics an advantage.

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

The bid price must include the professional fees, taxes, management and operating costs. The contract price will be paid in lump sums based on the satisfactory delivery of milestones as outlined in the table below with supervisor confirmation or 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.

Bidder is requested to specify the preferred schedule of payments and terms acceptable, noting that generally, SPC will not enter into arrangement requiring a 100% advance payment.

<b>Milestone/deliverables</b>	<b>Deadline</b>
Submission of Shortlisting Report	10 May 2024
Submission of TEC Report	11 July 2024
75% of PPAC Phase Seven Grant Agreements are signed by SPC	30 August 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 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>- A Cover Letter</li> <li>- Completed Technical Proposal Form</li> <li>- Completed Financial Proposal Form outlining all costs, in line with the milestones of this RFQ (refer to Section F).</li> <li>- Current resume with at least the names of two referees with contact details.</li> <li>- Copies of Business Registration and TIN Registration (if applicable)</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> At least 8 years of relevant professional experience in international development, human rights, GESI or related fields.	15 %	150
<b>Technical requirement 2:</b> Experience in, or knowledge of, civil society, grassroots and community-based organisations in Pacific Island contexts.	15 %	150
<b>Technical requirement 3:</b> Ability to communicate with civil society representatives with varying levels of technical understanding, English competency, and literacy.	15 %	150
<b>Technical requirement 4:</b> Tertiary qualifications in any of the following areas: Development Studies, International Relations, Law, Anthropology, Sociology or other social science discipline.	15%	150
<b>Technical requirement 5:</b> Specific knowledge of SPC policies and processes a strong advantage.	5%	50
<b>Technical requirement 6:</b> General knowledge of grants programmes and granting mechanics an advantage.	5%	50
<b>Total technical Score</b>	<b>70%</b>	<b>700</b>
<b>Financial Requirements</b>		
Pricing and payment terms	30%	300
<b>Total Score</b>	<b>100%</b>	<b>1,000</b>