



# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>Consultancy to support the planning and execution of the establishment of the Polynesia Regional Office (PRO)</b>
<b>Nature of the services</b>	Consultancy
<b>Location:</b>	Homebased. Possible travel at the PRO temporary base in Samoa
<b>Date of issue:</b>	22/08/2022
<b>Closing Date:</b>	1/09/2022
<b>SPC Reference:</b>	RFQ22-4419

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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 Bernedine Managreve, Finance and Administration Assistant (SPL), at [bernedinem@spc.int](mailto:bernedinem@spc.int), and to Leituala Kuiniselani Toelupe Tago, Regional Director Polynesia, at [kuiniselanit@spc.int](mailto:kuiniselanit@spc.int), and with the subject line of your email as follows: **Submission RFQ22-4419 Consultancy PRO**. 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

- CV of proposed personnel
- Financial proposal (daily or hourly rate)
- Any other document to support your proposal

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 pm Suva time on 1/09/2022**.

### 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.

Bernedine Managreve will be your primary point of contact for this RFQ and can be contacted at [bernedinem@spc.int](mailto:bernedinem@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	22/08/2022
RFQ Closing Date	1/09/2022

### 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

### Background/context

The creation of a Pacific Community Polynesia Regional Office (PRO) was endorsed at the 51<sup>st</sup> meeting of the Committee of Representatives of Governments and Administrations (CRGA 51) and approved by the Conference of the Pacific Community (CONF 12) on 2 November 2021. Under the *Canberra Agreement*, SPC may establish offices where it considers it 'will most effectively achieve the objectives for which it is established'. Participating governments are also required to ensure that SPC will be 'entitled to such privileges and immunities (including inviolability of its premises and archives) as are necessary for the independent exercise of its powers and discharge of its functions'.

The establishment of PRO is an opportunity for SPC and its members to respond to the emerging issues in addition to addressing the challenges identified around programme delivery including coordination, programme and project execution, political and diplomatic relations, CROP regional coordination and delivery, data availability and communication. It will also provide a platform for partnership building; resource mobilisation; advocacy for more harmonized funding modalities; and enhanced integrated programming efforts across all sectors of development. In addition, the establishment of a new regional office will contribute to strengthening SPC's presence across the Pacific and thus reinforce its essential role as a key development partner in the Pacific region for major donors.

A call for expressions of interest for the hosting of the PRO has been circulated. As we await the receipt of expressions of interest to host the office, it is important that a plan and process is in place to help guide the next steps of this work, once a decision on where the office will be hosted will be reached in November 2022. The activities targeted in the required services will not only help document the process thus far but will also outline the process for the next phase of the creation of the office including a Plan of action on the relocation and transition for the next two years.

### Purpose, objectives, scope of services

The objective of the consultancy is to support the planning and execution of the establishment of the Polynesia Regional Office (PRO) in line with the Phased approach endorsed by CRGA on creating the office. Prior to this work, an operating framework for PRO has been developed and this work will also be reviewed and finalised as part of this exercise.

The key elements of the project will include:

1. The documentation of a detailed End-to-End Process for the creation of the office.
2. The review of and finalisation of the Operating Framework for PRO.
3. The development of a Plan of Action for the Relocation and Transition for PRO 2023-2024.

The consultant will work closely with the Regional Director of Polynesia and will be guided by SPC and expected to:

1. Agree on a methodology for the work undertaken.
2. Agree on a Delivery Plan for the work.

The contractor will be homebased. If necessary, travel will be arranged by SPC for in person consultation and working arrangements at the PRO temporary base in Samoa during the period of the contract.

## Timelines

The contract will comprise a total of 40 working days commencing on 5<sup>th</sup> September and conclude on 28<sup>th</sup> November, 2022.

## Reporting and contracting arrangements

The vendor will work under the direct supervision of the Regional Director of the Polynesia.

## Skills and qualifications

The contractor should have the following skills and qualifications:

1. A qualification in international development, experience in political and diplomatic relations, CROP regional coordination and delivery and relevant experience in the Pacific.
2. Experience in partnership building and stakeholder engagement in the Pacific including technical experience and knowledge of regional engagement and service delivery.
3. Experience and expertise in developing end-to-end systems and processes within Government and for intergovernmental engagement.
4. Knowledge, experience and understanding of political, economic, social and cultural context of the Pacific and Polynesian countries.
5. Experience working with regional organisations and national governments.
6. Fluency in English, Ability to write in a clear and concise manner and to meet deadlines.

## Scope of Bid Price and Schedule of Payments

Milestone/Deliverables	Deadline	% Payment
Signing of the Contract	September 2022	/
Methodology and Delivery Plan	23 September 2022	20 %
Operating Framework for PRO	14 October 2022	20 %
End to End Process for Creating of the Office	28 October 2022	30 %
Relocation and Transition Plan of Action	28 November 2022	30 %

## 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
A qualification in international development, experience in political and diplomatic relations, CROP regional coordination and delivery and relevant experience in the Pacific.	20%	200
Experience in partnership building and stakeholder engagement in the Pacific including technical experience and knowledge of regional engagement and service delivery.	20%	200
Experience and expertise in developing end-to-end systems and processes within Government and for intergovernmental engagement.	20%	200
Knowledge, experience and understanding of political, economic, social and cultural context of the Pacific and Polynesian countries.	20%	200
Experience working with regional organisations and national governments.	10%	100
Fluency in English, Ability to write in a clear and concise manner and to meet deadlines	10%	100
<b>Total Score</b>	<b>100%</b>	<b>1000</b>