

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Food Dietary Guidelines for Kiribati
Nature of the services	Technical reviewing of all existing documents related to Food Based Dietary Guidelines, draft and develop Kiribati Food Based Dietary Guidelines and final submission of the completed Kiribati Food Based Dietary Guidelines for endorsement
Location:	Tarawa, Kiribati
Date of issue:	21/09/2022
Closing Date:	27/09/2022
SPC Reference:	RFQ22-4454

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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

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 ilisapecik@spc.int ; williamk@spc.int and with the subject line of your email as follows: **Submission RFQ22-4454**. The email should also be copied to rfq@spc.int.

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- *Cover letter,*
- *Work plan,*

- CV,
- Quote,
- Any other relevant documentation

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 **5.00 PM Fiji Time on 27/09/2022**.

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.

Ilisapeci Kubuabola and William Kunai will be your primary point of contact for this RFQ and can be contacted at ilisapecik@spc.int ; williamk@spc.int. You should copy any communications into 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	21/09/2022
RFQ Closing Date	27/09/2022
Commencement of Contract	3/10/2022
Conclusion of Contract	10/12/2022

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](https://spc.int/procurement) 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 AUD 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. 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 Kiribati Ministry of Health wishes to review and develop a Kiribati Food-Based Dietary Guidelines that is adapted from the SPC Pacific Guidelines for Healthy Diet and Lifestyle. The intention is to have an endorsed guideline by the end of 2022. However, given the current COVID-19 outbreak in the country, most of the public health technical staff are engaged in the outbreak responses and service provisions.

The Nutrition Unit has specifically requested for technical assistance through the engagement of a local consultant to undertake the work of review and development under the direct supervision of the Senior Nutritionist and her team

B. Purpose, objectives, scope of services

- The short-term consultant will work with the Kiribati Head of Nutrition within the Ministry of Health; WHO Country Office and SPC Nutrition Adviser to develop/adapt the Food-Based Dietary Guidelines (FBDG) for Kiribati. This work will entail the following:
 - Review all existing documented resources pertaining to Food-Based Dietary advice in Kiribati including the SPC “Pacific Guidelines for a Healthy Diet and Lifestyle”,
 - Develop Kiribati’s guidelines in consultation with the team by adapting the Pacific guideline,
 - Submit the final draft of the Kiribati Food-Based Dietary Guidelines for endorsement.
- Output: Submission of the endorsed Kiribati Food-Based Dietary Guidelines.
- Duty station: Tarawa, Kiribati.

C. Timelines

This is a fixed term consultancy of 20 working days from September to December 2022.

D. Reporting and contracting arrangements

- The Contractor will be responsible to SPC’s Non-Communicable Diseases Adviser, Public Health Division for all aspects of the work, including the production of the required outputs. For logistic support and other management issues, the Non-Communicable Diseases Adviser will coordinate.
- Inform SPC Team regularly of the progress of the assigned work and advise of any delays in meeting or training deadlines.

E. Skills and qualifications

Qualifications:

- Bachelor's Degree in Food and Nutrition or other relevant fields such as Public Health and Health Promotion

Skills:

- At least 3 years of experience in Nutrition and Nutrition related Programs/Projects.
- Significant experience in developing nutritional guidelines.
- Experience in the provision policies, information and education on good nutrition

F. Scope of Bid Price and Schedule of Payments

- Payments shall be paid based on the Milestone/deliverables in the table below.
- The cost components can be divided into 4 headings, the Acceptance of workplan and signing of contract, Conducting literature review and collection of relevant resources and references, Drafting and finalizing the Kiribati food based dietary guidelines and the Final submission report.
- The milestones/deliverables and the percentage of payment is explained in the table below.
- The terms of payment is in accordance with the provisions of Article 10 of the SPC General Conditions]

Milestone/deliverables	Deadline	% payment
Acceptance of workplan and signing of contract	06/10/2022	20%
Conduct literature review and collection of relevant resources and references	15/10/2022	20%
Draft and finalize the Kiribati food based dietary guidelines	25/11/2022	20%
Final Report submitted and accepted by SPC	10/12/2022	40%
TOTAL		100%

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
Technical requirements		
Technical requirement 1: Past Experiences Must have worked with the Nutrition Unit on Nutrition or Nutrition related activities for a minimum of 3 years. Must have also work on Similar or related assignments in the past.	50%	350
Technical requirement 2: Scope of Work Must be able to work with a Ministry of Health and other relevant organisations like World Health Organisation and will also be able to make presentations on the progress of the assignment. Must also be able to review evidence-based guidelines on Nutrition.	30%	210
Technical requirement 3: Team Must be able to use a computer with basic knowledge on Word, PowerPoint documents and internet browser.	10%	105
Technical requirement 4: Other relevant qualifications/skills Other relevant qualifications or skills that might be advantageous and vital to the success of the work (Team spirit, knowledge of Kiribati dietary habits...)	10%	35
Financial offer: Please provide daily rate in AUD		
Total Score	100%	700