

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	SPC Covid Impact Assessment of the Cultural and creative Industries – Comparative Analysis/Synthesis of country reports
<b>Nature of the services</b>	Consultant
<b>Location:</b>	Home Based – Prefer consultant from the Pacific Region
<b>Date of issue:</b>	21/11/2022
<b>Closing Date:</b>	5/12/2022
<b>SPC Reference:</b>	RFQ22-4842

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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 [luisam@spc.int](mailto:luisam@spc.int) and with the subject line of your email as follows: **Submission RFQ22-4842-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
- [Technical proposal submission form Services E 2022.docx](#)
- [Financial proposal submission form Services E 2022.docx](#)

- Resume/CV of Consultants

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 **4.00pm Fiji Time on 5/12/2022**.

### 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.

Luisa Mavoia will be your primary point of contact for this RFQ and can be contacted at [luisam@spc.int](mailto:luisam@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	21/11/2022
RFQ Closing Date	5/12/2022
Award of Contract	7/12/2022
Commencement of Contract	9/12/2022
Conclusion of Contract	31/01/2023

### 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](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 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) is the institutional custodian of the Festival of Pacific Arts and Culture (FestPAC) and the Pacific Regional Culture Strategy (PRCS). In facilitating cultural development initiatives, the Human Rights and Social Development Division provides technical support to countries and works closely with regional organizations and international partner agencies.

Historically, the culture sector has struggled to secure the necessary resources and investment that it needs for sustainable cultural development. There is a dearth of cultural data and statistics on both the broad culture sector as well as the Cultural and Creative Industries in the Pacific which prevents focused and committed evidence-based decision making. Improved, timely and rigorous data and statistics will enable real time decision making that recognizes the economic and social value of culture and the potential that the sector and its industries presents. Additionally, there is a lack of information regarding the direct and indirect impacts of COVID-19 on these sectors.

The SPC Covid Impact Assessment of the Cultural and Creative Industries initiative is an effort to improve understanding of the challenges and opportunities presented by the COVID-19 pandemic and in particular relation to Social and Economic Recovery efforts. It aims to address the lack of data on the Cultural and Creative Industries (CCIs), Culture sector and cultural producers/creative practitioners in the Pacific.

As a first step in this initiative, SPC conducted a pilot scoping exercise in two PICTs, namely Fiji and French Polynesia. Both these island nations are popular tourist destinations which were affected by international border closures because of the global pandemic. Both Fiji and French Polynesia also recorded COVID-19 community transmissions and cases. SPC will work closely with national culture agencies in Fiji and French Polynesia together to conduct a scoping assessment of the Culture sector and its related industries.

The objective of the scoping is to assess the potential of the CCIs specifically assessing its potential for job creation, economic growth, and poverty alleviation. The outcomes of this study will contribute to national COVID-Recovery initiatives for Culture as well as directly inform a project methodology for similar studies in other PICTs.

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

1. The consultant will conduct a literature review, scoping and background reading on Impact of Covid in the 2 countries along with other SPC members Countries. This initial mapping will enable a better understanding of the current sector statistics and the opportunities and constraints within the national culture sector.
2. Based on the consolidated comparative report i.e., synthesized analytics with clear, concrete recommendations for Covid-recovery interventions and strategies from the 2 countries (FP and Fiji), the consultant will compile all information along with studies from the other PICTs into 1 main report.
3. Based on the availability of national reports and empirical data, the cultural data will translate into renewed interest and support for the culture sector and CCIs and will see increased support and investment and inform national policy and covid-recovery interventions.
4. The consultant will also review and compare the methods of scoping used during the scoping assessment conducted by the 2 national consultants on the impact of Covid-19 on culture sector and CCIs in Fiji and French Polynesia, through in country field research, desktop studies and consultations with key stakeholders from culture and tourism sectors and CCIs that was carried out.  
The consultant will be expected to:
  1. To conduct desktop research on the report provided by the 2 national consultants for Fiji and FP and also on other PICTs.
  2. Collate relevant reports, documents, statistics.
  3. Prepare an overall COVID-19 Impact Assessment report.

## **C. Timelines**

The contracted consultant/s will conduct this work over the course of 15 days from 9<sup>th</sup> December 2022 till 31<sup>st</sup> January 2023. The timelines of the work will be carried out in agreement with the project staff at SPC.

## **D. Reporting and contracting arrangements**

The contract will be issued and managed by the SPC under the Supervision of the Team Leader Culture.

The contracted consultants or firm will be home-based (Preferably within the Pacific Region, but not limited to) and will be expected to conduct a desk review from their home country. Desk research/review and draft and final reporting will be conducted from the consultant's home base.

## **E. Skills and qualifications**

The consultant is expected to:

- Hold at least a bachelor's degree in a related field

- And/ or have experience in conducting consultations with public and private sector stakeholders
- Demonstrated ability to manage resources efficiently and with accountability, and to manage time well
- Possess a general understanding of the cultural context in the Pacific and knowledge of cultural and creative industries
- Have at least 5 years of work experience in the national culture sector. Work experience in the cultural and creative industries would be an added advantage.

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

Milestone/deliverables	Deadline	% Payment	Amount in FJD
Milestone 1: Collection and Documentation of both National reports	9 December 2022	20%	
Milestone 2: Desk review of Covid Assessment in Other PICTs	9 January 2023	20%	
Milestone 3: Submission of Draft Report	16 January 2023	20%	
Milestone 4: Submission of final report	31 January 2023	40%	
Debrief with SPC project team	6 February 2023	NIL	NIL



## 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.

Competency Requirements	Score Weight (%)	Points obtainable
<b>One sample of recent work submitted on relevant or similar topics must be provided.</b>  Bidders' Resume		<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met
Technical requirement 1: Hold at least a bachelor's degree in a related field and have strong research delivery, analysis, evaluation and report writing kills/styles	15%	105
Technical requirement 2: And/ or have experience in conducting consultations with public and private sector stakeholders	15%	105
Technical requirement 3: Demonstrated ability to manage resources efficiently and with accountability, and to manage time well	15%	105
Technical requirement 4: Possess a general understanding of the cultural context in the Pacific and knowledge of cultural and creative industries	25%	175
Technical requirement 5: Have at least 5 years of work experience in the national culture sector. Work experience in the cultural and creative industries would be an added advantage.	25%	175
Technical requirement 6: Other non-listed skills that could support an application such as 'team fit' and interpersonal skills, experience with Microsoft Office and presentation tools etc	5%	35
<b>Total Score</b>	<b>100%</b>	<b>700</b>