

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	Supporting Surface Water Hydrology Capacity in the Pacific
<b>Nature of the services</b>	Aerial survey of Penang catchment (Rakiraki) to obtain LiDAR
<b>Location:</b>	Penang Catchment, Fiji Islands.
<b>Date of issue:</b>	7/12/2022
<b>Closing Date:</b>	14/12/2022
<b>SPC Reference:</b>	RFQ22-4899-PRO

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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 [jacquir@spc.int](mailto:jacquir@spc.int) and [toms@spc.int](mailto:toms@spc.int) and with the subject line of your email as follows: **Submission RFQ22-4899-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
- Completed Technical proposal form
- Most recent Curriculum Vitae with three references

- Cover letter
- Detailed work-plan with tentative timelines

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 **4PM FJ Time on 14/12/2022**.

### 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.

Ms Jacqui Reid will be your primary point of contact for this RFQ and can be contacted at [jacquir@spc.int](mailto:jacquir@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>	7/12/2022
<b>RFQ Closing Date</b>	14/12/2022
<b>Award of Contract</b>	23/12/2022
<b>Commencement of Contract</b>	16/01/2023
<b>Conclusion of Contract</b>	10/03/2023

### 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 seeking expressions of interest to conduct aerial survey of the study area within the Penang catchment (Rakiraki) to obtain LiDAR for flood modelling purposes. The activity is part of the “*Hydrology support for flash flood early warning systems*” project which is funded by the Australian Water Partnership (AWP). The project is focused on providing technical support in hydrology to Fiji, Samoa, Solomon Islands and Vanuatu with an emphasis on strengthening Flash Flood Early Warning Systems.

The overarching purpose of the project is to increase climate resilience and strengthen Disaster Risk Reduction (DRR) systems in Pacific Island Countries through increased hydrological capacity and enhanced performance of flood early warning systems and support the Framework for Resilient Development in the Pacific, and the Sendai framework for DRR. This will be achieved by undertaking a comprehensive assessment and review of at-risk catchments across Pacific Island Countries (PICs), developing and piloting Flash Flood Early Warning framework to understand the current data, infrastructure, systems, programs and policies, that are in place to support flash flood early warning and providing targeted technical support to National Hydrology Services to enhance existing early warning systems that are in place. The targeted technical support will be undertaken in two pilot catchments within the focal countries, one of which is the Penang catchment (Rakiraki) in Fiji and the second will be located in one of the remaining focal countries and is yet to be determined.

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

#### Objective

The objective of this consultancy is to obtain a LiDAR derived Digital Elevation Model (DEM) of the study area within the Penang River catchment (Rakiraki), Fiji.

#### Scope of Services

- Undertake aerial LiDAR survey and capture aerial photography of the area shown in Annexe A, which includes the floodplains surrounding Rakiraki town and the three main waterways within the catchment (Total proposed data capture area is approx. 8.5 km<sup>2</sup>).
- Post process LiDAR to develop a 1 m Digital Elevation Model (DEM) that is consistent with the Fiji Geodetic Datum (FMG 1986) and the World Geodetic System (WGS) 84.
- Provide a high-resolution georeferenced aerial image of the study area.
- Provide all relevant metadata and Lidar survey summary report.

### C. Reporting and contracting arrangements

The Contractor will be responsible to the Project Manager of the project – Supporting Surface Water Hydrology Capacity in the Pacific. The Senior Hydrologist will be the primary contact point for the Contractor on all technical matters pertaining to this work.

Local travel costs and consultation related expenses must be included in the financial proposal and will be confirmed in the contract, in addition to consultancy fees due to the consultants.

All outputs and reporting timelines relating to this work will be detailed in the contract between the Contractor and SPC.

#### D. Skills and qualifications

- At least 7 years of relevant practical experience on collection and analysis of LiDAR data.
- Must have necessary licences to operate equipment in Fiji, e.g. licence from Civil Aviation Authority of Fiji (CAAF) to operate a commercial drone and LiDAR if operating Unmanned Aerial Vehicles (UAVs).
- Tertiary qualification in fields of Geographical Information Systems (GIS), Surveying, Geography or a related field.
- Demonstrated experience with development of LiDAR derived DEM in Fiji, for flood purposes is desirable.

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

The bidder must include computation of contract price which should include professional fees, management and operating costs, travel costs, per diems, and any other administrative costs.

The payment will be based on the following milestones as follows:

Milestone/deliverables	Deadline	% payment
Detailed mission schedule and coordination of necessary logistics in collaboration with SPC staff.	20/01/2023	30
Submission of georeferenced DEM, imagery products, reviewed/finalised and Final Report and metadata report accepted.	10/03/2023	70
<b>TOTAL</b>		<b>100</b>

#### F. Annexes to the Terms of Reference

Annexe A – Map of study area  
Annex B – KML of study area

## 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 requirements</b>		
<ul style="list-style-type: none"> <li>• The Conflict-of-Interest Declaration form completed</li> <li>• Completed Technical proposal form</li> <li>• Most recent Curriculum Vitae with three references</li> <li>• Cover letter</li> <li>• Detailed work-plan with tentative timelines</li> <li>• All necessary licences to operate equipment (e.g. commercial drone and LiDAR operation with CAAF)</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 7 years of experience in collection and analysis of LiDAR data.	20%	20
<b>Technical requirement 2:</b> Tertiary qualification in fields of Geographical Information Systems (GIS), Surveying, Geography or a related field.	20%	20
<b>Technical requirement 3:</b> Demonstrated experience with development of LiDAR derived DEM in Fiji, for flood purposes is desirable.	30%	30
<b>Other requirements</b>		
<b>Delivery:</b> Demonstrated plan and ability to undertake and deliver the scope of work within the specified timeframe outlined in the RFQ.	15%	15
<b>Cost efficiency:</b> Demonstrated value for money in data acquisition, data processing, and delivery of services.	15%	15
<b>Total Score</b>	<b>100%</b>	<b>100</b>