



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Pacific Women Lead
Nature of the services	Motion graphic video production services
Location:	Suva, Fiji
Date of issue:	16/12/2022
Closing Date:	23/01/2023
SPC Reference:	RFQ22-4921-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

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 pwl@spc.int and with the subject line of your email as follows: **Submission RFQ22-4921-PRO**. 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 outlining relevant experience (including at least three examples of work to demonstrate motion graphic capabilities) and approach to the scope of work and at least.

- Additional documentation can be provided to provide further detail for the 3 or more examples of the implemented Communications for Development initiatives
- Up to date curriculum vitae, with 2 professional referees (i.e. recent clients).

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 **5pm Fiji time on 23/01/2023**.

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.

Jacqui Berrell will be your primary point of contact for this RFQ and can be contacted at jacquib@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	16/12/2022
RFQ Closing Date	23/01/2023
Award of Contract	15/02/2023
Commencement of Contract	27/02/2023
Conclusion of Contract	31/03/2023

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](#) 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. 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

One of the largest global commitments to gender equality, Pacific Women Lead aims to promote women's leadership, realise women's rights, and increase the effectiveness of regional gender equality efforts.

The Pacific Women Lead (PWL) at the Pacific Community (SPC) programme, termed PWL at SPC, has more than AUD 55 million dedicated to its work under the Australian Government's AUD 170 million Pacific Women Lead portfolio. This partnership with the Australian Government commits SPC to deliver the PWL programme, as the cornerstone for the portfolio.

A service provider (Fiji-based) is being sought to provide technical production skills for a motion graphic video explaining the work under the SPC at PWL programme.

B. Purpose, objectives, scope of services

The service provider is expected to work closely with the PWL at SPC Communications Unit throughout the process of developing one (1) motion graphic video 3-5 minutes, explaining the Pacific Women Lead at the Pacific Community (PWL at SPC) programme – based on a provided outline and programme factsheet. This will include creating motion graphic assets, coordinate voiceover talent, and subtitling. A mentoring/training component of work for a member of the SPC PWL Communications Unit will also be incorporated into the production process.

C. Timelines

The work is expected to be conducted in February – March 2023.

1. Up to 4 days' work on the video storyboard and production.
2. Up to 2 days' work on rounds of changes (up to 4 rounds of content edits, and 2 proofreads).
3. Up to 4 days' work for mentoring/training of PWL at SPC Communications Team member.

D. Reporting and contracting arrangements

The contracted consultant will report to the Communications Adviser (PWL at SPC – HRSD Division) for the sign off and approval of deliverables.

The consultant would ideally be based in Fiji and able to attend multiple in-person meetings in Suva.

E. Skills and qualifications

- At least 5 years' experience in multimedia communications, production or equivalent.
- Demonstrated proficiency in the development and technical production of motion graphic videos.
- Interest in sharing knowledge and expertise.
- Ability to work independently and in a timely manner.

- Experience working in Pacific.
- Familiarity with concepts associated with human rights, gender equality, social inclusion, and culture (from a development perspective).

F. Scope of Bid Price and Schedule of Payments

The contract will be paid as a lump sum, with acceptance of the final deliverable required before payment.

As part of solicitations, the consultant is expected to provide a confirmation of time required for the scope of services and detail their approach to mentoring/training.

Milestone/deliverables	Deadline	% Payment
Motion graphic video With training/mentoring	31 March 2023	100
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
Mandatory requirements		
Working either as a production company (i.e. registered entity) or freelance practitioner.	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: Experience in multimedia communications, production or equivalent.	30%	210
Technical requirement 2: Motion graphic production skills	40%	280
Technical requirement 3: Familiarity with concepts associated with human rights, gender equality, social inclusion and culture from a development perspective	20%	140
Other: Interest in sharing knowledge and expertise.	10%	70
Total Score	100%	700