

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>The Capacity Building of the Hazard and Exposure Data for the PCRAFI II</b>
<b>Nature of the services</b>	Technical advisor from a construction / civil engineering background to provide technical inputs into the exposure modelling work and the next steps and priority actions.
<b>Location:</b>	Suva, FIJI
<b>Date of issue:</b>	12/05/2023
<b>Closing Date:</b>	22/05/2023
<b>SPC Reference:</b>	RFQ23-5374

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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 [eileent@spc.int](mailto:eileent@spc.int) and with the subject line of your email as follows: **Submission RFQ23-5374**. 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
- Please also include an updated CV

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 **11:59pm Fiji Local Time on 22/05/2023**.

### 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.

Eileen Turare will be your primary point of contact for this RFQ and can be contacted at [eileent@spc.int](mailto:eileent@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	12/05/2023
RFQ Closing Date	22/05/2023
Award of Contract	24/05/2023
Commencement of Contract	24/05/2023
Conclusion of Contract	30/06/2023

### 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](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 Capacity Building of the Hazard and Exposure Data for the Pacific Catastrophe Risk Assessment and Financing Initiative (PCRAFI II) Project has established regional database of geospatial exposure data. This data includes survey point data for buildings, infrastructure and utilities collected in Tonga, Vanuatu, Solomon Islands, Samoa, and the Cook Islands. The World Bank held an exposure modelling training from 3-6 April 2023 SPC project staff to be able to conduct exposure modelling for Cook Islands, Tonga, Samoa, Vanuatu and Solomon Islands.

The PCRAFI II Project are now seeking a technical advisor from a construction / civil engineering background to provide technical inputs into the exposure modelling work and the next steps and priority actions that were identified in the World Bank workshop. This will include optimising the analysis and results of the exposure datasets including construction types and materials as part of the next steps of the PCRAFI II Project and potential loss and damage under a range of hazard scenarios.

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

To provide technical inputs into the exposure modelling work and the next steps and priority actions that were identified in the World Bank workshop. This will include optimising the analysis and results of the exposure datasets including construction types and materials as part of the next steps of the PCRAFI II Project and potential loss and damage under a range of hazard scenarios.

The technical advisor (civil engineering / construction) will provide the following services:

- Work based on the recommendations and next steps determined in the World Bank Exposure Modelling Workshop:
- Complete a stocktake of relevant parameters from PCRAFI I and II data for use in setting up building typologies / taxonomies for buildings.

Other tasks may include the following:

- Refined set of geographic zones for each of the five PCRAFI II countries.
- Refined set of taxonomies across each of the five PCRAFI II countries.
- Supporting categorisation of taxonomies within residential and non-residential categories across the five PCRAFI II countries.
- Supporting development of Unit Costs of Construction for each of these taxonomy classes based on the approach co-designed at the World Bank workshop. Note - this might use a database such as QV Cost builder with annual registration cost to be included in the costs of the contract: <https://costbuilder.qv.co.nz/welcome/pricing-plans/> or other approaches.
- Supporting work around inputs from impact forms on damage thresholds for fixing, reconstruction and replacement.
- Developing a plan for civil engineering inputs into exposure modelling of other infrastructure assets including but not limited to: roads, bridges, ports and airports.
- Developing a plan for civil engineering inputs into exposure modelling of other utility assets including but not limited to: water utilities, electricity utilities, fuel utilities and telecommunications utilities.

- Joining meetings online and in-person with SPC team at agreed times to discuss progress, outputs for each of the contract milestones.
- Join World Bank Meetings online as requested.
- Deliver a final report (15-30 pages not including figures and tables) to be submitted on the 19 June 2023.

### **C. Timelines**

- In terms of timeline the contractor will be required to complete all works outlined in the list of milestone deliverables by end of May and 30 June 2023.

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

- The contractor will report to the PCRAFI II Project Manager.

### **E. Skills and qualifications**

The candidate should have the following skills and qualifications:

#### **QUALIFICATIONS**

- Degree in civil engineering or structural engineering or degree / construction management or cognate field.

#### **SKILLS**

##### **Mandatory skills:**

- Construction management.
- Construction budgeting.
- Understanding of different construction types.
- Understanding of different construction materials.
- Ability to develop typologies and
- Understanding of resilience of different construction type / material (typologies) under different hazard scenarios (i.e. flooding, cyclones, earthquakes, volcanoes etc...).

##### **Desirable Skills:**

- Developing taxonomies for buildings for construction types and materials.
- Understanding of construction within the disaster risk management (DRM) cycle.
- Ability to develop costings for different construction material replacement scenarios.

#### **EXPERIENCE**

##### **Mandatory Experience:**

- 5 years' experience in construction
- Experience in developing costings and budgets for construction.
- Experience in Construction management

- Understanding of materials and models of construction types: concrete, cement varieties, timber and fastener quality ranges.
- Experience working in Pacific context.

**Desirable Experience:**

- Knowledge of exposure modelling best practices
- 3-7 years experience in construction management roles
- Expertise in developing costings and budgets for different construction types across urban, peri-urban, and rural areas.
- Demonstrable understanding of hazard proofing (eg. cyclone proofing, flood proofing)
- Experience in improved reconstruction projects after natural disasters.

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

Payments are based on milestone deliverables outlined in the table below

<b>Milestone/deliverables</b>	<b>Deadline</b>	<b>% payment</b>
Inception meeting followed by submission of an agreed workplan	24 May 2023	20%
Mid-term report: <ul style="list-style-type: none"> <li>- Progress against agreed workplan</li> <li>- Review of existing data and recommendation</li> </ul>	10 June 2023	30%
End report submission and end report confirmation from SPC where consultant reports against the agreed workplan to include: <ul style="list-style-type: none"> <li>- Documentation of Methodologies and approaches used for the work. This will include what worked, challenges, and how challenges were resolved or was there an alternative approach taken</li> <li>- Typologies based on geographic zones for countries as agreed in workplan</li> <li>- Taxonomy based on construction types for countries as agreed in workplan</li> <li>- Development of UCCs for countries as agreed in workplan</li> </ul>	Submission by 19 June 2023	50%
<b>TOTAL</b>		<b>100%</b>



## 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>Degree in civil engineering or structural engineering or degree / construction management or cognate field.</li> <li>Full technical submission</li> <li>Full financial submission</li> </ul>	<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met	
<b>Technical requirements</b>		
Understanding of different construction types and different construction materials	25	175
Experience in construction management, developing costings and budgeting for construction.	25	175
<b>Technical requirement:</b> Understanding of materials and models of construction types: concrete, cement varieties, timber, and fastener quality ranges.	25	175
Demonstrate ability to develop typologies	15	105
Experience working in Pacific context	5	35
Report writing experience	5	35
<b>Financial submission</b>		
<b>Price</b>	30	300
<b>Total Score</b>	<b>100%</b>	<b>1000</b>