

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Event Management Services for Pacific Women Lead (PWL) at SPC - 2 events in 2023
Nature of the services	The PWL at SPC programme is seeking Event Management Services for two consecutive events. The first is the Pacific Girl Annual Convening confirmed for 21-23 June 2023 in Nadi, Fiji, and the second is a proposed regional Pacific Cyber Safety Symposium from 22–24 August 2023 in Suva, Fiji.
Location:	Suva, Fiji
Date of issue:	5/05/2023
Closing Date:	15/05/2023
SPC Reference:	RFQ23-5358

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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 lanitaw@spc.int and with the subject line of your email as follows: **Submission Event Management Services for Pacific Women Lead at SPC**. 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
- A Cover Letter responding to the RFQ Scope of Services
- A copy of CVs

- A Work Plan outlining the proposed deliverables

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 (GMT+12) on 15/05/2023**.

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.

Lanita Waleanisia will be your primary point of contact for this RFQ and can be contacted at lanitaw@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	5/05/2023
RFQ Closing Date	15/05/2023
Award of Contract	17/05/2023
Commencement of Contract	17/05/2023
Conclusion of Contract	31/10/2023

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. 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 principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 20 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

The PWL at SPC programme is seeking an Event Management Services for two consecutive events. The contracted service provider will be based in Fiji (preferably Suva).

Pacific Women Lead

As the key implementing partner for the Pacific Women Lead portfolio, SPC leads the Pacific Women Lead (PWL) at SPC programme (PWL at SPC), located within SPC's HRSD Division. The PWL at SPC programme receives more than AUD 55 million under the Australian Government's AUD 170 million PWL portfolio. PWL at SPC has funding for five years from 2021–2026.

The PWL at SPC programme goal is that Pacific women and girls, in all their diversity, are safe and equitably share in resources, opportunities and decision-making, with men and boys. There are three outcomes: (1) women's leadership promoted; (2) women's rights realised; and (3) Pacific regional partners increase the effectiveness of regional gender equality efforts.

Pacific Girl

Pacific Girl began in 2018 and will continue to 2026, through support from the Australian Government under PWL at SPC. It is a multi-country initiative that supports adolescent girls in Pacific Island Countries achieve their full potential. Evidence shows that "educated, healthy and skilled adolescent girls will help build a better future, advance social justice, support economic development, and combat poverty". Pacific Girl funds selected civil society organisations in six countries that work with adolescent girls. Pacific Girl partners will equip girls to make informed decisions, while engaging the adults in their lives to build more supportive environments.

B. Purpose, objectives, scope of services

PURPOSE AND OBJECTIVES

The PWL at SPC programme is seeking Event Management Services for two consecutive events. The first is the Pacific Girl Annual Convening confirmed for 21-23 June 2023 in Nadi, and the second is the proposed regional Pacific Cyber Safety Symposium from 22–24 August 2023 in Suva.

Pacific Girl Annual Convening 2023 (21 – 23 June 2023)

The next convening is planned for 21-23 June 2023 in Nadi, Fiji. The event will be hybrid, one that uses a combination of in-person and digital elements, tailored to each audience. A total of about 50 participants will attend in person, with 30 of these participants travelling to Nadi, Fiji, from around the Pacific region. It is estimated that there will be up to 50 online participants, totalling to about 100 participants altogether.

Pacific Cyber Safety Symposium: Safe and equal online spaces (22–24 August 2023)

The PWL at SPC team plans to co-convene a regional symposium with relevant partners, which aims to garner local and regional examples and innovative ideas to address online safety with a focus on cyber-bullying, child protection and technology-facilitated gender-based violence. The event is expected to be held in Suva, at a venue to be confirmed, over three days from 22–24 August 2023.

It is expected to involve 100 participants from up to 22 SPC member countries and territories, of which an estimated 60 participants may not be located in Fiji and will require travel and accommodation arrangements.

SCOPE OF SERVICES

The Event Management Service team will enable the successful implementation of the Pacific Girl Annual Convening and Pacific Cyber Safety Symposium. This work is to be delivered in Nadi and Suva (Fiji) and will involve the end-to-end management of tasks associated with the planning, conduct and wrap-up of the convenings, in close collaboration with the PWL at SPC team, including Pacific Girl team members.

The event management service will provide:

1. Event coordination – highly-experienced event coordinator overseeing the event’s success.
2. Administrative assistance – general assistance to support the significant volume of logistics, such as flight and accommodation bookings including: transfers; extensive levels of communications and coordination with participants; and ongoing administrative tasks.

In providing these services, the event management service will comply with all SPC policies and procedures including finance, procurement, and travel, and implemented through SPC approved vendors. Tasks to be undertaken to deliver these services include:

- Monitor the completion of tasks including the management of a run sheet outlining outputs and timeframes, in consultation with the programme team
- Liaison with the PWL at SPC support team to ensure planning and procurement of goods and services are in line with SPC policies and procedures
- With guidance from the PWL at SPC team, arrange, manage, and coordinate all aspects of participants’ access and attendance - from travel to accommodation bookings - in line with the SPC procurement and other policies and procedures.

For more detail, please refer to the Indicative Task List included in the Annexes to the Terms of Reference.

C. Timelines, Work Plan and Budget

The service provider will commence work as soon as the contract has been signed.

For the Pacific Girl Annual Convening, the work is expected to be conducted from May to early July 2023. The service provider will commence work once the successful applicant has been contracted.

For the Pacific Cyber Safety Symposium, the work is expected to begin in May on a part-time basis, building to full-time by August. The work is estimated to take an estimated 60 working days, however, the PWL at SPC team will be guided by responses to this RFQ through received via bids.

All bidders are expected to submit a quotation and Work Plan that outlines all deliverables and costings in accordance with the timeframes for the event.

D. Reporting and contracting arrangements

The contracted service provider must be based in Fiji (preferably Suva) and report to their designated contact at PWL at SPC for sign off and approvals of deliverables.

For Pacific Girl, this will be the Pacific Girl Project Coordinator. For the regional Pacific Cyber Safety Symposium, the designated contact will be the PWL at SPC Communications Adviser.

E. Skills and qualifications

- At least 5 to 10 years of experience in event management including leading the coordination of similar regional and multi-country events
- Ability to provide a Police Clearance Certificate as a requirement for working with young people under 18 years of age
- Excellent planning, organisational and coordination skills
- Excellent communication skills and ability to work within a diverse environment
- Ability to work independently and to apply creative problem-solving skills
- Experience working in Pacific contexts
- Familiarity with concepts associated with child protection, safeguarding, human rights, gender equality, social inclusion, and culture

F. Scope of Bid Price and Schedule of Payments

The Event Management Service provider is to provide one quote, with itemised costing for each event. This will include the total cost for Pacific Girl Annual Convening, and separately the total cost for the Pacific Cyber Safety Symposium.

The contract will be paid on a milestone basis, with supervisor confirmation or acceptance of the associated deliverables required before payment. As part of solicitations, the consultant is expected to provide a confirmation of time required for the scope of services.

TABLE 1: Pacific Girl Annual Convening

Milestone/deliverables	Deadline	% Payment
Milestone 1 - Approved Work Plan, Event Plan, Budget, and Run Sheet.	One week after contracting	10%
Milestone 2 - Final Event Plan - Venue confirmed including site inspections to finalise audio-visuals and safeguarding and; - Confirmation of attending participants, with a minimum 20 participants' flights and accommodation booked.	2 June 2023	50%
End-of-assignment report - Successful completion of the convening event - Completion of post-convening reflection Completion of end of assignment report	7 July 2023	40%
TOTAL		100%

Table 2: Pacific Cyber Safety Symposium: Safe and equal online spaces

Milestone/deliverables	Deadline	% Payment
-Approved Event Management Plan and associated individual Workplans, Budget and Run Sheet.	Two weeks after contracting	20%
-Venue confirmed including site inspections to finalise audio-visuals (include liaison with SPC for interpreters). -Invitation letters sent to participants, with a minimum 30 participants' flights and accommodation booked. -Invites to speakers sent with a minimum 50% confirmed for flights and accommodation.	7 August 2023	50%
-Scope of Services task list from the TOR completed successfully, as assessed by PWL. -End-of-assignment report - Successful completion of the event - Learnings from the completion reflection meeting	8 September 2023	30%
TOTAL		100%

G. Annexes to the Terms of Reference

- Pacific Women Lead
[Pacific Women Lead | Human Rights & Social Development \(spc.int\)](#)
- Pacific Girl Highlights Booklet 2018-2021
[Pacific Girl Highlights Booklet - Dataset - Pacific Data Hub](#)
- **Social media**
Facebook: <https://www.facebook.com/PacificGirlProgram/>
- Indicative Task List (attached)

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 (100%)	Points obtainable
Mandatory requirements		
Mandatory requirements include: <ul style="list-style-type: none"> ▪ Business Registration ▪ TIN Registration 	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: At least 5 to 10 years of experience in event management including leading the coordination of similar regional and multi-country events	10%	70
Technical requirement 2: Ability to provide a Police Clearance Certificate as a requirement for working with young people under 18 years of age	10%	70
Technical requirement 3: Excellent planning, organisational, coordination, and communication skills and ability to work within a diverse environment. To provide examples to demonstrate experience and quality delivery.	40%	280
Technical requirement 4: Familiarity with concepts associated with child protection, safeguarding, human rights, gender equality, social inclusion, and culture	30%	210
Other: Ability to work independently and to apply creative problem-solving skills	10%	70
Total Score	100%	700

PWL at SPC Events Management Services

PURPOSE AND OBJECTIVES

The PWL at SPC programme is seeking Event Management Services for two consecutive events. The first is the Pacific Girl Annual Convening confirmed for 21-23 June 2023 in Nadi, and the second is the proposed regional Pacific Cyber Safety Symposium from 22–24 August 2023 in Suva.

INDICATIVE TASK LIST (both events)

- As required, liaise with all stakeholders involved in the event, including coordination and follow-up communications. Stakeholders will include, but not be limited to, event participants, the PWL/Pacific Girl program team, Pacific Girl grant partners, co-conveners of the cyber safety event, rapporteurs and other suppliers/consultants.
- Liaise with the designated PWL/Pacific Girl Coordinator on meeting venue requirements including equipment, ICT, materials and stationery, seating and special disability access requirements. SPC will provide guidance on environmental, dietary and access requirements.
- Air travel: itinerary, e-ticketing, confirmation and assisting with visa information.
- Accommodation: confirm bookings for all travelling participants at the designated hotel.
- Transfers: Car/Shuttle arrangement from airport to hotel and meeting venue.
- Logistics Note (coordinated with SPC) sent to travelling participants five days prior to travel.
- In line with SPC policies and procedures, liaise with the relevant ICT personnel to coordinate activities that require technical ICT support and/or audio-visual equipment and liaise with contractors for the provision of relevant equipment as required.
- Pre-event follow up with all suppliers.
- Prior to and during the event provide updates as requested to the designated PWL/Pacific Girl Coordinator.
- Active participation in the convening event, including on-site support for participant registration, coordinating ICT support with relevant SPC personnel, and other duties as required
- Coordinate a post-event reflection meeting, as required, with key stakeholders to capture achievements, successes and lessons learned and provide an end-of-assignment report.

ADDITIONAL EVENT SPECIFIC ACTIVITIES:

Pacific Girl Annual Convening

- Under the guidance of the Pacific Girl Project Coordinator, apply and adapt a safeguarding lens in all planning and implementation to ensure the safety of participating adolescent girls.
- Under the guidance of the Pacific Girl team, assist in ensuring that the conference and accommodation venue management have been briefed on safeguarding and child protection and that the venue is safe (fire risk, health and safety and first aid)

Pacific Cyber Safety Symposium

- On-site visit to the proposed venue and make initial venue arrangements, to including confirmation of audio-visuals (including extensive liaison with SPC's Event ICT & Coordinator teams who will organise French interpreters, sign interpreters and procurement by SPC of any additional AV required).
- Preparation of i) event management plan with timelines, ii) individual workplans for those involved in the event's coordination including coordination with SPC Event ICT & Coordinator teams.
- Ongoing liaison with the PWL Event Adviser, who will use their high-level expertise of the online cyber safety sector to provide advice on participant and speaker lists; targeted media engagement and coordination; guidance to speakers and mapping of plenary sessions, and other activities requiring e-safety expertise.

- Support the PWL at SPC team to finalise the speaker list and participant list, so the Event Management Vendor can send invitation letters with instructions, such as travel and accommodation instructions.
- Briefings and coordination meetings with the PWL Event Adviser and designated PWL at SPC contact to be conducted regularly, and as needed.
- Meetings with other stakeholders to be conducted, as requested or needed.
- Recruitment of rapporteur incorporating advice from the PWL Event Adviser and PWL at SPC, including drafting TOR and assessing applicants for SPC Procurement.
- Recruitment of the photographer incorporating advice from the PWL Event Adviser and PWL at SPC, including drafting TOR and assessing applicants for SPC Procurement.
- Recruitment of the videographer incorporating advice from the PWL Event Adviser and PWL at SPC, including SPC's Event ICT & Coordinator teams, including drafting TOR and assessing applicants for SPC Procurement.