

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Strengthen Clinical, Nursing & IPC Services in PICTs
Nature of the services	To provide mentorship to Pacific Island Infection Prevention and Control (IPC) focal points during the online Foundations for Infection Prevention and Control Course
Location:	Home based
Date of issue:	26/05/2023
Closing Date:	10/06/2023
SPC Reference:	RFQ23-5431

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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 margaretl@spc.int and with the subject line of your email as follows: **Submission RFQ23-5431**. 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
- CV
- Technical proposal form

- Financial Proposal
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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 **23.59 FJT on 10/06/2023**.

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.

Margaret Leong will be your primary point of contact for this RFQ and can be contacted at margaretl@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	26/05/2023
RFQ Closing Date	10/06/2023
Award of Contract	17/06/2023
Commencement of Contract	23/06/2023
Conclusion of Contract	29/02/2024

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 AUD 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) supports Pacific Island Country and Territories, health facilities to strengthen clinical services and build Infection Prevention Control (IPC) capacity including education and training. The Pacific Island Country focal points will for the first time have access to formal IPC education through the Australian College for Infection Prevention and Control and will undertake the Foundations for Infection Prevention and Control Course (FIPC) from June 2023.

The FIPC course consists of eleven self-paced modules and is designed to be completed in approximately 80 hours. Students will be expected to complete 1 module at a time, over about 2 weeks for modules 1-6 and one each week thereafter.

B. Purpose, objectives, scope of services

The Pacific Community (SPC) seeks the service of technical assistance provider(s) to provide virtual coaching and mentoring support to the Pacific IPC focal points during their study period.

The goal of the consultancy is to work in collaboration with the Pacific Advisor for IPC to deliver webinars and education assistance to the Pacific IPC focal points.

Specific Objectives

1. To provide targeted assistance through online webinars in accessing resources, navigation of online platforms and orientation to course format and content.
2. To support students in through online webinars in basic study techniques and study skills particularly those with English as second language.
3. To build confidence of Pacific Island nurses through regularly contact in weekly zoom sessions and ongoing remote support.
4. Support students with updates and feedback on assignment drafts.

Expected Outputs

1. Plan & deliver weekly zoom mentoring session in line with the Foundations of Infection Prevention & Control course and student priorities.
2. Provide advice and guidance on student progress and communicate with the Pacific Community (IPC Advisor) on any challenges that may occur.
3. Submit and complete end of program report on the consultancy work including to inform program improvement and ongoing support opportunities.

C. Timelines

50 hours from contract commencement

- Preparation 3 hours for each module (11 modules)
- Webinar's - 1 hour session (12 webinars for first 6 modules) and 5 webinars for remaining 5 modules.

D. Reporting and contracting arrangements

The Contractor will be responsible to SPC's Team Leader – Clinical Services Program (CSP), Public Health Division for all aspects of the work, including the production of the required outputs. For logistic support and other management issues, the Infection prevention and control Adviser will coordinate.

SPC will not cover separate lines for overheads/running costs and contingencies. SPC does not provide insurance for consultants travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes or duties for which the consultant may be liable. The consultant shall also provide his/her own workspace and computer for the duration of the assignment along with stable internet connection for zoom interactions when necessary.

E. Skills and qualifications

- Experience in delivery/facilitator of the FIPC course
- Bachelor of Nursing with postgraduate or Master's level in Education
- Experience at least 5 years in IPC program implementation
- Past practical IPC work experience working with Pacific Island Countries and Territories

F. Scope of Bid Price and Schedule of Payments

Milestone/output	Deadline	% Payment
Plan & deliver weekly zoom mentoring sessions in line with the Foundations of Infection Prevention & Control course and student priorities for the 1 st 6 modules	25/08/2023	40%
Plan & deliver weekly zoom mentoring sessions in line with the Foundations of Infection Prevention & Control course and student priorities for modules 7-11.	29/12/2023	30%
On completion and submission of final report.	12/01/2024	30%

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		
<ul style="list-style-type: none"> • The Conflict-of-Interest Declaration form completed • Submission of a technical proposal & Financial • CV/ Resume • Academic Certificates • Samples of previous work. 	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: Bachelor of Nursing with postgraduate at Master's level in Education	20%	140
Technical requirement 2: Past practical IPC work experience working with Pacific Island Countries and Territories	20%	140
Technical requirement: Experience in delivery/facilitator of the FIPC course	30%	210
Technical requirement: Experience at least 5 years in IPC program implementation	30%	210
Total Score	100%	700