

REQUEST FOR QUOTATION (RFQ)

FOR GOODS

Project Title:	Pacific Women Lead at SPC
Nature of the goods	Production of event related collateral
Location:	Suva, Fiji
Date of issue:	21/07/2023
Closing Date:	4/08/2023
SPC Reference:	RFQ23-5578

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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 goods 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 RFQ23-5578 - Production of event related collateral**. 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 referring to the technical specifications, refer to Article D.
- A copy of CV with at least names of three referees with contact details.

- Brief workplan confirming relevant production milestones and timeline.
- Portfolio of recently produced merchandise.
- A Financial Proposal or Quote outlining all costs, in line with the milestones of this RFQ (refer to Article H) – bidder must ensure that they provide necessary information against the evaluation criteria in Part 4 of the RFQ.
-

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 **11:59 PM Fiji (GMT+12) on 4/08/2023**.

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.

Sian Rolls will be your primary point of contact for this RFQ and can be contacted at sianr@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 goods.

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	21/07/2023
RFQ Closing Date	4/08/2023
Award of Contract	9/08/2023
Commencement of Contract	14/08/2023
Conclusion of Contract	30/10/2023

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](#) 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: SPECIFICATION OF GOODS

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.

PWL at SPC, The 'Safe and Equal Online Spaces – a Pacific cyber safety symposium', will address online safety and technology-facilitated gender-based violence in a Pacific context, through local and regional examples and innovative ideas. It is being held from 12-14 September 2023, Suva – Fiji.

A provider is being sought to provide specialised communications expertise to design the 'look and feel' for the Safe and Equal Online Spaces symposium, with the final design 'look' to appear on the event's agenda, banners and merchandise - noting the delivery requirements may be split between multiple suppliers.

B. Functional Specification

The customised collateral being procured will be distributed at the Safe and Equal Online Spaces symposium.

C. Design Specification

Where possible, solicitations can indicate costs for a range of options of varying environmental impact – such as recycled or reused/reusable materials – and social impact.

D. Technical specification

The provider would first provide 3 visual concepts Work closely with the event organisers to understand the objectives and theme of the Safe and Equal Online Spaces symposium.

- Develop a visual identity that captures the essence of the event, including a logo and associated branding elements, and ensuring that the visual identity reflects the values of safety, equality, and online spaces.
- Providing initial mock ups of the visual identity translated to the specified collateral.
- Prepare the relevant print-ready and digital asset files.

Digital assets

- Digital banners for social media platforms
- Website graphics

Charger packs

- Volume: 150
- Size: Can fit laptop charger cable and additional cables effectively

Water bottle

- Volume: 150
- Comparative costing for single bottles or other item able to accommodate both hot and cold beverages encouraged.

Conference pins

- Volume: 150
- Size: small pin – approximately 2.5cm in diameter

Pens

- Volume: 200

Event program booklet

- Volume: 200
- Size: A5
- Booklet to include both pages featuring information about the event and pages for notes. Cost should include notebook featuring differentiated sections.

Event banners (pull up)

- Volume: Up to 4

Event banners (hanging)

- Volume: Up to 2

E. Delivery Requirements

Where possible, prior to the production of the full volume of the product, the supplier must provide proofs to the Communications Adviser (Pacific Women Lead – SPC HRSD) for sign-off.

When the full volume of the product is produced, the supplier will deliver the material to the SPC Nabua Campus, with receipt confirmed by a Pacific Women Lead – SPC HRSD staff member.

F. Warranty Requirements (when applicable)

Not applicable.

G. Reporting Arrangements

The contracted provider – ideally based in Suva, Fiji – will report to PWL Communications Adviser, for the sign off and approvals of deliverables.

H. Scope of Bid Price and Schedule of Payments

I. Annexes to the Specification of Goods

Safe and Equal Online Spaces symposium concept note.

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 <ul style="list-style-type: none"> - Cover letter referring to the technical specifications, refer to Article D. - A copy of CV with at least names of three referees with contact details. - Brief workplan confirming relevant production milestones and timeline. - Portfolio of recently produced merchandise. - A Financial Proposal or Quote outlining all costs, in line with the milestones of this RFQ (refer to Article H) – bidder must ensure that they provide necessary information against the evaluation criteria in Part 4 of the RFQ. 	Score Weight (%)	Points obtainable
Technical requirements		
Functional specification: Workplan is provided with relevant production milestones and timeline, including confirmation that a proof will be delivered in advance of production, clarification of logistics arrangements, packaging and mode/company of delivery.	15%	105
Design specification: Experience in the production of relevant merchandise, as evidenced by a portfolio showcasing recent high-quality collateral.	30%	210
Technical specification: Experience producing high-quality products, preferably for a Pacific-based development organisation, as evidenced by a portfolio showcasing recent high-quality collateral.	20%	140
Qualifications/Knowledge/Experience: Established organisation with 5+ years of experience in design and/or collateral production, ideally with evidence of training and competency in skills relevant to the production of the specified merchandise.	20%	140
Other: Evidence of a Social and Environmental Policy or other indication of applied social and environmental impacts/considerations, especially in relation to the use of materials and technology as well as social impact.	15%	105
Total Score	100%	700