



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Genetic Resource Expert Support
Nature of the services	Consultant to provide expert program level support to the SPC LRD Genetic Resources Program
Location:	Suva, Fiji
Date of issue:	23/08/2023
Closing Date:	3/09/2023
SPC Reference:	RFQ 23-5658

Contents

PART 1: INTRODUCTION	3
1.1 ABOUT THE PACIFIC COMMUNITY (SPC)	3
1.2 SPC'S PROCUREMENT ACTIVITIES	3
1.3 SPC'S REQUEST FOR QUOTATION (RFQ) PROCESS	3
PART 2: INSTRUCTIONS TO BIDDERS	3
2.1 BACKGROUND	3
2.2 SUBMISSION INSTRUCTIONS	3
2.3 EVALUATION & CONTRACT AWARD	4
2.4 KEY CONTACTS	4
2.5 KEY DATES	4
2.6 LEGAL AND COMPLIANCE	4
2.7 COMPLAINTS PROCESS	5
PART 3: TERMS OF REFERENCE	6
1. BACKGROUND/CONTEXT	6
2. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	7
3. TIMELINES	8
4. REPORTING AND CONTRACTING ARRANGEMENTS	8
5. SKILLS AND QUALIFICATIONS	9
6. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	9
7. ANNEXES TO THE TERMS OF REFERENCE	10
PART 4: PROPOSAL EVALUATION MATRIX.....	10
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	10
PART 5: PROPSOAL SUBMISSION FORMS	11
BIDDER'S LETTER OF APPLICATION FORM.....	11
TECHNICAL PROPOSAL SUBMISSION FORM.....	12
BIDDER'S FINANCIAL PROPOSAL	14

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 logow@spc.int and with the subject line of your email as follows: **Submission RFQ 23-5658- Genetic Resource Expert Support**. 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
- Bidders Letter of Application, Technical Proposal Submission form, and Financial Proposal Submission Form

- Curriculum Vitae (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 time** on **3/09/2023**.

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.

The Program Leader – Genetic Resources, Ms Logotonu Waqainabete will be your primary point of contact for this RFQ and can be contacted at logow@spc.int. You should copy any communications into rfg@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	22/08/2023
RFQ Closing Date	3/09/2023
Award of Contract	6/09/2023
Commencement of Contract	6/09/2023
Conclusion of Contract	31/12/2023

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 bidders' local currency 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

1. Background/context

The Pacific Community

The Pacific Community ('SPC') is an international development organisation owned and governed by its 27 country and territory members. It is the principal scientific and technical organisation in the Pacific region working for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of Pacific Island contexts and cultures.

The Land Resources Division (LRD)

The Land Resources Division (LRD) leads SPC's support to members in the areas of Genetic Resources, Sustainable Forests and Landscapes, Sustainable Agriculture and Markets for Livelihoods.

LRD is implementing its work programme under its Business Plan 2019-2023, to achieve the following objectives:

- Objective 1: Land, agriculture, forestry, and genetic resources are sustainably managed / conserved.
- Objective 2: Enhanced ability to meet local and international market requirements for agricultural and forest products.
- Objective 3: Access to diverse and nutritious agriculture/forestry resources resilient to impact of climate change and disasters.
- Objective 4: Regional and national policies, programmes and services in agriculture and forestry are gender responsive, socially inclusive, and promote and protect cultural heritage and human rights.

LRD's Genetic Resources (GR) Program

The Genetic Resources program aims to advance regional, national and community capacity on the conservation, development, and utilization of plant genetic resources, including the development and strengthening of seed and planting material supply networks to enable improved availability, access, utilisation and quality of food crops and trees.

The GR program collaborates across other LRD thematic programs to develop and strengthen seed systems, including seed and planting material supply networks, to enable improved availability, access and utilisation of high-quality nutritional crops and high value trees. Genetic resources for food and agriculture, including crops, livestock, and forestry, are vital for promoting climate change affected food and nutrition systems. Country interdependency on these resources summons the need for collective, coordinated action.

At the core of the GR program's efforts is the management of the Pacific's main regional genebank, the Centre for Pacific Crops and Trees (CePaCT). CePaCT works to ensure the efficient long-term conservation of a broad range of genetic diversity of key crops and tree species of the Pacific region, as well as promote underutilized crops. Established in 1998, the Centre is a key part of SPC's long-term investment strategy for a food secure and healthy Pacific. CePaCT is internationally recognized by the Global Crop Diversity Trust, the CGIAR Research Institutes and the International Treaty on Plant Genetic Resources for Food and

Agriculture (ITPGRFA) as a focal point for Plant Genetic Resources for Food and Agriculture (PGRFA) in the Pacific.

CePaCT has developed a 10-year business plan to enhance its service to the region. This business plan provides the road map for transforming CePaCT into a Centre of Excellence. To best implement this business plan, CePaCT has developed a 5-year Investment plan to focus on the first key areas for implementation. The Investment Plan has gained considerable traction and investment from Australia, New Zealand and the Crop Trust resulting in significant growth and development.

To meet its investment plan objectives and deliverables, CePaCT requires significant human resource support on both management and technical levels. The Centre has had chronic issues with limited resources and whilst additional funding secured in the past recent years brought in a few additional staff, these new staff focused on the new additional areas of the investment plan which, to a certain extent, leaves existing gaps unaddressed. The curator role as core to the implementation of QMS and developing standard operating procedures was filled in early 2022 since 2020 however, this incumbent completed his contract in mid-July 2023 following resignation. In addition, a couple of genebank technician positions have been left vacant since January 2023, which leaves key gaps with maintaining the momentum of activities and progressing efforts in implementing activities of the Centre.

CePaCT is keen to sustain progress and has several key deliverables to meet in 2023 as part of meeting its investment targets. This consultancy will help provide program level support to the CePaCT team regarding QMS as well as review of documents and literature as necessary to meet its key activities and targets for 2023 under its investment plan.

2. Purpose, objectives, scope of services

Under the supervision of the Program Leader – Genetic Resources, and in close consultation with the Deputy Director LRD, the Genetic Resource Expert will:

1. Review/assess progress of implementation of the CePaCT Investment Plan (2019-2023) and provide a full report outlining key deliverables met and those yet to be met for consideration in the next investment development phase.
2. Develop an implementation plan including activities, timelines, and responsible personnel for the recommendations of the CePaCT Genebank review commissioned by the Crop Trust in May/June 2023 including any outstanding recommendations from the August 2017 Crop Trust review.
3. Support the review and finalisation of draft Standard Operating Procedures for key genebank operations in alignment with the recommendations of the 2023 Crop Trust review and in consultations with the Program Leader – Genetic Resources and other key CePaCT staff.
4. Develop remaining Standard Operating Procedures following recommendations of the 2023 Crop Trust review in consultations with the Program Leader – Genetic Resources and other key CePaCT staff.
5. Support the review and finalisation of key documents for the PAPGREN September 2023 meeting.
6. Support the development and/or review of key documents that may be required to meet outcomes of the PAPGREN meeting.
7. Review status of implementation of Genebank Quality Management Systems in CePaCT and provide expert advice on strategies to meet or make progress on key QMS elements yet to be addressed including providing support to the development of relevant documentation to implement these strategies.

8. Provide capacity building to CePaCT staff on key areas relevant to works undertaken under this consultancy.
9. Support the development of project reports, concept notes and proposals for the CePaCT as required.
10. Other services as required by the Deputy Director LRD and/or the Program Leader – Genetic Resources.

Key outputs:

1. Work plan of action outlining key activities and timelines for this work.
2. 2 Progress reports submitted on status of work plan activities.
3. Final report outlining key achievements and recommendations based on work undertaken under this consultancy.

3. Timelines

This work is expected to commence upon signing and to be completed before 31st December 2023.
The consultant will be paid according to days worked up to a maximum of 70 days.

4. Reporting and contracting arrangements

The consultant will report to Logotonu Waqainabete, Program Leader – Genetic Resources, Land Resources Division.

The consultant is expected to work remotely with the possibility of 2 visits to the office if located outside of Suva, Fiji. Costs must be included in the bid as a separate line item. All other related costs will be reimbursable based on actuals.

In cases where SPC feels it is more cost effective to directly arrange travel and pay DSA, it will do so in its best interest. 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.

If located locally visits as required can be arranged. The consultant/s must therefore be able to commit to regular engagement with SPC staff members during Fiji working hours.

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.

Milestone deliverables will constitute reporting requirements.

5. Skills and qualifications

Science Consultant:

- i. PhD. Degree in Agricultural, Biological Sciences and related areas, or in lieu therefore, at least 15-20 years senior management experience leading science-oriented research and development or technology development centre in a developed and or developing country.
- ii. In-depth understanding of leading issues and trends in agricultural science research, technology, and innovation especially on plant genetic biodiversity conservation and use, genebanking and seed systems.
- iii. Proven record of accomplishment at a senior management level with an agricultural science research organization or similar R&D/technology/innovation Centre at a university, private sector organization or in an international research organization setting. Senior management experience leading R&D and technology innovation in the private sector will be preferred.
- iv. Relevant working experience in other developing countries in Asia, Africa, Latin America and the Pacific would be an asset. Knowledge of Pacific context is desirable.
- v. Legal knowledge and experience with treaties, protocols and conventions governing sharing and transfer of PGR (seeds inclusive).
- vi. Hands-on experience in strategic planning and management, and organizational development leading the planning and implementation organizational change and renewal.
- vii. Understanding of leading issues and trends in agricultural science research, technology and innovation especially on plant genetic biodiversity and genebanks would be an advantage.
- viii. Understanding of concepts on business plans and business models and their application preferable.

6. Scope of Bid Price and Schedule of Payments

The bidder must include in the computation of contract price professional fees, management and operating costs, travel costs, per diems and any other administrative costs.

The contract price is lump sum payments based on the following milestones.

Milestone/deliverables	Deadline (date)	Verification	%Payment
Work plan outlining key activities and timelines of delivery.	3 days after contract signing	Deputy Director LRD and Program Leader - Genetic Resources endorses workplan and timelines.	20%
Progress report 1	18 October 2023	Deputy Director LRD and Program Leader - Genetic Resources endorses progress report.	25%
Progress report 2	18 November 2023	Deputy Director LRD and Program Leader - Genetic Resources endorses progress report.	25%
Final Report outlining achievements over the period of assignment as well as recommendations going forward.	18 December 2023	Deputy Director LRD and Program Leader - Genetic Resources endorses final report.	30%
TOTAL			100%

7. Annexes to the Terms of Reference

This will be provided to the bidder that gets selected upon signing of the contract:

- *CePaCT Investment Plan*
- *Crop Trust CePaCT Review Report*
- *Draft SOPs*
- *PAPGREN meeting documents (draft PAPGREN Charter and Pacific Seeds Systems Roadmap)*

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		
CV	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: PhD. Degree in Agricultural, Biological Sciences and related areas.	20%	140
Technical requirement 2: At least 15-20 years senior management experience leading science-oriented research and development or technology development centre in a developed and or developing country.	20%	140
Technical requirement 3: In-depth understanding of leading issues and trends in agricultural science research, technology, and innovation especially on plant genetic biodiversity conservation and use, genebanking and seed systems as well legal knowledge of global frameworks on plant genetic resources conservation and use.	20%	140
Technical requirement 4: Understanding of concepts on business/investment plans and business models and their application preferable.	20%	140
Other: Experience in the Pacific region would be useful but not mandatory. Prior experience working with SPC Pacific Community would be advantageous but not mandatory.	20%	140
Total Score	100%	700

Part 5: PROPSOAL SUBMISSION FORMS

BIDDER'S LETTER OF APPLICATION FORM

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required *[Choose an item]* for the sum as may be ascertained in accordance with the Financial Proposal attached herewith and made part of this proposal.

We acknowledge that:

- SPC may exercise any of its rights set out in the RFP/RFQ documents, at any time;
- The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
- The RFP/RFQ documents are a summary only of SPC's requirements and is not intended to be a comprehensive description of them;
- Neither the lodgement of the RFP/RFQ documents nor the acceptance of any tender nor any agreement made subsequent to the RFP/RFQ documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the RFP/RFQ documents, or since the date as at which any information contained in the RFP/RFQ documents is stated to be applicable;
- Excepted as required by law and only to the extent so required, neither SPC, nor its respective officers, employees, advisers or agents will in any way be liable to any person or body for any loss, damage, cost or expense of any nature arising in any way out of or in connection with any representations, opinions, projections, forecasts or other statements, actual or implied, contained in or omitted from the RFP/RFQ documents.

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded on the basis of the Technical and Financial Components proposed.

For the Bidder: *[insert name of the company]*

Signature:

Name of the Bidder's representative: *[insert name of the representative]*

Title: *[insert title of the representative]*

Date: *[Click or tap to enter a date]*

TECHNICAL PROPOSAL SUBMISSION FORM

INSTRUCTIONS TO BIDDERS

The Technical Proposal Submission Form is a table that includes the technical criteria on which bidders will be scored and allows the bidder to respond to them. This table is then used by the technical evaluation committee to score the technical proposals received.

Technical Requirements	
Evaluation criteria	Response by Bidder
Experience and specified personnel/sub-contractors	
Experience: <i>[insert details of the experience required (e.g. the bidder must demonstrate at least 5 years' experience in the field of project management and must provide details of three reference clients in this field)]</i>	Experience:
	<i>[insert details of relevant experience]</i>
	Details for three references:
	1. Client's name: <i>[insert name of client 1]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	2. Client's name: <i>[insert name of client 2]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	3. Client's name: <i>[insert name of client 3]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
Value contract: <i>[insert value of contract]</i>	
Personnel: <i>[insert details of the personnel/sub-contractors required]</i>	Details about personnel/sub-contractors
	Manager's experience: <i>[insert details about manager's experience]</i>
	Consultants' experience: <i>[insert details about consultants' experience]</i>
PhD. Degree in Agricultural, Biological Sciences and related areas	<i>[Bidder's answer]</i>
At least 15-20 years senior management experience leading science-oriented research and development or technology development centre in a developed and or developing country.	<i>[Bidder's answer]</i>
In-depth understanding of leading issues and trends in agricultural science research, technology, and innovation especially on plant genetic biodiversity conservation and use, genebanking and seed systems as well legal knowledge of global frameworks on plant genetic resources conservation and use.	<i>[Bidder's answer]</i>
Understanding of concepts on business/investment plans and business models and their application preferable.	<i>[Bidder's answer]</i>
Experience in the Pacific region would be useful but not mandatory. Prior experience working with SPC Pacific Community would be advantageous but	<i>[Bidder's answer]</i>

not mandatory.	
----------------	--

For the Bidder: *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

BIDDER'S FINANCIAL PROPOSAL

All costs indicated on the Financial Proposal should be **inclusive** of all applicable taxes. The format shown below should be used in preparing the price schedule.

Particulars	Amount (Insert Currency)
Professional fees	Daily rate: _____
Total professional fees (lumpsum)	
Other expenses (please specify)	
TOTAL	

Professional fees: Staff salaries, consultant fees and any other professional costs (with details on the level of effort of each person on the team if applicable. i.e., 50% full time, full-time, etc.).

SPC will not cover separate lines for overheads/running costs, contingencies. If these apply, the costs are to be considered in the professional fees charged for the delivery of the specific services.

SPC does not provide or reimburse insurance for consultant's 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 Contractor's duty station is their home country with travel. If travel is required, SPC will pay/reimburse semi flexible economy airfares, meals, incidentals, and accommodation (DSA).

SPC will not cover any IT and communication equipment for the duration of the assignment. The consultant is to ensure stable internet connection for virtual interactions when necessary.

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, considering of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

For the Bidder:

Signature:

Name of the representative:

Title: