

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>Pacific Women Lead (PWL) at SPC</b>
<b>Nature of the services</b>	<b>Event Management Vendor for Pacific Women Lead (PWL) at SPC.</b>
<b>Location:</b>	Nukualofa, Tonga
<b>Date of issue:</b>	29/08/2023
<b>Closing Date:</b>	10/09/2023
<b>SPC Reference:</b>	RFQ23-5664

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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 [tuaf@spc.int](mailto:tuaf@spc.int) and with the subject line of your email as follows: **Submission RFQ23-5664 Event Management Vendor for Pacific Women Lead at SPC**. 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
- A cover letter and filled technical proposal form on provided template responding to the RFQ Scope of Services.

- A Work Plan outlining the proposed deliverables according to the RFQ scope of services (refer to section B).
- Filled Financial Proposal form on provided template, outlining all costs according to the milestones of this RFQ (refer to Section F).
- CV of Consultant with at least names of two referees with contact details.
- Tax Registration and Business Registration details.
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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 **4:00 pm Fiji (GMT+12) on 10/09/2023**.

### 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.

Tua Fuata will be your primary point of contact for this RFQ and can be contacted at [tuaf@spc.int](mailto:tuaf@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
<b>RFQ sent to potential vendors</b>	29/08/2023
<b>RFQ Closing Date</b>	10/09/2023
<b>Award of Contract</b>	12/09/2023
<b>Commencement of Contract</b>	13/09/2023
<b>Conclusion of Contract</b>	30/11/2023

## 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 EURO 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 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.

#### **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.

The PWL at SPC programme is seeking a Service Provider to support three concurrent events in Tonga:

Event	Dates
Pacific Girl Reference Group	<ul style="list-style-type: none"> <li>• 6 October 2023</li> <li>• 9 October to 10 October 2023</li> </ul>
Youth Working Group	<ul style="list-style-type: none"> <li>• 10 October 2023 to 12 October 2023</li> </ul>
Governance Board Meeting	<ul style="list-style-type: none"> <li>• 11 October 2023 to 13 October 2023</li> </ul>

- **The Pacific Girl Reference Group**

The Pacific Girl Reference Group is comprised of adolescent girls and young women participants of activities supported by the Pacific Girl programme, with support provided to build the skills, confidence, and capacity of members. The group will be called upon to provide advice, oversight, and guidance to inform Pacific Girl activities and will act as a conduit to regional and national stakeholders.

- **A Youth Working Group**

The Youth Working Group will be established as an advisory mechanism to the PWL Governance Board. The members, in their individual capacities, bring their expertise and experience to help ensure that the board's decisions are informed by the perspectives and interests of Pacific youth to support the PWL Goal: *"Pacific women and girls, in all their diversity, are safe and equitably share in resources, opportunities and decision-making, with men and boys."*

- **Pacific Women Lead Governance Board**

The Governance Board will have a direct strategy and decision-making role in relation to Pacific Women Lead activities managed by SPC. It will maintain a high-level overview of all activities within the Pacific Women Lead program portfolio. The Board meets twice a year, with a meeting scheduled for October 2023 in Tonga.

(Refer to annex for full terms of reference).

## B. Purpose, objectives, scope of services

The Service Provider will assist the Pacific Women Lead at SPC team with the successful implementation of the Pacific Women Lead events in Tonga:

- Pacific Girl Reference Group Event
- Youth Working Group Event
- Governance Board meeting

This work is to be delivered in Tonga and will involve the end-to-end management of tasks associated with the planning, conduct and wrap-up of the three concurrent events.

The Service Provider team will also be the rapporteur of the board meeting and will share the meeting minutes capturing, and reporting key resolutions and consensus outcomes report after the meeting.

Resourcing for the Service Provider's approach should consider:

- Event Coordinator – highly-experienced event coordinator overseeing the event's success.
- Administrative assistance – general assistance to support the significant volume of logistics such as flight, meeting venue and accommodation bookings including transfers; extensive levels of communications and coordination with participants; and ongoing administrative tasks.
- Rapporteur – act as the rapporteur throughout the board meeting

Tasks to be undertaken for each of the events will include:

- Planning the concurrent events from start to finish, under the guidance of SPC, according to requirements, target audience and objectives
- Design an event plan that considers all logistics for the concurrent events
- Design a budget building on the current budget as prepared by the Pacific Women Lead at SPC team
- Manage a run sheet of tasks outlining outputs and timeframes, in consultation with SPC
- Liaison with SPC contact to ensure planning and procurement of goods and services are in line with SPC policies and procedures.
- Liaison with SPC contact to arrange, manage and coordinate all aspects of participants' access and attendance, from travel to accommodation bookings, in line with the SPC Procurement Guidelines. This covers:
  - Support to participants including through on call support to travelling participants;
  - Accommodation: confirm bookings for all travelling participants at the designated hotel.
  - Provide itineraries to SPC contact in order to process purchase orders for flight and accommodation of participants.
  - Venue: confirm meeting venues for all three concurrent events, including catering, equipment, materials and stationery, seating, special disability access requirement, special dietary requirements, and local site visits. SPC will provide guidance on environmental and access requirement.
  - Maintaining all adequate documents (quotes, invoices, receipts, boarding passes, delivery notes, participants list etc.) and to be submitted back to the Operations and Administrative Officer
  - Transfers: Car/Shuttle arrangement from airport to hotel and meeting venue and local site visit
  - Any other logistic coordination to ensure successful delivery of the event.
- Monitor the completion of tasks, ensuring timeframes are actively managed

- Provide rapporteuring for the PWL Governance Board meeting, capturing key discussion points and action items, and provide draft minutes of the meeting (template provided by SPC).
- As required, liaise with all stakeholders involved in the events, including coordination and follow-up communications. Stakeholders will include, but not be limited to suppliers/consultants. Manage and 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 SPC contact.

### **C. Timelines, Work Plan and Budget**

The vendor will commence work as soon as the contract has been signed. Below are indicative dates:

1. 13 September: Signing of contract.
2. 20 September: Milestone 1 to be achieved.
3. 27 September: Milestone 2 to be achieved.
4. 27 October: Milestone 3 to be achieved

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

Any local travel costs associated with the scope of work should be reflected in the quote provided. The work may include high-level oversight from a senior event coordinator with logistics undertaken by administrative support person(s).

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

The contracted vendor(s) will be based in Tonga and report to the SPC contact for sign off and approvals of deliverables.

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

- At least 5 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 Service Provider is to provide one quote, with itemised costing for professional fees and any other expenses anticipated in the delivery of the scope of work for the delivery of these concurrent events. **(Note this does not include the costs of the meeting itself, just the costs of the services to be provided.)**

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

Milestone/deliverables	Deadline	% payment
<b>Milestone 1</b> <ul style="list-style-type: none"> <li>Receive approved work plan, draft Event Plan, draft Budget, and draft Run Sheet.</li> </ul>	20/09/2023 (one week after contracting)	20
<b>Milestone 2</b> <ul style="list-style-type: none"> <li>Receive Final Event Plan, budget and run sheet.</li> <li>Confirmation of Venue, accommodation, catering, all local transport, local site visit confirmed including site inspections to finalise audio-visuals and safeguarding.</li> <li>All flight itineraries submitted to SPC for Purchase Order processing.</li> </ul>	27/09/2023 (two weeks after contracting)	30
<b>Milestone 3</b> <ul style="list-style-type: none"> <li>Successful completion of the concurrent events.</li> <li>Successful submission of acquittal (this includes all invoices, receipts, delivery dockets, boarding passes, participants lists for all convenings.</li> <li>Successful submission of the board meeting minutes, capturing, and reporting key resolutions and consensus outcomes.</li> </ul>	27/10/2023 (two weeks after events)	50
<b>TOTAL</b>		100

## G. Annexes to the Terms of Reference

- Pacific Women Lead  
[Pacific Women Lead | Human Rights & Social Development \(spc.int\)](#)
- Pacific Women Lead Governance Board Terms of Reference  
[PWL Governance Board TOR March 2023 \(E\)](#)  
[PWL Governance Board TOR March 2023 \(F\)](#)
- Pacific Girl Highlights Booklet 2018-2021  
[Pacific Girl Highlights Booklet - Dataset - Pacific Data Hub](#)
- **Social media**  
Facebook: <https://www.facebook.com/PacificGirlProgram/>

## 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
<b>Mandatory requirements</b>		
<ul style="list-style-type: none"> <li>▪ <i>A cover letter and filled technical proposal on provided template responding to the RFQ Scope of Services</i></li> <li>▪ <i>A Work Plan outlining the proposed deliverables according to the RFQ scope of services (refer to section B).</i></li> <li>▪ <i>Filled Financial Proposal on provided template, outlining all costs according to the milestones of this RFQ (refer to Section F).</i></li> <li>▪ <i>CV of Consultant with at least names of two referees with contact details.</i></li> <li>▪ <i>Tax Registration and Business Registration details.</i></li> </ul>		<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met
<b>Technical requirements</b>		
<b>Technical requirement 1:</b> At least 5 years of experience in event management including leading the coordination of similar regional and multi-country events.	10%	70
<b>Technical requirement 2:</b> Ability to provide a Police Clearance Certificate as a requirement for working with young people under 18 years of age.	10%	70
<b>Technical requirement 3:</b> Excellent planning, organisational, coordination, and communication skills and ability to work within a diverse environment in Pacific contexts.	40%	280
<b>Technical requirement 4:</b> Familiarity with concepts associated with child protection, safeguarding, human rights, gender equality, social inclusion, and culture.	30%	210
<b>Technical requirement 5:</b> Ability to work independently and to apply creative problem-solving skills.	10%	70
<b>Total Score</b>	<b>100%</b>	<b>700</b>

## PART 5: SUBMISSION FORMS

### 5.1. Technical Submission Form

#### PART A – Background

	RESPONSE BY BIDDER
Name:	
Physical Address:	
Postal Address:	
Telephone Contact:	
Email:	
Two contacts of referees or references. Attach additional details considered as relevant.	

#### PART B – Evaluation Criteria

•

Provide CVs of all personnel's being proposed for this work.

CRITERIA	RESPONSE BY BIDDER
<b>Technical requirement 1:</b> At least 5 years of experience in event management including leading the coordination of similar regional and multi-country events.	
<b>Technical requirement 2:</b> Ability to provide a Police Clearance Certificate as a requirement for working with young people under 18 years of age.	
<b>Technical requirement 3:</b> Excellent planning, organisational, coordination, and communication skills and ability to work within a diverse environment in Pacific contexts.	
<b>Technical requirement 4:</b> Familiarity with concepts associated with child protection, safeguarding, human rights, gender equality, social inclusion, and culture.	
<b>Technical requirement 5:</b> Ability to work independently and to apply creative problem-solving skills.	

## 5.2. Financial Undertaking Form

(to be completed and submitted by the bidder)

### Part A: Undertaking

1. If this proposal is accepted, I agree that to enter into an agreement with SPC, to commence and complete all the work specified or indicated in the contract documents.
2. I confirm that I have examined all the RFQ documents to: **RFQ23-5664 Event Management Vendor for Pacific Women Lead (PWL) at SPC.**
3. I agree to complete the services for the price stated in the remuneration.

I agree to complete the services for the following price (VIP):

Particulars	Amount (Put your own local currency here)
Professional Fees (Hourly/Daily/Monthly rate - Specify)  <b>Note:</b> <i>* SPC/HRSD will not cover separate lines for overheads/ running costs or contingencies. If these apply, the costs are to be considered in the professional fees charged for the delivery of the specific services.</i> <i>* Travel (airfare, accommodation, Meals &amp; Incidentals) will be arranged by SPC, according to its Travel Policy.</i>	
<b>Total Financial offer (inclusive of all taxes)</b>	