

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Festival of Pacific Arts and Culture, 50th Anniversary Publication- Consultant
Nature of the services	To assist with the collation of a 50 th Anniversary publication commemorating the Festival of Pacific Arts and Culture (FestPAC)
Location:	Regional
Date of issue:	4/12/2023
Closing Date:	18/12/2023
SPC Reference:	RFQ23-6066

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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 luisam@spc.int and with the subject line of your email as follows: **Submission RFQ23-6066 Festival of Pacific Arts and Culture 50th Anniversary Exhibition – Publication Consultant**. 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, Completed technical and financial submission form

- Business registration (if applicable as per consultant’s applicable legislation)
- Tax Identification Number (TIN) Letter
- Sample of previous work done

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 FJT on 18/12/2023**.

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.

Luisa Mavoia will be your primary point of contact for this RFQ and can be contacted at luisam@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	4/12/2023
RFQ Closing Date	18/12/2023
Award of Contract	20/12/2023
Commencement of Contract	8/01/2024
Conclusion of Contract	28/06/2024

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](#) 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 USD 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 overall objective of the Consultant is to provide support for the collation of a publication to commemorate the 50th anniversary of the Festival of Pacific Arts and Culture (FestPAC). The consultant will work directly with the SPC Culture for Development Team at the Human Rights and Social Development Division to compile the anniversary publication. The Culture for Development programme is guided by the development interests of member countries that recognizes culture as a driver, vector, enabler, and catalyst for sustainable development.

The Consultant will concentrate on the following pieces of work:

1. Collect content and photographs.
2. Collate a 50th anniversary publication of the Festival of Pacific Arts and Culture (FestPAC).

SPC is the custodian of the Festival of Pacific Arts and Culture. FestPAC is the world's largest celebration of Indigenous Pacific Islanders, drawing artists, cultural practitioners, scholars, and officials from member national of the Pacific Community (SPC). FestPAC is held every four years in a different island nation. The goals of the festival were developed in 1975 and have remained the driving force of the event.

- Preserving and revival of traditional arts and cultures of the Pacific,
- Exploring new forms of cultural activities suited to the needs of the Pacific,
- Creating greater awareness of the cultural richness of the Pacific throughout the world,
- Fostering a greater sense of unity throughout the Pacific to promote excellence in arts, and
- Promoting the development and use of ethnic (indigenous) languages.

B. Purpose, objectives, scope of services

The Consultant will be on contract for a six-month period and is expected to deliver the following:

1. Liaise with culture focal(s), national agencies, relevant institutions and key stakeholders which hold collections of FestPAC photographs and collections.
2. Work closely with the Team leader Culture and the Culture Adviser at HRSD in reviewing and cataloguing relevant photographs, press releases, and other festival related materials.
3. Work with the Team leader and Culture Adviser to conceptualise and design the format, layout, and content of the anniversary publication.
4. Collate publication in agreed to format and style.
5. Liaise closely with the SPC Publishing team by providing editing and design/layout responses, collating further materials, engaging with the programmes, country, and communications staff.
6. Work with HRSD Communication team and the SPC Publishing team to ensure all SPC Publishing requirements are met.

C. Timelines

- The work is expected to be carried out and spread out over a period of six months.
- The work is expected to start on 20 December 2023 and be completed by 31 May 2024.
- The consultant may be expected to spend a portion of time allocated at HRSD Office, Suva and the remainder of time, working remotely.

Deliverables	Activities	No. of days	Timeline
Workplan	Meeting with Team Leader Culture and Culture Advisor to identify the key areas of focus of the anniversary publication. Begin familiarization with the festival mandate, past festivals and identifying key networks.	2	12 January 2024
Phase 1	Work with Team Leader Culture & Culture Advisor to collect and catalogue: <ul style="list-style-type: none"> • Photographs related to past festivals. • Relevant press releases and news stories. 	20	15 January to 22 March Estimated 2 days a week – total 20 days.
Phase 2	Conceptualise and design the format, layout, and content of the anniversary publication	3	15 March
Phase 3	Collate publication in layout format	10	19 March – 19 April Estimated 2 days a week – total 10 days.
	Total No. of Days	35	

D. Reporting and contracting arrangements

- The consultant will work closely with the Team Leader Culture for Development and the Culture Adviser.
- The consultant will report to Team Leader Culture.
- Consultant must also collaborate and work closely with HRSD MELKMC and SPC Publications on editing, design, and layout as well as collating comms materials to ensure that all Culture for Development communications materials and products are SPC compatible.
- Outlined in C. Timelines above is key deliverables and key dates. A more detailed workplan will be developed with the Culture for Development team after consultant is contracted.

E. Skills and qualifications

- Experience in publications and producing good quality designs/visibility materials for the arts, culture, and creative industries.
- Good design, layout and editing skills.
- Good sense of visual awareness.
- Mixture of practical and creative skills with a strong sense of the style needed to capture arts, culture and creative industries.

- Innovative, and a high level of attention to detail, including a strong sense of culturally appropriate language and understanding of the diversity of interpretations across the region.
- Awareness of issues around ICIP and respect for cultural protocols and processes.
- The ability to work under pressure and meet tight deadlines, adaptability and patience.
- IT skills and knowledge of the use of Adobe Indesign, Photoshop, Illustrator, and other creative cloud editing and design software.
- Experience working with artists, cultural custodians, Pacific elders and across diverse cultures and sectors is essential.
- Experience working within international nongovernmental membership-based organizations is also preferred.

F. Scope of Bid Price and Schedule of Payments

- The contract will be payments based on milestones which are detailed in the table below.
- A daily rate may be provided based on the approximate 35 days of work, or a lump sum fee broken down into deliverables.
- Any expected travel, in terms of accommodation and travel costs during the consultancy period shall be covered by SPC.
- Terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.

Milestone/deliverables	Deadline	% payment
Submission of Workplan	12/01/24	10
First report of outputs related to phase 1 collation of photographs, press and news stories.	15/2/24	15
Second and final report of outputs related to phase 1 collation of photographs, press and news stories.	8/3/24	15
Publication concept, content, and design report	15/3/25	20
Submission of draft publication	29/3/24	15
Final draft publication	19/4/24	25
TOTAL		100%

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 and financial requirements) 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"> • Conflict of Interest Declaration form completed. • Technical Proposal Submission form • Financial Proposal Submission form • Business registration (if applicable as per consultant's applicable legislation) • Tax Identification Number (TIN) Letter • Applicants CV • Sample of previous work done 		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Technical requirement 1: At least a degree qualification in communication, journalism, or other relevant qualification, and/or equivalent and relevant work experience	10%	100
Technical requirement 2: At least five years of related publication experience and/or equivalent and relevant work experience in the Pacific region/international non-governmental membership-based organisations working with a deadline driven environment.	15%	150
Technical requirement 3: At least five years' experience reporting and/or working in the arts, culture sector/ cultural and creative industries and ability to work under pressure and meet tight deadlines, adaptability and patience	10%	100
Technical requirement 4: Demonstrated experience in designing and producing print media publications and/or communication and knowledge products that are Pacific orientated fit for Pacific audience with high level of attention to detail, including strong sense of culturally appropriate language and understanding of the diversity of interpretations across the region.	15%	150
Technical Requirement 5: IT skills and knowledge of the use of Adobe InDesign, Photoshop, Illustrator, and other creative cloud editing and design software.	15%	150
Technical Requirement 6: Demonstrated awareness on issues around ICIP and respect for cultural protocols and processes	5%	50
Total Technical Requirements	70%	700
Financial requirements		
Pricing	30%	300
Total Score	100%	1000