

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Event Management Services for Pacific Women Lead (PWL) at SPC - 4 events
Nature of the services	<p>The PWL at SPC programme is seeking Event Management Services for the following four events:</p> <ol style="list-style-type: none"> 1. Pacific Girl Annual Convening, 13 – 17 May 2024, Nadi, Fiji 2. Pacific Women Lead (PWL) at SPC Grants Induction, 13 – 17 May in Nadi, Fiji. 3. Pacific Girl Reference Group Convening, 7 – 11 October 2024, Port Vila, Vanuatu. 4. Pacific Gender Research Symposium confirmed for Quarter 1 of 2025, Suva, Fiji.
Location:	Fiji
Date of issue:	5/04/2024
Closing Date:	15/04/2024
SPC Reference:	RFQ24-6410

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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 meleh@spc.int and with the subject line of your email as follows: **Submission RFQ24-6410**. 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 **11:45pm FT on 15/04/2024**.

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.

Mele Holani will be your primary point of contact for this RFQ and can be contacted at meleh@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	5/04/2024
RFQ Closing Date	15/04/2024
Award of Contract	18/04/2024
Commencement of Contract	19/04/2024
Conclusion of Contract	17/14/2025

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 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: 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.

The PWL at SPC programme is seeking an Event Management Services for two consecutive events. The contracted service provider will be based in Fiji (preferably Suva).

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 girl 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.

Pacific Girl

Pacific Girl began in 2018 and will continue to 2026, through support from the Australian Government under PWL at SPC. It is a multi-country initiative that supports adolescent girls in Pacific Island Countries achieve their full potential. Evidence shows that "educated, healthy and skilled adolescent girls will help build a better future, advance social justice, support economic development, and combat poverty". Pacific Girl funds selected civil society organisations in six countries that work with adolescent girls. Pacific Girl partners will equip girls to make informed decisions, while engaging the adults in their lives to build more supportive environments.

B. Purpose, objectives, scope of services

The PWL at SPC programme is seeking Event Management Services for 4 (four) consecutive events as follows:

1. Pacific Girl Annual Convening (13 -17) May 2024, Nadi, Fiji
2. Pacific Women Lead at SPC Grants Induction (13 – 17 May 2024), Nadi, Fiji
3. Pacific Girl Reference Group Convening (7 – 11) October 2024, Port Vila, Vanuatu
4. Pacific Gender Research Symposium (Q1 2025), Suva, Fiji

Pacific Girl Annual Convening (13 – 17 May 2024)

The next convening is planned for 13-17 May 2024 in Nadi, Fiji to coincide with the grant's induction event above. The event will be face-to-face but will include some hybrid convening sessions for those who will not be able to join the convening in-person. A total of about 20 participants will attend in person, with 15 of these participants travelling to Nadi, Fiji, from around the Pacific region. It is estimated that there will be up to 10 online participants, totalling to about 30 participants altogether.

Pacific Women Lead Grants Induction (13 – 17 May 2024)

Pacific Women Lead is expanding its reach and impact across the Pacific with 26 new grant partner covering Civil Society Organization partners and government partners. An induction of the new grantees is planned for the 13 – 17 May in Nadi, Fiji. The induction is expected to assist partners in familiarizing with SPC's grants processes, procedures and policies and it will be an opportunity for current partners to share their lessons learnt and best practices as part of the Pacific Women Lead network. This event will be face-to-face with a total of 50 participants attending in person (two per CSO partner and one per government partner) from around the Pacific region.

Pacific Girl Reference Group Convening (7 – 11 October 2024)

The next convening is planned for October 2024 in Port Vila, Vanuatu to coincide with the International Day of the Girl Child on 11 October 2024. The event will be face-to-face but will include some hybrid convening sessions for those who will not be able to join the convening in-person. A total of about 50 participants will attend in person, with 30 of these participants travelling to Nadi, Fiji, from around the Pacific region. It is estimated that there will be up to 30 online participants, totalling to about 80 participants altogether.

Pacific Gender Research Symposium (First Quarter, 2025)

The next research symposium is planned for the first quarter of 2025 in Suva, Fiji. The Pacific Gender Research Symposium is envisioned to bring together 150 participants from diverse stakeholders, encompassing gender scholars and professionals from academic institutions, non-governmental organizations, regional bodies, international entities, and donor agencies. It is expected that the event will focus on Pacific-led and Pacific-specific gender research, dedicated to fostering social transformation, public involvement, and the advancement of knowledge. The symposium is also anticipated to promote collaborative efforts in Pacific gender research, contributing to positive societal impact and awareness.

SCOPE OF SERVICES

The Event Management Service team will enable the successful implementation of the Pacific Girl Annual Convening, the Pacific Girl Reference Group Convening and the Pacific Gender Research Symposium. This work is to be delivered in Nadi and Suva, Fiji and Port Vila, Vanuatu and will involve the end-to-end management of tasks associated with the planning, conduct, and wrap-up of the convenings, in close collaboration with the PWL at SPC team and Pacific Girl team.

The Event Management Service will provide:

1. Event coordination – highly-experienced event coordinator overseeing the event's success.
2. Administrative Coordination – leading coordination to support the significant volume of logistics, such as flight and accommodation bookings including: transfers; extensive levels of communications and coordination with participants; and ongoing administrative tasks with assistance from PWL at SPC team to access SPC travel portals and resources.

In providing these services, the event management service will comply with all SPC policies and procedures including finance, procurement, and travel, and implemented through SPC approved vendors.

Tasks to be undertaken to deliver these services include:

- Monitor the completion of tasks including the management of a run sheet outlining outputs and timeframes, in consultation with the programme team.
- Liaise with the PWL at SPC team to ensure planning and procurement of goods and services are in line with SPC policies and procedures.
- With guidance from the PWL at SPC team, arrange, manage, and coordinate all aspects of participants' access and attendance - from travel to accommodation bookings - in line with the SPC procurement and other policies and procedures.
- Provide a final report of approximately 2 pages summarising successes and lessons learned for each event.

For more detail, please refer to the Indicative Task List included in the Annexes to the Terms of Reference.

C. Timelines

The service provider will commence work as soon as the contract has been signed. For all four events, the work is expected to begin a few months prior, with the first ones being the May convenings, then on to the October meeting. All three events will require up to 25 days of work for each event.

For the Pacific Gender Research Symposium, the work is expected to begin in August on a part-time basis, and full-time from the beginning of November through to the end of the event by the end of March. The length of time expected for the work is 40 working days, and up to 50 days with pre-approval from the PWL at SPC team.

The total duration of the entirety of the contract expected for the work is to be agreed to between the successful service provider and the PWL at SPC team.

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

D. Reporting and contracting arrangements

The contracted service provider must be based in Fiji (preferably Suva) and report to their designated contact at PWL at SPC for sign off and approvals of deliverables. Please see below:

- Pacific Girl Annual Convening – Pacific Girl Program Coordinator
- Pacific Women Lead at SPC Grants Induction – Programmes Coordinator
- Pacific Girl Reference Group Convening – Pacific Girl Program Coordinator
- Pacific Gender Research Symposium – Research Officer

E. Skills and qualifications

- At least 5 to 10 years of experience in event management including leading the coordination of similar regional and multi-country events
- 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
- Ability to provide a valid Police Clearance Certificate

F. Scope of Bid Price and Schedule of Payments

The Event Management Service provider is to provide one quote, with itemised costing for each of the four events.

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

Bidder is requested to specify the preferred schedule of payments and terms acceptable, noting that generally, SPC will not enter into arrangements requiring a 100% advance payment.

Terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.

TABLE 1: Pacific Girl Annual Convening

Milestone/deliverables	Deadline
Milestone 1 - Approved Work Plan, Event Plan, Budget, and Run Sheet.	2 May 2024
Milestone 2 - Final Event Plan - Venue confirmed including site inspections to finalise audio-visuals and other requirements and; - Confirmation of attending participants, with a minimum 50% of participants' flights and accommodation booked.	9 May 2024
End-of-assignment report - Successful completion of the convening event - Completion of post-convening reflection - Completion of end of assignment report	24 May 2024

TABLE 2: Pacific Women Lead Grants Induction

Milestone/deliverables	Deadline
Milestone 1 - Approved Work Plan, Event Plan, Budget, and Run Sheet.	2 May 2024
Milestone 2 - Final Event Plan - Venue confirmed including site inspections to finalise audio-visuals and safeguarding and; - Confirmation of attending participants, with a minimum 50% participants' flights and accommodation booked.	9 May 2024

End-of-assignment report - Successful completion of the convening event - Completion of post-convening reflection - Completion of end of assignment report	24 May 2024
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Table 3: Pacific Girl Reference Group Convening

Milestone/deliverables	Deadline
Milestone 1 - Approved Work Plan, Event Plan, Budget, and Run Sheet.	15 July 2024
Milestone 2 - Final Event Plan - Venue confirmed including site inspections to finalise audio-visuals and safeguarding and; - Confirmation of attending participants, with a minimum 30 participants' flights and accommodation booked.	9 September 2024
End-of-assignment report - Successful completion of the convening event - Completion of post-convening reflection - Completion of end of assignment report	21 October 2024

Table 4: Pacific Gender Research Symposium

Milestone/deliverables	Deadline
Milestone 1 - Approved Event Management Plan and associated individual Workplans, Budget and Run Sheet.	2 September 2024
Milestone 2 - Venue confirmed including site inspections to finalise audio-visuals (include liaison with SPC for interpreters). - Invitation letters sent to participants, with a minimum 30 participants' flights and accommodation booked. - Invites to speakers sent with a minimum 50% confirmed for flights and accommodation. - Scope of Services task list from the TOR completed successfully, as assessed by PWL.	18 November 2024
End-of-Assignment report - Successful completion of the event - Completion of post-convening reflection - Completion of end of assignment report	28 March 2025

G. Annexes to the Terms of Reference

- Pacific Women Lead
[Pacific Women Lead | Human Rights & Social Development \(spc.int\)](#)
- Pacific Girl Highlights Booklet 2018-2021
[Pacific Girl Highlights Booklet - Dataset - Pacific Data Hub](#)
- Pacific **Girl Social Media**
Facebook: <https://www.facebook.com/PacificGirlProgram/>
- Indicative Task List (Annex 1)

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"> • 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 • Submission of cover letter, detailed CV with at least three referees and their contacts details • 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 5 to 10 years of experience in event management including leading the coordination of similar regional and multi-country events	10%	100
Technical requirement 2: Excellent planning, organisational, coordination, and communication skills and ability to work within a diverse environment. To provide examples to demonstrate experience and quality delivery	30%	300
Technical requirement 3: Familiarity with concepts associated with child protection, safeguarding, human rights, gender equality, social inclusion, and culture	20%	200
Technical requirement 4: Ability to work independently and to apply creative problem-solving skills	10%	100
Total Technical Requirements	70%	700
Financial Requirements		
Pricing	30%	300
Total Score	100%	1,000

Annex 1: Indicative Task List

INDICATIVE TASK LIST (all events)

Logistical

- As required, liaise with all stakeholders involved in the event, including coordination and follow-up communications with participants and stakeholders. Stakeholders will include, but not be limited to, event participants, the PWL/Pacific Girl program team, Pacific Girl grant partners, co-conveners of the gender research symposium event, rapporteurs and other suppliers/consultants.
- Liaise with the designated PWL/Pacific Girl Coordinator on meeting venue requirements including equipment, ICT, materials and stationery, seating, special disability access and safeguarding. SPC will provide guidance on environmental, dietary, safeguarding and access requirements.
- Air travel: itinerary, e-ticketing, confirmation and assisting with visa information. PWL/Pacific Girl team will assist with access to SPC's travel system.
- Accommodation: confirm bookings for all travelling participants at the designated hotel. PWL/Pacific Girl team will assist with access to SPC's travel system.
- Transfers: Car/Shuttle arrangement from airport to hotel and meeting venue. PWL/Pacific Girl team will assist with access to SPC's travel system.
- Logistics Note (coordinated with SPC) sent to travelling participants five days prior to travel.
- In line with SPC policies and procedures, liaise with PWL/Pacific girl team to 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 PWL/Pacific Girl Coordinator.
- Active participation in the convening event, including on-site support for participant registration, coordinating ICT support with relevant SPC personnel, and other duties as required Coordinate a post-event reflection meeting, as required, with key stakeholders to capture achievements, successes and lessons learned and provide an end-of-assignment report.
- Manage the final participant list, including RSVPs pre-event as well as the final, signed attendance sheets from during the event.

Communications

- Recruitment of rapporteur incorporating advice from PWL at SPC or Pacific Girl, including drafting TOR and assessing applicants for SPC Procurement.
- Recruitment of the photographer incorporating advice from the PWL at SPC Communications team, including drafting TOR and assessing applicants for SPC Procurement.
- Recruitment of the videographer incorporating advice from the PWL at SPC Communication team, including PWL at SPC team teams, including drafting TOR and assessing applicants for SPC Procurement.
- Recruitment of the translator incorporating advice from the Research Officer, Pacific Girl and PWL at SPC team, including drafting TOR and assessing applicants for SPC Procurement.

ADDITIONAL EVENT SPECIFIC ACTIVITIES:

Pacific Girl Annual Convening and Reference Group convening

- Under the guidance of the Pacific Girl Project Coordinator, apply and adapt a safeguarding lens in all planning and implementation to ensure the safety of participating adolescent girls.
- Under the guidance of the Pacific Girl team, assist in ensuring that the conference and accommodation venue management have been briefed on safeguarding and child protection and that the venue is safe (fire risk, health and safety and first aid)

Pacific Gender Research Symposium

- On-site visit to the proposed venue and make initial venue arrangements, to including confirmation of audio-visuals (including extensive liaison with PWL at SPC team who will organise French interpreters, sign interpreters and procurement by SPC of any additional AV required).
- Preparation of i) event management plan with timelines, ii) individual workplans for those involved in the event's coordination including coordination with PWL at SPC team but especially with the Research Officer.
- Ongoing liaison with the PWL at SPC Communications Team, who will lead all communications activity including media and social media.
- Support the PWL at SPC team to finalise the speaker list and participant list, so the Event Management Vendor can send invitation letters with instructions, such as travel and accommodation instructions.
- Briefings and coordination meetings with the PWL at SPC team and PWL Research officer to be conducted regularly, and as needed.
- Meetings with other stakeholders to be conducted, as requested, or needed.