

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Short-Term Strategic and Technical Assistance in Improving Availability of Maritime Transport Costs Data in the Pacific Region
Nature of the services	Professional Services for maritime transport cost data collection and analysis
Location:	Remote and virtual
Date of issue:	28/07/2022
Closing Date:	4/08/2022
SPC Reference:	RFQ22-4354-PRO

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
PART 4: PROPOSAL EVALUATION MATRIX.....	13
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	13

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 zullahm@spc.int and ameliab@spc.int and with the subject line of your email as follows: **Submission RFQ22-4354-PRO**. 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
- Technical and Financial Proposal, including an understanding of requirements, proposed approach, project team with CV's, and budget

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 **3.00PM Fiji Time on 4/08/2022**.

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.

Mohammed Asid Zullah, Maritime Safety and Energy Adviser will be your primary point of contact for this RFQ and can be contacted at zullahm@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	29/07/2022
RFQ Closing Date	5/08/2022
Award of Contract	8/08/2022
Commencement of Contract	12/08/2022
Conclusion of Contract	28/02/2023

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. 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

In an ever interdependent and globalized world, countries share not only in growth and prosperity but also in crises and challenges. One such challenge is climate change, and its implications for economies and societies developed and developing alike. Like other economic sectors, maritime transport is at the forefront of the climate change challenge.

With climate change being a global challenge and maritime transport an inherently international industry, the International Maritime Organization (IMO) has led efforts to set clear goals, milestones, and regulations with a view to reducing Greenhouse-Gas (GHG) emissions in shipping.

The *Initial IMO GHG Strategy on reduction of GHG emissions from ships* (the Initial Strategy) acknowledges that impacts on countries of candidate GHG reduction measures should be assessed and considered as appropriate before their adoption, paying particular attention to the needs of developing countries, especially SIDS and LDCs.

The Comprehensive Impact Assessment of the IMO short-term GHG reduction measure (MEPC 76/7/13), adopted at the 76th session of the IMO's Marine Environment Protection Committee (MEPC 76) identified several data gaps on maritime transport costs and the economics of shipping, especially in the Pacific region. To this, the IMO has engaged the services of The Pacific Community (SPC) to carry out the "Development of an IMO project on improving availability of maritime transport costs data in the Pacific region".

The activity to be implemented by SPC is to develop a project to improve the availability of relevant maritime transport costs data in the Pacific region, including with the view to facilitating future assessments of impacts of candidate IMO mid- and long-term greenhouse gas (GHG) reduction measures in that region.

In line with discussions in both the IMO's MEPC and the Technical Cooperation Committee (TC), this new project will be developed by SPC and the Secretariat of the Pacific Regional Environmental Program (SPREP), as hosts of the Pacific Maritime Technology Cooperation Centre (MTCC-Pacific), considering their presence in the region and established contacts with stakeholders throughout the Pacific region on matters related to the reduction of GHG emissions from ships.

These terms of reference set out the requirements for a short-term consultancy improving availability of maritime transport costs data in the Pacific region.

B. Purpose, objectives, scope of services

Study Objectives

The project aims at:

1. improving availability of maritime transport costs data with a focus on Pacific Small Island Developing States (SIDS) to facilitate future assessments of impacts on States of potential GHG reduction measures in shipping;
2. establishing interim baselines and initiating the modelling of the impact of a hypothetical increase in transport costs or change in connectivity patterns on Pacific SIDS; and
3. identifying the foundation of durable/continued monitoring and collection of data of maritime transport costs in the Pacific region.

The project further necessitates three distinct yet interrelated tasks:

- Task 1: Assessment of maritime transport costs data gaps in the Pacific region;
- Task 2: Preliminary modelling of the impact of transport cost changes for the Pacific region; and
- Task 3: Identification and initiation, as appropriate, of a durable/continued maritime transport costs monitoring and data collection mechanism

1 Study Design and Methodology

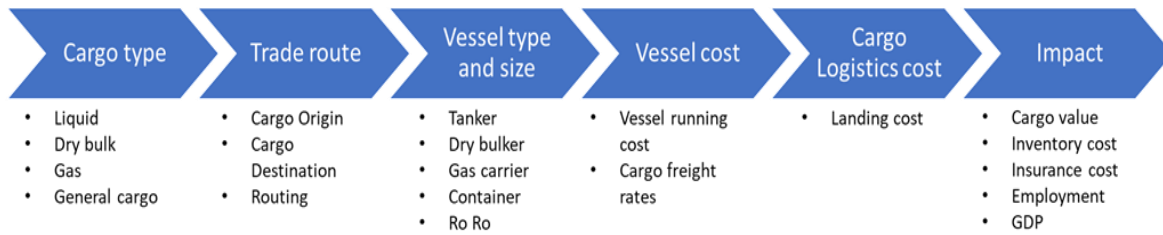
The study will be organised around the three tasks listed above, with each accorded its own methodology. SPC will work with a consultant to conduct this study through an interactive and iterative process with the local maritime sector in the Pacific, and in consultation with relevant stakeholders. This will entail a combination of desk reviews, country consultations, third-party consultations.

Task 1: Assessment of maritime transport costs data gaps in the Pacific region

This study will explore maritime transport data collection gaps and challenges common to the seven study countries. Key activities will include: (i) data collection and review; (ii) consultations with public entities, service providers, and users; and (iii) analysis, and reporting. This task will be covered across the following 4 activities:

- **Activity 1.0 – Review project objectives:**

The team will review and discuss the objectives of the analysis impact of a hypothetical increase in transport costs or change in connectivity patterns on Pacific SIDS, in order to define, determine and identify data collection needs for the main inputs for modelling and expected outputs. The data collected need to include the consideration of the category of commodities to be analysed, as this will determine cargo origin/destination or trade route. The commodity category will also determine the vessels type and the cargo volume (parcel size) the size of vessel, which is used to determine vessel costs and also the freight rates for the particular trade route. This encapsulates the transportation/logistics costs as illustrated below:



This activity will be led jointly by consultant and SPC in coordination with IMO Secretariat.

- **Activity 1.1 – Data Collection Preparation & Mapping:**

To begin the project, data categories will need to be mapped and collection templates prepared. Data users such as UNCTAD will be consulted on the suitability of the data groups and adjustments made as needed. Data holders (gov't agencies, port authorities, private companies, exporters, importers, trade associations, etc.) and its key personal will be identified to provide data. Findings from this task will be documented to map current data holders and processes. This will take 1 month from project start. This activity will be led by consultant, supported by SPC.

- **Activity 1.2 – Data Collection & Review**

Data holders will be contacted and engaged for data collection. Business case for providing relevant maritime transport data will be presented to data holders as part of capacity development efforts – around why the data is sought, how it's going to be used, and the benefits for them.

Business sensitive data will be highlighted and made non-identifiable to overcome resistance of providing data. Data to be reviewed and vetted with follow-ups with data holders or previously unknown data holders. Data collection is facilitated through buy in of the data providers and the relationships built. Following each country mission and data collection, a country summary report will document the process and findings. This will take 3 months after completion of part 1.1. This activity will be led by SPC, supported by consultant.

- **Activity 1.3 – Data Analysis & Summary,**

Following all country summaries from part 1.2, data will be analysed and aggregated across all seven study countries by ship type, size, cargo type, etc. Data users such as UNCTAD and entities that will store the data will need to be consulted to review data and analysis. A summary information paper will be prepared that updates the data mapping from part 1.1, and presents the data collected and findings of the analysis. This will take 1 month after completion of part 1.2. This activity will be led by SPC, supported by consultant.

- **Activity 1.4 – Prepare Detailed Scope of Task 2 Modelling,**

Based on all the data collected and the data summaries, a detailed scope of what modelling will be conducted will be put together to inform next steps. This will occur concurrently with part 1.3. This activity will be led by consultant, supported by SPC.

Data used in the assessments to analyse impacts of a measure on the commodity cost per day of delay, similar to Comprehensive Impact Assessment – Task 4 Stakeholder Analysis,¹ includes the following three data groups:

1. Activity data – data related to the actual ships calling the SIDS by port by island; the ships characteristics, cargo types, and configurations; identification of their trade routes; their call activities; call limitations; cargo volumes by cargo type by port; etc.
2. Qualitative/contextual data – essential goods & trade goods of interest, information like perishables will parish of port arrival delays exceed x days; warehousing capacity, current impacts for ship delays; etc.
3. Cost data – Variables used to measure the cost per day impacts on a commodity related to slow steaming or any measure that produces a delay in the arrival of cargo are:
 - **Time delay:** number of hours or days that slow steaming will delay the cargo arrival at the destination port compared with current vessel speed.
 - **GDP impact:** the product exports are measured as an impact on total economy Gross Domestic Product (GDP). To measure the relative importance of the product category under analysis, the study also compares the impact in its sector category of GDP. The World Bank website has been used as the source of information for total economy GDP and GDP sectors: a) agriculture, forestry and fishing, b) industry (including construction), c) manufacturing, and d) services.
 - **Interest cost:** the financial cost of capital invested in inventory over time. This measures the impact of each hour or day of delay in the cost of the product due to cost of money or interest rate (here assumed to be 5%).
 - **Depreciation cost:** the cost allocation of a product, or reduction of the product value, over its useful life (for this economic analysis, it is assumed as 10% for containerized cargo that is non-perishable, 30% for perishable cargo, and 5% for dry bulk cargo).
 - **Insurance cost:** a cost paid by the shippers to protect their goods while in transit (the percentage used in the economic analysis is 2%).

Task 2: Preliminary modelling of the impact of transport cost changes for the Pacific region

Using available modelling approaches, the study will simulate the impact of hypothetical transport cost changes on the seven study countries. There will entail simulations of several realistic scenarios of transport costs increase following the introduction of possible GHG reduction measures by the IMO. Assessing the impact of a potential increase in transport costs or change in connectivity patterns would provide relevant insights regarding the order of magnitude of the impact on Pacific SIDS.

Given the dependence of modelling requirements on the quality and quantity of data that is made available after task 2, a detailed breakdown of the modelling methodology will be described at the end of task 1, this will be specifically presented in activity 1.4.

- The methodology should consider previous impact assessments, in particular the comprehensive impact assessment of the short-term measure and be aligned with the most

¹ MEPC 76/INF.68/Add.2, 14 April 2021

recent outcome of the lessons-learned exercise undertaken by the IMO. Data sources and their granularity, assumptions and modelling tools will be described, and their limitations be discussed. Following the modelling exercise, a report on the simulations and the findings around them will be developed.

Task 3: Identification and initiation, as appropriate, of a durable/continued maritime transport costs monitoring and data collection mechanism

A concept note will be developed following the stakeholder consultations and findings from Task 1. This will be augmented with further discussions with government officials and trade experts across a range of partners and stakeholders. The concept note will identify options or mechanisms (e.g.: a standing observatory, a database, etc) to ensure the durable/continued collection of maritime transport costs data scaled across the seven study countries and the rest of the Pacific region.

The annual monitoring of maritime transport costs developments in the region is expected to facilitate the future assessment of the impact of candidate GHG reduction measures on Pacific SIDS and to inform actions to address potential disproportionately negative impacts.

Deliverables

The study will have the following deliverables:

Seven country summary reports following the data collection and review for each study country to document and present information collected from the country missions. This deliverable will be led by SPC, with support from consultant.

A summary information paper following the completion of Task 1 missions, to summarise the analysis of data collected and present findings. This deliverable will be led by SPC, with support from consultant.

A detailed scoping of the Task 2 modelling to inform the approach to simulating the impact of hypothetical transport cost changes on the seven study countries. This deliverable will be led by the consultant, with support from SPC.

A summary report on the modelling exercise to present the impact of hypothetical transport cost changes on the seven study countries. This deliverable will be led by the consultant, with support from SPC.

A concept note following the stakeholder consultations and findings from Task 1 to identify options / mechanisms that will ensure consistent collection of maritime transport costs data across the seven study countries and scaled across the rest of the Pacific region. This deliverable will be led by the consultant, with support from SPC.

C. Timelines

The following are the consultant’s outputs envisaged for the assignment:

OUTPUTS	DATES
1. Task 1: Data mapping & templates.	Week of 25 August 2022
2. Task 1: Input into data gap analysis & summary.	Week of 14 October 2022
3. Task 2: Scope of modelling.	Week of 28 October 2022

4. Task 2: Preliminary modelling of the impact of transport cost changes for the Pacific region preparation.	Week of 31 January 2023
5. Task 3: Input into concept note on continued maritime transport costs monitoring and data collection mechanism.	Week of 28 February 2023

D. Reporting and contracting arrangements

The consultant will be responsible to Dr. Mohammed Asid Zullah, Head of MTCC-Pacific on scope requirements.

Responsibilities

A core team from SPC consisting of maritime transport sector specialists with experience in port infrastructure and operations management, commercial shipping management and organization, and an economist with experience in public policy analysis and infrastructure planning and appraisal (including in the transport sector) will be assigned to lead the study. Elements of the study’s tasks will be divided between the SPC team and the consultancy.

Duration of the Work

The Consultant will commence work at signature of the contract by both parties and must complete the work no later than February 28th, 2023.

Duty Station

Due to COVID-19 restrictions, work will desk-based in the consultant’s home base, and involve communication with SPC staff using E-mail, Skype for Business, Microsoft Teams and Zoom.

E. Skills and qualifications

Consultant experience and requirements

- Academic Qualifications
 - At least a Master’s degree in the field of maritime, economics, public policy or other relevant fields from a recognised University.
- Knowledge/Experience
 - At least 10 or more years of experience in maritime and writing reports for the International Maritime Organisation. Experience with projects in the Pacific Island context will be an advantage.
 - Demonstrated experience in working with government partners, stakeholders in public sector development programs
 - Experience in sectoral planning is an added advantage
 - Familiarity working in the Pacific region, preferably working with Pacific Island maritime entities such as port authorities, customs, relevant ministries, and shipping lines will be an advantage.
 - Experience in preparing high quality analytical reports in English
 - Proven experience and skills in developing and applying participatory approaches to generate data for analysis
 - A sound knowledge of the International Maritime Organisation’s guidelines
 - Good understanding of greenhouse gas emission abatement measures and its relevance to different development sectors in the Pacific Islands
- Skills and Competencies
 - Ability to work with minimal supervision
 - High level written and oral communication in English
 - A team player exhibiting high level of enthusiasm, tact, diplomacy, and integrity
 - Demonstrate excellent interpersonal skills when interacting with development partners
 - Skills in facilitation of stakeholder engagement/workshops
 - Experience in undertaking similar work

F. Scope of Bid Price and Schedule of Payments

The selected contractor will be expected to invoice SPC after completion of the milestones. The total number of days cannot exceed 50 days, but the payments can be spread over a period of up to five months. The bid price should be based on a daily rate in Euros.

Milestone/deliverables	Deadline	% payment
Task 1: Data mapping & templates.	31 August 2022	25
Task 1: Input into data gap analysis & summary.	31 October 2022	15
Task 2: Scope of modelling.	30 November 2022	30
Task 2: Preliminary modelling of the impact of transport cost changes for the Pacific region preparation.	31 January 2023	20
Task 3: Input into concept note on continued maritime transport costs monitoring and data collection mechanism.	28 February 2023	10
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 requirement) which indicates the relative significance or weight of the items in the overall evaluation process.

Competency Requirements	Score Weight (%)	Points obtainable
<ol style="list-style-type: none"> The Conflict-of-Interest Declaration form completed Supporting document: technical proposal, CV, budget 		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirement 1: At least 10 or more years of experience in maritime and writing reports for the International Maritime Organisation. Experience with projects in the Pacific Island context will be an advantage.	30%	210
Technical requirement 2: At least 5 years' experience and skills in developing and applying participatory approaches to generate data for analysis. Familiarity working in the Pacific region, preferably working with Pacific Island maritime entities such as port authorities, customs, relevant ministries, and shipping lines will be an advantage	25%	175
Technical requirement 3: A sound knowledge of the International Maritime Organisation's guidelines. Good understanding of greenhouse gas emission abatement measures and its relevance to different development sectors in the Pacific Islands	25%	175
Technical requirement 4: Clarity and relevance of the submitted technical and financial proposal	20%	140
Total Score	100%	700