

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Fisheries and Aquaculture Regional Mapping Exercise
Nature of the services	Consultancy – Production of a report
Location:	Home based
Date of issue:	10/05/2023
Closing Date:	31/05/2023
SPC Reference:	RFQ23-5332

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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 soniasr@spc.int and hannahg@spc.int and with the subject line of your email as follows: **Submission RFQ23-5332 – Fisheries and Aquaculture Regional Mapping Exercise**. 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
- Detailed CV and cover letter

- Your technical proposal, including a workplan and methodology
- Your financial proposal including your daily rate and the total number of days for the delivery of the deliverables

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 **8 pm Noumea time, on 31/05/2023.**

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.

Sonia Schutz-Russel will be your primary point of contact for this RFQ and can be contacted at soniasr@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	10/05/2023
RFQ Closing Date	31/05/2023
Expected Award of Contract	5/06/2023
Expected Commencement of Contract	7/06/2023
Expected Conclusion of Contract	3/11/2023

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. 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

FAME

One of the oldest divisions of SPC is the Division of Fisheries, Aquaculture and Marine Ecosystems (SPC-FAME). The SPC-FAME Division provides specialist expertise and technical assistance to support fisheries management and sustainable development in the Pacific. Partnering with all 22 PICTs and both regional, sub-regional and national entities working in the marine sector, SPC-FAME's goal is to ensure fisheries resources of the Pacific region are sustainably managed for economic growth, food security and environmental conservation.

SPC-FAME is composed of two programmes: the Oceanic Fisheries Programme (OFP) and the Coastal Fisheries and Aquaculture Programme (CFAP). OFP functions as the Pacific Community's regional centre for tuna fisheries research, fishery monitoring, stock assessment and data management. OFP has three sections: Stock Assessment and Modelling (SAM), Data Management (DM) and Fisheries and Ecosystem Monitoring and Analysis (FEMA).

Regional context and needs for the work.

The Pacific region, covering approximately one third of the earth's surface, is a large area to serve when you have limited resources (budget and people). With fisheries being one of the main contributors to income and livelihoods, this sector has various organisations, institutions, donors, and NGOs actively working at the regional and national level, assisting Pacific Island countries and territories (PICTs) in working to address their fisheries needs and priorities.

Unfortunately, the number of stakeholders working in this space, can lead to uncoordinated delivery of services, duplication of effort, and an inefficient use of an already limited resources.

As a technical service provider, SPC-FAME needs to have a holistic understanding of members' priorities, needs, opportunities and any risks to gain maximum value from the resources at its disposal. This holistic understanding includes what funding and resourcing arrangements exist in the region relevant to the fisheries sector, and which partners are working on key priorities for fisheries.

SPC-FAME is looking to contract a consultant to do a desk-based regional analysis/mapping exercise. This will be used to inform how SPC-FAME prioritises its work and allocates its resources, and to identify potential new partnerships with other key stakeholders in the region.

B. Purpose, objectives, scope of services

Objectives

The objectives of the work are to:

- 1) Collate PICT member needs and priorities relevant to fisheries and aquaculture that have been expressed through existing requests to SPC and regional framework or agreements.
- 2) Identify how other stakeholders are providing support to PICT members to address their fisheries and aquaculture needs, through both direct activities and any funding/resourcing arrangements.
- 3) Map PICT member needs against current SPC-FAME activities, the FAME 2022-2027 Business Plan and support provided by external stakeholders, identifying gaps or duplication in service provision.

- 4) Draft an information paper for 16th SPC Heads of Fisheries meeting summarising the work to date and key findings, to be included in an annex of the final report.
- 5) Advise on strategic opportunities for SPC-FAME that align with the 2022-2027 Business Plan, and facilitate discussion on next steps in a workshop with SPC-FAME team.

Scope of work

We estimate that the work will take approximately 15-20 days, between June 2023 and October 2023, resulting in a report that fulfills all the above objectives, and a summary of findings for use in external communications with PICT members. The consultant will also present the findings to the SPC-FAME senior management team, with discussion, to allow full understanding of the implications of the mapping exercise.

The contractor should aim to collate available information through a desk-based review of documentation or data at SPC, other regional agencies/stakeholders, and any other public information sources. Engagement with internal stakeholders will be needed, and engagement with external stakeholders is advised. The exact approach and methods to conduct the review should be outlined in the contractor's proposal.

All products should be provided in English and should not require any additional editing from SPC-FAME. The outputs will acknowledge SPC, donor partners and any other partners clearly and explicitly.

C. Timelines

The work will take place during the period in line with the following timeline, the exact number of days of work for the consultant(s) should be included in a proposal by the consultant(s) and will be specified in the contract.

Output / Milestone	Target delivery date
Start-up meeting: briefing and sharing of background information with consultant.	Within a week of signing the contract
Delivery of a finalised plan for contracted work shared with SPC-FAME point of contact	Two weeks after the briefing meeting.
Delivery of the draft report prepared and submitted to SPC that addresses all objectives outlined in the ToR.	15 th September 2023
Delivery of the final report submitted to SPC, with all comments and edits incorporated.	Two weeks after feedback received from SPC.
Workshop with SPC-FAME senior management to communicate the findings and discuss their implications	30 th September 2023

D. Reporting and contracting arrangements

Duty station and travel

The work will be desk-based at the consultant's usual work location. No travel will be required, with remote engagement of stakeholders preferred at SPC working hours.

Reporting

The consultant(s) will be managed by the SPC-FAME Programme Planning Officer, who will be responsible for day-to-day management and administration of the contracted work. Their responsibilities include briefing and preparing material for the consultant, managing feedback from reviews of the draft report, and liaising with the team throughout the contract to ensure the work is being undertaken as agreed. The consultant will also work closely with the Evaluation and Resource Mobilisation Adviser and, Project and Strategy Implementation Adviser who will be able to provide further guidance or relevant information for the contractor's work.

The consultant(s) will keep SPC-FAME regularly informed on the progress of work. The exact timeframe for updates is to be discussed with the successful consultant(s).

E. Skills and qualifications

- Demonstrated technical knowledge of the fisheries and aquaculture sector in the Pacific region;
- Demonstrated experience conducting mapping exercises or advising on strategic direction of organisations or teams;
- Demonstrated knowledge and understanding of the Pacific political, economic social and cultural context;
- Awareness of key stakeholders in Pacific fisheries, existing connections and experience working in the Pacific is an advantage;
- Excellent research, report writing and presentation skills;
- Fluent in written and spoken English, understanding of French is an advantage

F. Scope of Bid Price and Schedule of Payments

The contract price is comprised of lump sum payments based on milestones outlined below. The terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.

The budget is to cover the full cost of the contract including consultant fees, administrative fees, operating costs, and all other expenses.

Payment will be made upon receipt of invoices in line with the agreed payment schedule:

Milestone/deliverables	Deadline	% payment
Signature of the contract and start-up meeting	June 2023	0 %
Delivery of a finalised plan for contracted work shared with SPC-FAME point of contact and invoice.	Two weeks after the briefing meeting.	10 %
Delivery of the draft report prepared and submitted to SPC-FAME that addresses all objectives outlined in the ToR, and invoice.	15 th September 2023	20 %
Delivery of the final report submitted to SPC-FAME, with all comments and edits incorporated, and invoice.	Two weeks after feedback received from SPC.	20 %
Workshop with SPC-FAME senior management to communicate the findings and discuss their implications	30 th September 2023	20 %
Delivery of the report summarising activities and deliverables of the consultant, and invoice.	14 th October 2023	30 %
TOTAL		100 %

G. Annexes to the Terms of Reference

Useful documentation:

- [SPC-FAME Business Plan](#)
- [15th Heads of Fisheries meeting papers & outcomes](#)
- [4th Regional Technical Meeting on Coastal Fisheries and Aquaculture](#)
- [SPC-FAME Results Dashboard](#)
- Requests for support from SPC members to be provided on contract acceptance.
- Notes from regional meetings to be provided.
- List of suggested contacts (internal and external) to be provided.

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.

The technical component has a total possible value of 700 points:

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
The entity must be legally registered in the country of exercise	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Demonstrated technical knowledge of the fisheries and aquaculture sector in the Pacific region	40 %	280
Demonstrated experience conducting mapping exercises or advising on strategic direction of organisations or teams	30 %	210
Demonstrated knowledge and understanding of the Pacific political, economic social and cultural context	20 %	140
Awareness of key stakeholders in Pacific fisheries and aquaculture sector, existing connections and experience working in the Pacific is an advantage.	10 %	70
Total Score	100%	700

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the services. The lowest financial proposal will be awarded maximum 300 points and other financial offers will be awarded points as per the formula below:

$$\text{Financial Proposal score} = (\text{Lowest Price} / \text{Price under consideration}) \times 300$$