

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Women in Leadership Programme
Nature of the services	Event Manager
Location:	Suva, Honolulu and remotely
Date of issue:	28/06/2023
Closing Date:	9/07/2023
SPC Reference:	RFQ23-5508

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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 juliebu@spc.int and with the subject line of your email as follows: **Submission RFQ23-5508 Event Manager**. 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
- A Cover Letter responding to the RFQ Scope of Services.
- A copy of CV with at least names of three referees with contact details.

- Technical Proposal.
- A Financial Proposal or Quote outlining all costs, in line with the milestones of this RFQ (refer to Section F).
- Sample of work undertaken to demonstrate suitable for this assignment. Please refer to the Section on **Qualification and Technical requirements** in the TORs.
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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 **11:59 pm Fiji time on 9/07/2023**.

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.

Julie Bukikun will be your primary point of contact for this RFQ and can be contacted at juliebu@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	28/06/2023
RFQ Closing Date	9/07/2023
Award of Contract	14/07/2023
Commencement of Contract	14/07/2023
Conclusion of Contract	30/09/2023

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 AUD 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 region faces unique and complex challenges that require a collective and gender-transformative approach to achieve the 2050 Blue Pacific Vision. The 2050 Blue Pacific Vision is a regional development framework that aims to harness the potential of the Pacific Ocean and its resources for the sustainable development of Pacific Island Countries and Territories (PICTs). Gender equality, women and girls' leadership and empowerment are crucial components of this vision, as they are essential for the social, economic, and environmental sustainability of the region.

The SPC members are committed to advancing gender equality, to ensure that Pacific women and girls in all their diversity are safe and have equitably share in resources, opportunities and decision-making, with men and boys. This commitment is articulated in the Pacific Platform for Action for gender equality and women's human rights, the Outcomes of the 14th Triennial Conference of Pacific Women, and the Pacific Leaders' Gender Equality Declaration.

The region has made little progress on Sustainable Development Goal 5 on gender equality, reflecting the most recent regional review report on progress towards the Beijing Declaration and Platform for Action. Successive national and regional reports illustrate that that attention, resources and capacity committed to gender equality have been insufficient to achieve substantive gains.

The impact of multi-dimensional and multi-sectoral factors on achievement of equality and the advancement of women and girls across PICTs calls for a regional action to accelerate the implementation of gender equality commitments so that women and girls can develop their full potential and have equal access to opportunities, with resulting benefits for the whole of society.

A systems-wide approach is needed to drive transformation change for gender equality in the region. Therefore, this convening seeks to bring together government, non-state actors, partners, and CROP agencies to discuss and map a roadmap for accelerating regional collective actions towards the 2050 Blue Pacific Vision. Accordingly, SPC is convening a Partners Dialogue on Advancing Gender Equality in the Blue Pacific and seeks an experienced Events Manager. The event will take place from 4th - 7th September. The objectives of the convening are:

1. To provide a platform for gender and stakeholders to discuss and map a roadmap for accelerating regional collective actions towards the 2050 Blue Pacific Vision.
2. To identify and prioritize gender-transformative actions that can inform evidence-based outcomes for the 2050 Blue Pacific Vision.
3. To strengthen partnerships and collaboration among gender and stakeholders towards achieving the 2050 Blue Pacific Vision.
4. To develop strategies for engaging donors and informing high-level and sector meetings on the importance of gender equality and women's empowerment for the 2050 Blue Pacific Vision.

B. Purpose, objectives, scope of services

SPC requires the services of an experienced consultant to successfully organise and manage the event described over. The key tasks of the Event Manager include:

1. Event planning and management
 - Provide inputs to the program for the Convening.
 - Prepare a master list of all participants.
 - Working with SPC and partners to prepare the events program and logistics plan.
 - Prepare budget and costings
 - Consolidate participants list
 - Prepare a communications and visibility plan
2. Coordination with partners attending the meeting
 - Liaise with partners attending and assigning roles
 - Liaise with speakers, facilitators and resources persons
 - Coordinate Call for Papers for the meeting.
3. Communication and visibility activities
 - Work with the communications staff from SPC and partners to coordinate a communications action plan which will include visibility items, coverage of the event, social media posts and interviews with key speakers.
 - Work with the SPC Communications team to produce a 5-minute video of the event.
4. Oversight and management of logistics
 - Manage conference venue requirements
 - Manage contractors and service providers
 - Coordinate with partners at the Pacific Islands Development Programme on all logistics including accommodation, rooms, meals and transport.
 - Coordinate with SPC on flights and per diems
 - Manage protocol requirements as required.
5. Manage support staff and volunteers
 - Supervise support staff and volunteers assigned from SPC and partner agencies
 - Supervise rapporteurs

C. Timelines, Work Plan and Budget

The expected duration of the consultancy is for up to 35 days spread out over the period of July to end September 2023. The exact time allocation will depend on the development of a final timeline, and adaptations may be needed throughout the year, but a rough allocation is as follows. However, the SPC - WIL team will be guided by responses to this TOR through received Quotes or Expressions of Interest.

Consultation and development of a work plan for the meeting	Up to 5 days
Update on preparations on 30 July	Up to 10 days

Update on preparations on 30 August	Up to 10 days
Attendance at the preparatory meetings, dialogue, manage and deliver the event	Up to 9 days
Report on the event and activities undertaken	1 day

The above timeline assumes time for facilitation, interviews and other internal and external consultation. Flexibility will be required.

D. Reporting and contracting arrangements

The Consultant will be supervised by the WIL Programme Coordinator with support from the Principal Adviser – Executive Office.

Travel costs associated with the scope of work are not required to be reflected in the quote. The SPC – WIL team will arrange and cover the cost of any associated travel, such as transport and accommodation and per diem – in accordance with SPC’s Travel and Social and Environmental Responsibility policies – should any travel be required during this contract.

SPC is not responsible for any arrangements or payments related to visas, taxes, duties or separate lines for overheads/running costs or contingencies for which the **consultant** may be liable. If these apply, the costs are to be considered in the fees charged for the delivery of the specific services.

E. Qualifications and Technical requirements

- A degree in Communications, Business Administration, Public Administration, Project Management, Hospitality, or related field.
- At least 5 years of professional experience in the management of international conferences, congresses and/or events – including recent experience of digital and/or hybrid events.
- Provide at least two examples of past experience of managing events of at least 100 attendees with international participants.
- Knowledge of development programmes in the Pacific region, particularly in advancing gender equality and women’s empowerment, and an understanding how this links to other sectoral work.
- Required traits:
 - Be a creative thinker as well as a practical implementer;
 - Work collaboratively with colleagues, volunteers, vendors, and donors;
 - Maintain and display enthusiasm for special events among constituents;
 - Display strong interpersonal skills for building partnership;
 - Work with an ethnically and culturally diverse population/group;
 - Work independently and as part of a team to set priorities; manage multiple parts simultaneously with tight deadlines.
- Required skills:
 - Excellent verbal and communication skills;
 - Problem Solving and leadership skills;
 - Organisation and attention to detail,
 - People management,
 - Preparing and administrating budgets; and
 - Word processing and reporting.

F. Scope of Bid Price and Schedule of Payments

Milestone/deliverables	Deadline	% Payment	Amount in AUD
1. Inception meeting completed and work plan submitted.	Within 7 days of signing of contract	20%	
2. July Progress report approved and submitted	30 July	20%	
3. August Progress approved and submitted	30 August	20%	
4. End of consultancy report	30 th September or earlier	40%	
TOTAL		100%	

G. Annexes to the Terms of Reference

- Meeting agenda and related documents will be provided upon contracting of the successful bidder.

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
<ul style="list-style-type: none"> - A Cover Letter responding to the RFQ Scope of Services. - A copy of CV with at least names of three referees with contact details. - Technical Proposal. - A Financial Proposal or Quote outlining all costs, in line with the milestones of this RFQ (refer to Section F). - Sample of work undertaken to demonstrate suitable for this assignment. Please refer to the Section on Qualification and Technical requirements in the TORs. 		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
1. Qualification: A degree in Communications, Business Administration, Public Administration, Project Management, Hospitality, or related field.	10%	70
2. Technical requirement:	25%	175

At least 5 years of professional experience in the management of international conferences, congresses and/or events – including recent experience of digital and/or hybrid events.		
3. Technical requirement: Provide at least two examples of past experience of managing events of at least 100 attendees with international participants.	25%	175
4. Technical requirement Knowledge of development programmes in the Pacific region, particularly in advancing gender equality and women’s empowerment, and an understanding how this links to other sectoral work.	25%	175
5. Required skills <ul style="list-style-type: none"> • Excellent verbal and communication skills; • Problem Solving and leadership skills; • Organisation and attention to detail, • People management, • Preparing and administrating budgets; and • Word processing and reporting. 	15%	105
Total Score	100%	700