



# REQUEST FOR PROPOSAL (RFP)

## FOR SERVICES

<b>Project Title:</b>	<b>Project management support to SPC FAME's climate and other related projects</b>
<b>Nature of the services:</b>	<b>Project Management and Administration Assistance</b>
<b>Location:</b>	Home-based with occasional travel to Noumea if required
<b>Date of issue:</b>	<b>5/07/2023</b>
<b>Closing Date:</b>	<b>2/08/2023</b>
<b>SPC Reference:</b>	<b>RFP23-5453</b>

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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).

SPC has its headquarters in Noumea, New Caledonia and has regional offices in Fiji, the Federated States of Micronesia and Vanuatu, as well as an office in France. SPC works across the Pacific and has staff in nearly all of its Pacific Island Country and Territory members.

SPC works for the well-being of Pacific people through the effective and innovative application of science and knowledge and is guided by a deep understanding of Pacific Island contexts and cultures. 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.

SPC's *Procurement Policy* provides the framework for ensuring that SPC obtains the best value for its purchases, in terms of both cost and quality; demonstrates financial probity and accountability to its members and development partners; manages and prevents the potential for conflicts of interest; reduces its environmental impact and manages any other risks.

At SPC, all procurement follows the same main steps: planning; statement of needs; requisition; solicitation; evaluation; award; receipt; and payment. Different procedures apply depending on the value of the goods, services and works to be procured.

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](mailto:procurement@spc.int).

### 1.3 SPC's Request for Proposal (RFP) Process

At SPC, procurement valued at more than EUR 45,000 must be advertised through a Request for Proposal (RFP) with any bids received evaluated by SPC's Procurement Committee to determine the offer that provides the best value for money.

This RFP sets out SPC's requirements and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information. The RFP contains detailed instructions and templates to enable you to submit a compliant bid. It sets out the overall timetable; it confirms the evaluation criteria that SPC will use to evaluate quotations; it explains the administrative arrangements for the receipt of the bids; and it sets out how bidders can request further information.

Your participation confirms your acceptance of SPC's conditions of participation in the RFP process.

## Part 2: INSTRUCTIONS TO BIDDERS

### 2.1 Background

SPC invites you to submit a bid to deliver the services as specified in [Part 3](#).

SPC has advertised this RFP on its website and may send it directly to potential contractors. The same specifications, submission and other solicitation requirements will be provided to all contractors.

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 bid to be considered, you must provide all the prescribed information by the closing date and in the format specified.

### 2.2 Submission instructions

Your submission must be clear, concise and complete and should only include information that is necessary to respond effectively to this RFP. Please note that you may be marked down or excluded from the procurement exercise if your submission contains any ambiguities or lacks clarity.

Your proposal must include the following documents (annexes of [Part 5](#) of the RFP):

- a) Bidder's letter of application (**Annex 1**).
- b) Conflict of interest declaration (**Annex 2**).
- c) Information about the bidder and Due Diligence (**Annex 3**).
- d) **Technical Proposal Submission Form (Annex 4)**, together with a **technical memo** of maximum 5 pages (excluding annexes) detailing:
  - i. Your organisation, resources and technical competencies.
  - ii. Your availability to perform the services.
  - iii. Your experience, in particular:
    - Project management experience with funding initiatives supported by development assistance partners, including international multilateral agencies, for Pacific Island countries.
    - Experience working with Pacific Island countries on coastal or oceanic fisheries-related initiatives.
    - Working knowledge of the institutional arrangements for the provision of support to fisheries science, development and management advice to Pacific Island countries, preferably demonstrated through an engagement record with regional technical and service organisations.
    - Cultural, social and political awareness of Pacific Island national and regional sensitivities in the fisheries sector.
  - iv. At least 3 references for the supply of similar services (name and contact of your customer, description of the services, and amount of the contract).
- e) **Financial Proposal Submission Form (Annex 5)** completed-with the **Unit Price Schedule (Annex 5.1)**.

**Your proposal must be submitted in two separate emails.**

1. You must submit your **Technical Proposal (Annexes 1 to 4, and all their supporting documents)** in English as an attachment to one email. No financial information may appear in the technical proposal.
2. You must submit your **Financial Proposal (Annexes 5 & 5.1)** in a separate email. All prices in the proposal must be presented in USD. Your Financial proposal is to be **password protected**. SPC will request the password in the event that it is required.

Both emails are to be sent to [procurement@spc.int](mailto:procurement@spc.int) with the subject line: **Submission RFP23-5453 – Project management support to SPC FAME’s climate and other related projects.**

Your proposal must be received no later than **2/08/2023 by 4 pm, Nouméa Time**. Only one bid is permitted per bidder.

SPC will send a formal acknowledgement to each proposal received before the deadline.

SPC reserves the right to exclude from consideration any proposal not received by the deadline, with incomplete information or in incorrect form.

### **2.3 Clarifications**

You may submit questions or seek clarifications on any issue relating to this RFP. The questions are to be submitted in writing to [procurement@spc.int](mailto:procurement@spc.int) with the subject line: **Clarification RFP23-5453 – Project management support to SPC FAME’s climate and other related projects.**

The deadline for submission of clarifications is **26/07/2023 by 4 pm, Nouméa Time**.

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 RFP process, at any point where there is phone call or other conversation, SPC will keep a record or a file note of the exchange with prospective bidders.

### **2.4 Evaluation**

#### **Validity**

Each proposal will be assessed for compliance with the submission requirements by the Bids Opening Committee. At this stage, basic due diligence will also be undertaken.

To assist in the examination, evaluation and comparison of proposals, SPC may ask the bidder for clarification of its proposal or additional information. The request for clarification will be in writing.

#### **Technical**

All valid proposals will be assessed against the technical evaluation criteria set out in [Part 4](#). The criteria are provided with weighted scores according to the relative importance of each. SPC will not change the evaluation criteria set out in the RFP at any stage of the procurement process. Any changes in the evaluation criteria will result in the RFP process being re-issued.

Bidders are expected to familiarise themselves with local conditions and take these into account in preparing their proposal. Where minimum qualifications are set as specific evaluation criteria, these could include educational qualification, professional accreditation or certification, licensing, experience and expertise.

## Financial

Any bids that pass the minimum technical evaluation requirements will pass onto financial evaluation.

During the financial evaluation, if there is a discrepancy between the unit price and the total price, the lower price shall prevail. If there is a discrepancy between words and figures, the amount in words will prevail.

The total cost of the proposal, unless specified otherwise, is to be exclusive of any taxes in accordance with the applicable legislation and is not subject to revision.

### 2.5 Contract award

SPC may award the contract once the Procurement Committee has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be the most responsive to the RFP documents, provide the best value for money and best serve the interests of SPC.

SPC's [General Terms and Conditions of Contract](#) will apply to any contracts awarded under this RFP, unless otherwise agreed. **Any requests for amendments to the General Terms and Conditions of Contract must be made when submitting the bid and attached to the Technical Proposal.** In the absence of requests for changes, the General Terms and Conditions of Contract shall be deemed to be known, understood and accepted by the bidder.

The award of the contract will be made by contract signed and dated by both parties.

### 2.6 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
RFP advertised	5/07/2023
Deadline for seeking clarifications	26/07/2023 at 4 pm
RFP Closing Date	2/08/2023 at 4 pm

### 2.7 Legal and compliance

**Child and vulnerable adult protection:** SPC is committed to the well-being of children and vulnerable adults. All SPC contractors are required to commit to the principles of SPC's Child and Vulnerable Adult Protection Policy ([XI.G Manual of Staff Policies](#)). Breach of this requirement can result in SPC terminating any contract with a successful bidder. Any allegations of potential misconduct in relation to this RFP involving children or vulnerable adults should be sent to [complaints@spc.int](mailto:complaints@spc.int).

**Confidentiality:** Unless otherwise agreed by SPC in advance or where the contents of the RFP are already in the public domain when **shared** with the bidder, bidders shall at all times treat the contents of the RFP 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 RFP 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 RFP process. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder.

**Cost of preparation of quotations:** Under no circumstances will SPC be liable for any proposal submission costs, expenditure, work or effort that you may incur in relation to your provision of a proposal (including if the procurement process is terminated or amended by SPC).

**Currency, validity, duties, taxes:** Unless specifically otherwise requested, all proposals should be in USD and must be net of any direct or indirect taxes and duties and shall remain valid for 120 days from the closing date. The successful bidder is bound by their proposal for a further 60 days following notification they are the preferred bidder so that the contract may be awarded. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during this period.

**Eligibility:** Bidders are required to disclose to SPC whether they are subject to any sanction or temporary suspension imposed by any international organisation, or whether they are subject to bankruptcy proceedings. You may not be bankrupt or suspended, debarred, or otherwise identified as ineligible by any international organisation. Failure to disclose such information may result in debarment and termination of any contract issued to the bidder by SPC.

**Fraud and corruption:** SPC has zero tolerance for fraud and corruption. All contractors have an obligation to report potential fraud and corruption. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder. Allegations of potential misconduct by an SPC staff member or contractor involving fraud or corruption can be sent to [complaints@spc.int](mailto:complaints@spc.int).

**Good faith:** The information in this RFP is provided by SPC in good faith. No representation, warranty, assurance or undertaking (express or implied) is or will be made, and no responsibility or liability will be accepted by SPC in relation to the adequacy, accuracy, completeness or reasonableness of this RFP or any information provided by SPC in relation to this RFP.

**Modifications:** Any clarifications, corrections or modifications will be published on the SPC website prior to deadline. In the event a bidder has submitted a bid before the clarification, correction or modification, the bidder will be informed and may modify the bid. The modified bid will still need to be received before the deadline.

**No offer of contract or invitation to contract:** This RFP 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 RFP. SPC will handle any personal information it receives under the RFP in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

**Right to amend, seek clarity, withdraw, not award:** SPC reserves the right to: (1) amend, add to or withdraw all or any part of this RFP at any time, or to re-invite bids on the same or any alternative basis; (2) seek clarification or documents in respect of any bidder's submission; (3) choose not to award a contract as a result of this RFP; (4) make whatever changes it sees fit to the timetable, structure or content of the procurement process, depending on approvals processes or for any other reason. Please note that while SPC will not change the evaluation criteria set out in the RFP without the RFP process being re-issued, SPC does reserve the right at the time of award of contract to vary the quantity of services and goods specified in the RFP and to accept or reject any proposal at any time prior to award of the contract without incurring any liability to the affected bidder or any obligation to inform the affected bidder/s of the grounds for SPC's action.

**Right to disqualify:** SPC reserves the right to disqualify: (1) any bidder that does not submit a proposal in accordance with the instructions in this RFP; (2) any bidder that misrepresents information to SPC; (3) any bidder that directly or indirectly canvasses any SPC employee concerning the award of a contract.

**Use of material:** Bidders shall not use the contents of the RFP or any related material for any purpose other than for the purpose of considering submitting, or submitting, a bid to SPC.

**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 RFP process.

## **2.8 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](mailto: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

Climate change is adversely affecting the Western and Central Pacific Ocean large marine ecosystem, degrading its coral reefs and changing the distribution of tuna. The impacts on coral reefs threaten the food security of more than four million people that live along the coasts of all Pacific Island countries. In parallel to the threat to the food security of highly vulnerable populations, the redistribution of tuna will have profound implications for national economies that derive as much as 70% of their (non-aid) government revenue from tuna fishing, thereby dramatically reducing basic social services that are essential to the resilience of Pacific Island people.

SPC's Fisheries, Aquaculture and Marine Ecosystems (FAME) Division is leading several initiatives to develop and apply adaptations to minimise the impacts of climate change on the lives and livelihoods of the coastal communities of SPC's island country members and their national economies, which receive significant benefits from fisheries targeting the region's coastal and oceanic marine resources. Included within these initiatives are:

**GCF Proposal Preparation:** Responding to this challenge, the 14 Pacific Island countries eligible for programme funding from the Green Climate Fund (GCF) have endorsed the preparation of a Proposal to formulate a regional programme to adapt to climate impacts. The countries have structured their proposal with Conservation International (CI) as the GCF Accredited Entity and the Pacific Community as the sole Executing Entity. The GCF has provided the financial resources, in the form of a Project Preparatory Grant to support the formulation of the full funding Proposal. Work on drafting the Proposal commenced in October 2022 and is to be completed by December 2023.

**MFAT Climate Change and Tuna Fisheries project:** In July 2021, New Zealand's Ministry of Foreign Affairs and Trade (MFAT) with SPC's FAME division began a NZD 2 million, 2.5 year project entitled "Climate Change and Tuna Fisheries". This project aims to refine existing models of future tuna distribution scenarios. A dashboard displaying this information in an approachable and informative way is being created, alongside building the skills, knowledge, and confidence of members to use this predictive information in decision-making.

**MFAT Climate Science to Support Pacific Tuna Access:** The flagship initiative for the GCF Proposal is a tuna redistribution component which will support the development of an advanced warning system (AWS) to provide detailed projections and forecasts on climate-induced tuna redistribution. As the GCF activity will not start until 2025, SPC, with MFAT support, has commenced the development of a "Climate-Induced Migration Advanced Warning System" project to map out how work on developing the AWS could begin in advance of the full GCF proposal entering implementation. It will address key enabling conditions to facilitate the rapid scaling-up of implementation when the GCF proposal begins.

**FAO Modelling the Effects of Climate Change project:** This Food and Agriculture Organization of the United Nations (FAO) project is designed to improve knowledge of the likely impacts of climate change on tuna resources, to support efforts to reduce the risks posed by climate change to global tuna fisheries. Preliminary analyses finalized in 2018 under the Common Oceans Program provide an initial assessment of the redistribution of tuna biomass in the Pacific Ocean. Using the models generated for this preliminary analysis, the first global scale analyses on the impacts of climate change on tropical tuna resources will be undertaken to evaluate how global supply chains are likely to be impacted.

The Global Environment Facility (GEF) is supporting the implementation of a 5-year Project that commenced in July 2022, titled '**Mainstreaming climate change ecosystem-based approaches**

**into the sustainable management of the living marine resources of the WCPFC'** (Western and Central Pacific Fisheries Commission) or otherwise known as the Oceanic Fisheries Management Project III (OFMP III). The project is implemented by the Pacific Islands Forum Fisheries Agency (FFA), with the assistance of project partners: SPC, Parties to the Nauru Agreement Office (PNAO), WWF and Pacific Island Tuna Industry Association (PITIA). The Project is designed to build on the findings of previous successful GEF-supported activities to assist Pacific island Countries (PICs) in implementing strategies and activities in support of sustainable tuna fisheries management, Illegal, Unreported and Unregulated (IUU) fishing elimination and climate change impact mitigation. As an implementing partner, SPC FAME's Oceanic Fisheries Programme (OFP) is responsible for the science-related components of the Project.

Each of these projects have their own Monitoring, Evaluation, Reporting and Learning (MERL) frameworks and an associated diversity of MERL outputs for each project. Responsibility for the timely delivery of project MERL requirements sits with the OFP Fisheries & Ecosystem Monitoring & Analysis (FEMA) Section's Principal Fisheries Scientist, with required inputs from a wide range of personnel within the OFP who are involved with some element of the delivery of the various climate change projects.

With the increasing focus on climate change impacts across oceanic fisheries, the range and scope of the SPC projects continue to expand as do the MERL related requirements. This places increasing demand on the Principal Fisheries Scientist and other project staff, and constrains their capacity to comprehensively address their technical roles.

In order to ensure that the MERL requirements for all the climate change work is addressed on a timely basis and without undue impact on the key FAME staff, the services of a consultant are required to provide strategic project management support to the Principal Fisheries Scientist and his team. The objective of these services is to provide experienced support for the effective administration and management of these initiatives.

## **B. Purpose, objectives, scope of services**

Provide project management and administration assistance for SPC-FAME-OFP projects including:

1. MFAT "Climate Change and Tuna Fisheries"
2. MFAT "Climate Science to Support Pacific Tuna Access"
3. FAO Common Oceans "Modelling the effect of climate change on tuna distribution and abundance in the Pacific Ocean and Indian Oceans"
4. Conservation International "Green Climate Fund Tuna PPF Studies 1-10"
5. GEF "Mainstreaming climate change and ecosystem-based approaches into the sustainable management of the living marine resources of the WCPFC".

Mentor SPC staff associated with the above projects on project management and administration processes and procedures, including SPC and donor requirements in regard to compliance and reporting.

Assist the SPC FEMA Principal Fisheries Scientist with monitoring project implementation, including monitoring and evaluation obligations associated with specific projects.

Assist the SPC FEMA Principal Fisheries Scientist and FEMA Principal Fisheries Adviser with related contract management and document reviews.

Assist the SPC FEMA Principal Fisheries Scientist and FEMA Principal Fisheries Adviser with assimilating the information required to furnish each partner with their periodic reporting obligations.

### **C. Timelines**

- Up to 75 hours (10 days) per calendar month.
- The services will commence as soon as possible.
- The services will conclude on 31 December 2024.

### **D. Reporting and contracting arrangements**

- The Contractor will report to the SPC FEMA Principal Fisheries Scientist assisted by the FEMA Principal Fisheries Adviser.
- The Contractor will be required to liaise periodically with key partners including, but not limited to, senior fisheries officials in SPC member countries and staff at FFA, CI, FAO and MFAT.
- Monthly reports, including a description of activities undertaken and a reconciliation of time actually worked each month (verifiable through diary records), will be submitted to SPC as justification for the invoices.
- The Contractor will submit a single invoice, with any necessary supporting documentation, at the end of each calendar month. The invoice will be addressed to the SPC FEMA Principal Fisheries Scientist.
- The Contractor will be home-based, with remote meetings on a regular basis (at a frequency to be agreed with the SPC FEMA Principal Fisheries Scientist).
- Occasional visits to SPC headquarters in Noumea may be required.
- If travel is required, it shall be in compliance with SPC's travel policy, must be submitted in advance to SPC for validation, and will be organised separately under the direct authority of SPC.
- Any data and information produced as a result of these services will remain the property of SPC.

### **E. Skills and qualifications**

- At least 10 years' project management experience with funding initiatives supported by development assistance partners, including international multilateral agencies, for Pacific Island countries.
- At least 15 years' verifiable experience working with Pacific Island countries on coastal or oceanic fisheries-related initiatives.
- A sound working knowledge of the institutional arrangements for the provision of support to fisheries science, development and management advice to Pacific Island countries, preferably demonstrated through an engagement record with regional technical and service organisations.
- Cultural, social and political awareness of Pacific Island national and regional sensitivities in the fisheries sector.
- Excellent analytical and writing skills.
- Ability to produce high quality outputs within tight timeframes.

## F. Scope of Bid Price and Schedule of Payments

The contract price shall consist of lump sum unit rates applied over time actually worked, and pre-approved reimbursable expenses if applicable.

The bidder must include all costs including professional fees, management and operating costs, per diems and any other administrative costs in the contract price.

Professional fees shall include staff salaries, consultant fees and any other professional costs (with details on the level of effort of each person on the team if applicable. i.e. 50% full time, full-time, etc.).

SPC will not cover separate lines for overheads / running costs, contingencies, etc. If these apply, the costs are to be included in the professional fees charged for the delivery of the specific services.

All travel shall be in compliance with SPC's travel policy and submitted to SPC for prior approval. The Contractor is solely responsible for obtaining and payment of any visa and travel insurance required for the performance of the services.

SPC does not provide or reimburse insurance for the Contractor's travel or health, professional indemnity or any other risks or liabilities that may arise during the execution of the services (this includes any subcontractors or associates the Contractor may hire).

SPC is also not responsible for any arrangements or payments related to taxes, duties or other liabilities incurred by the Contractor during the conduct of the services.

SPC will not cover any IT and communication equipment for the duration of the services. The Contractor is to ensure stable internet connection for virtual interactions when necessary.

No invoice will be accepted for items which have not been priced in the Financial Proposal.

Payments will be made based on the submission and acceptance of monthly invoices and accompanying documentation as confirmation of work completed.

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

Milestone / Deliverables	Deadline	% payment
Monthly reports and invoices	End of month	100% of accepted invoices
<b>TOTAL</b>		

## G. Annexes to the Terms of Reference

The Contractor should review and become familiar with the policies and procedures available at: <https://www.spc.int/procurement>.

## Part 4: PROPOSAL EVALUATION MATRIX

### 4.1 Evaluation Criteria & Score Weight

A two-stage procedure will be utilised to evaluate the proposals, with evaluation of the Technical Proposal being completed prior to any Financial Proposal being opened and compared.

The competencies which will be evaluated are detailed in [Part 3](#).

The evaluation matrix below also 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, which has a total possible value of **600 points**, will be evaluated using the following criteria.

Evaluation criteria	Score Weight (%)	Points obtainable
<b>Administrative requirements</b>		
<ul style="list-style-type: none"> <li>All the documents required for the technical and financial proposals (Cf. <a href="#">Part 2 - §2.2</a>)</li> </ul>	<b>Mandatory requirements</b> Bidders will be disqualified if any of these requirements are not met	
<b>Technical requirements</b>		
<b>Technical requirement 1:</b>		
<ul style="list-style-type: none"> <li>Organisation and resources.</li> <li>Technical competencies.</li> </ul>	<b>10 %</b>	<b>60</b>
<b>Technical requirement 2:</b>		
<ul style="list-style-type: none"> <li>Availability to perform the services.</li> </ul>	<b>15 %</b>	<b>90</b>
<b>Technical requirement 3:</b>		
<ul style="list-style-type: none"> <li>Project management experience with funding initiatives supported by development assistance partners, including international multilateral agencies, for Pacific Island countries.</li> </ul>	<b>25 %</b>	<b>150</b>
<b>Technical requirement 4:</b>		
<ul style="list-style-type: none"> <li>Experience working with Pacific Island countries on coastal or oceanic fisheries-related initiatives.</li> </ul>	<b>25 %</b>	<b>150</b>
<b>Technical requirement 5:</b>		
<ul style="list-style-type: none"> <li>Working knowledge of the institutional arrangements for the provision of support to fisheries science, development and management advice to Pacific Island countries.</li> </ul>	<b>15 %</b>	<b>90</b>
<b>Technical requirement 6:</b>		
<ul style="list-style-type: none"> <li>References for the supply of similar services.</li> </ul>	<b>10 %</b>	<b>60</b>
<b>Total Score</b>	<b>100 %</b>	<b>600</b>
<b>Qualification Score</b>	<b>70 %</b>	<b>420</b>

## 4.2 Financial Evaluation

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the services and financial incentives and benefits provided to SPC. The lowest financial proposal will be awarded maximum **400 points** and other financial offers and incentives will be awarded points as per the formula below:

$$\text{Financial Proposal score} = (\text{Lowest Price} / \text{Price under consideration}) \times 400$$

**The Financial Proposal must be protected by a password and include:**

- The **Financial Proposal Submission Form (Annex 5)** in a stamped and signed .pdf version;
- The completed **Unit Price Schedule (Annex 5.1)**:
  - In Excel format.
  - In .pdf version stamped and signed.

Prices are quoted exclusive & inclusive of taxes. The price to be applied will be defined at the time of the order according to the place of delivery and the privileges and immunities available to the SPC at destination.

The financial evaluation will be carried out on unit prices exclusive of taxes and freight costs.

## Part 5: PROPOSAL SUBMISSION FORMS

### Annex 1: BIDDER'S LETTER OF APPLICATION

Dear Sir /Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services for the sum as may be ascertained in accordance with the Financial Proposal attached herewith and made part of this proposal.

We acknowledge that:

- SPC may exercise any of its rights set out in the Request for Proposal documents, at any time;
- The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
- The Request for Proposal documents are a summary only of SPC's requirements and is not intended to be a comprehensive description of them;
- Neither the lodgement of the Request for Proposal documents nor the acceptance of any tender nor any agreement made subsequent to the Request for Proposal documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the Request for Proposal documents, or since the date as at which any information contained in the Request for Proposal documents is stated to be applicable;
- Excepted as required by law and only to the extent so required, neither SPC, nor its respective officers, employees, advisers or agents will in any way be liable to any person or body for any loss, damage, cost or expense of any nature arising in any way out of or in connection with any representations, opinions, projections, forecasts or other statements, actual or implied, contained in or omitted from the Request for Proposal documents.

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded on the basis of the Technical and Financial Components proposed.

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the Bidder's representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

## Annex 2: CONFLICT OF INTEREST DECLARATION

### INSTRUCTIONS TO BIDDERS

#### What is a conflict of interest?

A conflict of interest may arise from economic or commercial interests, political, trade union or national affinities, family, cultural or sentimental ties, or **any other type of relationship or common interest between the bidder and any person connected with the contracting authority** (SPC staff member, consultant or any other expert or collaborator mandated by SPC).

#### Always declare a conflict

The existence of a potential or apparent conflict of interest does not necessarily prevent the bidder concerned from taking part in a tender process. **However, the declaration of the existence of such a conflict by the persons concerned is essential and allows SPC to take appropriate measures to mitigate it and prevent the associated risks.**

Bidders are therefore invited to declare any situation, fact or link which, to their knowledge, could generate a real, potential or apparent conflict of interest.

#### Declaration at any time

Conflicts of interest may arise at any time during the procurement process or the implementation of a contract (e.g. new partner in the project) or as a result of a change in personal life (e.g. marriage, inheritance, financial transaction, creation of a company). If such a relationship is found and could be perceived by a reasonable person as likely to influence a decision, a declaration of the situation is necessary. In case of doubt, a conflict situation must be declared.

#### Declaration for any person involved

A declaration must be completed for each person involved in the tender (principal representative of the bidder, possible subcontractors, consultant, etc.).

#### Failure

Failing to declare a potential conflict of interest may result in the bidder being refused a contract or placed on SPC's list of non-responsible suppliers.



## DECLARATION

I, the undersigned, *[name of the representative of the Bidder]*, acting in the name and on behalf of the company *[name of the company]*, declare that:

<input type="checkbox"/>	To my knowledge, I am not in a conflict-of-interest situation
<input type="checkbox"/>	There is a potential conflict of interest with regard to my <i>[Choose an item]</i> . relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned</i> , although, to the best of my knowledge, this person is not directly or indirectly involved in any stage of the procurement process.
<input type="checkbox"/>	I may be in a conflict of interest with regard to my <i>[Choose an item]</i> relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned</i> , as this person is, to the best of my knowledge, directly or indirectly linked to the procurement process.
<input type="checkbox"/>	To my knowledge, there is another situation that could potentially constitute a conflict of interest: <i>[Describe the situation that may constitute a conflict of interest]</i>

In addition, I undertake to:

- declare, without delay, to SPC any situation that constitutes a potential conflict of interest or is likely to lead to a conflict-of-interest;
- not to grant, seek, obtain or accept any advantage, whether financial or in kind, to or from any person where such advantage constitutes an unfair practice or an attempt at fraud or corruption, directly or indirectly, or constitutes a gratuity or reward related to the award of the contract;
- to provide accurate, truthful and complete information to SPC in connection with this procurement process.

I acknowledge that I and/or my company and/or my business partners who are jointly and severally bidding on the **RFP 23-5453** may be subject to sanctions such as being placed on SPC's list of non-responsible vendors, if it is established that false statements have been made or false information has been provided.

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

### Annex 3: INFORMATION ABOUT THE BIDDER AND DUE DILIGENCE

Please complete the following questionnaire and provide supporting documents where applicable.

VENDOR INFORMATION			
Are you already registered as an SPC vendor?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', please complete the form. If 'Yes', do you have any information to update?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please complete the form. If 'No', sign directly the form without completing it			
<b>1. Please provide information related to your entity.</b>			
Company name	[Enter company name]	Address	[Enter address]
Director/CEO	[Enter name of the executive person]	Position	[Enter position of the executive person]
Business Registration/License number	[Enter company registration/license number (or tax number)]		
Date of business registration	[Enter date of business registration]		
Country of business registration	[Enter country of business registration]		
<b>Status of the entity:</b>			
<input type="checkbox"/> For-profit entity (company), <input type="checkbox"/> NGO, <input type="checkbox"/> International organisation, <input type="checkbox"/> Government body, <input type="checkbox"/> University, <input type="checkbox"/> Association, <input type="checkbox"/> Research Institute, <input type="checkbox"/> Other: [insert details]			
<b>2. Please provide the following documents (or any other relevant documents according to your national legislation) to verify the legal existence of the entity, the authority of its officer and proof of its address:</b>			
<input type="checkbox"/> Evidence of the power of attorney or board resolution granted to the officer to transact business on its behalf or any other document delegating authority <input type="checkbox"/> Certificate of business registration/license <input type="checkbox"/> Memorandum, Articles or Statutes of Association <input type="checkbox"/> Telephone or electricity bill in the name of the entity <input type="checkbox"/> Bank statement bearing the name of the entity			
<b>3. How many employees does your company and its subsidiaries have?</b>		[provide answer]	
<b>4. Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>5. If 'no', what type of business insurance do you have?</b>		[provide answer]	
<b>6. Are you up to date with your tax and social security payment obligations?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>7. Is your entity regulated by a national authority?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'yes', please specify the name:		[Insert name of the national regulation authority]	
<b>8. Is your entity a publicly held company?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>9. Does your entity have a publicly available annual report?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please send SPC your audited financial statement from the last 3 financial years if available			

DUE DILIGENCE			
<b>10. Does your entity have foreign branches and/or subsidiaries?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'yes' to the previous question, please confirm the branches.			
• Head Office & domestic branches		<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Domestic subsidiaries		<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Overseas branches		<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Overseas subsidiaries		<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>11. Does your entity provide financial services to customers determined to be high risk including but not limited to:</b>					
Foreign Financial Institutions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Casinos	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cash Intensive Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Foreign Government Entities	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Non-Resident Individuals	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Money Service Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Other, please provide details:			[Provide details]		
<b>12. If you answered 'yes' to any of the boxes in question 11, does your entity's policies and procedures specifically outline how to mitigate the potential risks associated with these higher risk customer types?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'yes', please explain how:				[Provide explanation]	
<b>13. Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect fraud, corruption, money laundering or terrorist financing activities?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'yes', please send SPC your policy in English.					
<b>14. Does your entity have an officer responsible for anti-corruption, or anti-money laundering and counter-terrorism financing policy?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please state that officer's contact details:			[Insert name and contact details of your officer in charge]		
If 'no', what process does your entity have in place to prevent and detect money laundering or terrorist financing activities?				[provide answer]	
<b>15. Has your entity or any affiliated entity ever filed for bankruptcy?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>16. Have any of the entity's current or former directors or CEO filed for bankruptcy?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>17. Has your entity ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of any laws or regulations, including those relating to money laundering or terrorism financing?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'yes', please provide details:			[Provide details]		
<b>18. Has the director or CEO of your entity ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of any laws or regulations, including those relating to money laundering or terrorism financing?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'yes', please provide details:			[Provide details]		

<b>SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)</b>					
<b>19. Does your entity have a written policy, controls and procedures to implement its Social and Environmental Responsibility (SER) commitments?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please send SPC your policy in English.					
<b>Does your Policy cover the followings?</b>					
<input type="checkbox"/> Child protection <input type="checkbox"/> Human rights <input type="checkbox"/> Gender equality <input type="checkbox"/> Social inclusion <input type="checkbox"/> Sexual harassment, abuse or exploitation <input type="checkbox"/> Environmental responsibility					
Please, outline the major actions you have undertaken in these areas:			[provide answer]		
<b>20. Does your entity have an officer responsible for Social and Environmental Responsibility (SER)?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please state that officer's contact details:			[Insert name and contact details of your officer in charge]		
If 'no', what process does your entity have in place to ensure your social and environmental responsibility?				[provide answer]	

I declare that the particulars given herein above are true, correct and complete to the best of my knowledge, and the documents submitted in support of this form are genuine and obtained legally from the respective issuing authority.

I declare that none of the funds received or to be received by my company will be used for criminal activities, including financing terrorism or money laundering.

By sending this declaration to SPC, I agree that my business and personal information may be used by SPC for due diligence purposes. I also understand and accept that SPC will treat any personal information it receives in connection with my proposal in accordance with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

## Annex 4: TECHNICAL PROPOSAL SUBMISSION FORM

The Technical Proposal must include the following documents (annexes of [Part 5](#) of the RFP):

- a) Bidder's letter of application (**Annex 1**).
- b) Conflict of interest declaration (**Annex 2**).
- c) Information about the bidder and Due Diligence (**Annex 3**).
- d) **Technical Proposal Submission Form (Annex 4)**, together with a **technical memo** of maximum 5 pages (excluding annexes) detailing:
  - i. Your organisation, resources and technical competencies.
  - ii. Your availability to perform the services.
  - iii. Your experience, in particular:
    - Project management experience with funding initiatives supported by development assistance partners, including international multilateral agencies, for Pacific Island countries.
    - Experience working with Pacific Island countries on coastal or oceanic fisheries-related initiatives.
    - Working knowledge of the institutional arrangements for the provision of support to fisheries science, development and management advice to Pacific Island countries, preferably demonstrated through an engagement record with regional technical and service organisations.
    - Cultural, social and political awareness of Pacific Island national and regional sensitivities in the fisheries sector.
  - iv. At least 3 references for the supply of similar services (name and contact of your customer, description of the services, and amount of the contract).

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

## Annex 5: FINANCIAL PROPOSAL SUBMISSION FORM

The Financial Proposal must be protected by a password and include:

- The **Financial Proposal Submission Form (Annex 5)** in a stamped and signed .pdf version;
- The completed **Unit Price Schedule (Annex 5.1)**:
  - In Excel format.
  - In .pdf version stamped and signed.

Before submitting their proposal, bidders are deemed to have ensured that it is correct and complete, taking into account all that is required for the full and proper performance of the services, and including all costs in their rates and prices.

Prices are quoted exclusive & inclusive of taxes. The price to be applied will be defined at the time of the order according to the place of delivery and the privileges and immunities available to the SPC at destination.

The financial evaluation will be carried out on unit prices exclusive of taxes.

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*