

REQUEST FOR SERVICES

Project Title:	Scientific and technical editing of SPC Beche-de-mer Information Bulletin
Nature of the services	Production of each issue of the Beche-de-mer Information Bulletin
Location:	Remote
Date of issue:	11/08/2023
Closing Date:	27/08/2023
SPC Reference:	RFQ23-5512

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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 Services 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 proposals to determine the offer that provides the best value for money through a Request for Services 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 proposal 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 proposal 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 proposal and all supporting documents** in English and as an attachment to an email sent to aymericd@spc.int and procurement@spc.int, and with the subject line of your email as follows: **Submission RFQ23-5512**. The email should also be copied to rfg@spc.int.

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed

The **compulsory administrative documents** listed in [Part 4](#).

- A **technical memo** of maximum 5 pages (excluding annexes) detailing:
 - o A presentation of your organisation and professional network;
 - o The proposed methodology and schedule;
 - o Anonymised CV of the proposed expert who will carry out the services;
 - o 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)
- No financial proposal (quote) is necessary as the final price will be fixed at 2000 € per publication by SPC. In your submission you must give your acknowledgment for the proposed price.

Your submission must be clear, concise and complete and should only include a proposal 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 GMT+11 on 27/08/2023**.

2.3 Evaluation & Contract Award

Each proposal 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.

The purpose of this RFQ is to implement Preferred Supplier Agreements (PSAs). An example of a PSA is attached to this RFQ for information purposes.

PSA are established for an initial period of one (1) year and may be renewed for a period not exceeding three (3) years, depending on the results and quality of the service provided.

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 quality and the appropriate technical solution 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.

SPC's [General Terms and Conditions of Contract](#) will apply to any contracts awarded under this RFQ, unless otherwise agreed. **Any requests for amendments to the General Terms and Conditions of Contract and/or the contractual clauses of the PSA must be made when submitting the bid and attached to the Technical Proposal.**

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.

Aymeric Desurmont will be your primary point of contact for this RFQ and can be contacted at aymericd@spc.int and procurement@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	11/08/2023
RFQ Closing Date	27/08/2023

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, duties, taxes: Unless specifically otherwise requested, all proposals should be in EURO and must be net of any direct or indirect taxes and duties. 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

Since 1990, the Pacific Community (SPC) has been publishing the *SPC Beche-de-mer Information Bulletin*.

The aim of this publication is to provide a channel for the exchange of ideas, knowledge and experience. As an information and communication channel, this publication provides articles of interest and concern to scientists, technicians, fisheries managers, fishers and others from private companies and public institutions who are involved in the fisheries sector and have an interest in sea cucumbers.

Since March 2010, the Bulletin is published once a year, in March or April.

B. Purpose, objectives, scope of services

For the production of each issue of the *SPC Beche-de-mer Information Bulletin*, the contractor will be expected to:

- (a) Maintain a list of potential authors that are known to be involved in activities related to the themes covered by the Bulletin and share this list with SPC.
- (b) Engage with authors to source articles.
- (c) Verify the scientific or technical relevance of the articles sourced by her/himself or by SPC, and liaise with authors if changes, corrections or clarification are needed.
- (d) Provide SPC with enough articles to produce each issue of the bulletin (a bulletin must include enough article to fill a minimum of 32 pages, equivalent to approximately 16,000 words).
- (e) Review, edit and approve the final PDF before it is published online by SPC.

C. Timelines

One issue of the *SPC Beche-de-mer Information Bulletin* is published each year, in March or April.

The contractor will be expected to provide the articles at least six weeks before these dates to allow for the proof checking of all articles by an SPC editor and the laying out by SPC of each bulletin.

D. Reporting and contracting arrangements

The contractor shall:

- Report to SPC Fisheries Information and Knowledge Section Team Leader.
- Perform all duties related to the contract from the location where she/he will be based, as the contract will not involve any travelling.
- Provide regular updates on the status of the preparation of an issue, at least once a week in the six weeks preceding the publication of this issue.

E. Skills and qualifications

The skills and qualifications required for this contract are as follows:

- In-depth knowledge of issues related to holothurians and the sea cucumber fisheries, particularly in the Pacific Islands region.
- Proven expertise in scientific and technical editing of articles related to fisheries.
- Preferably a minimum of five years' involvement in fisheries-related activities, particularly in the field of small-scale fisheries, and in activities dealing with holothurians.

F. Scope of Bid Price and Schedule of Payments

The contractor will be paid a lump sum each time:

Milestone/deliverables	Deadline	% payment
A new issue of SPC <i>Beche-de-mer Information Bulletin</i> is made available online on SPC website (approved and published by SPC)	30 April each year	100%
TOTAL		

G. Annexes to the Terms of Reference

All past issues of the SPC *Beche-de-mer Information Bulletin* are available from:
<https://coastfish.spc.int/en/publications/bulletins/beche-de-mer>

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 and financial requirement) which indicates the relative significance or weight of the items in the overall evaluation process.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
Administrative and Legal Documents: <ul style="list-style-type: none"> Business Registration or Tax Identification Number as required by applicable national law. Professional Insurance Certificate (Professional Civil Liability / Indemnity). Conflict of Interest Declaration. 	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: Animate and gather information from professional network	20%	140
Technical requirement 2: Proposed methodology and schedule.	15%	105
Technical requirement 3: In-depth knowledge of issues related to holothurians and the sea cucumber fisheries, particularly in the Pacific Islands region.	20%	140
Technical requirement 4: Proven expertise in scientific and technical editing of articles related to fisheries.	20%	140
Technical requirement 5: Preferably a minimum of five years' involvement in fisheries-related activities, particularly in the field of small-scale fisheries, and in activities dealing with holothurians.	10%	70
Technical requirement 6: References for the supply of similar services.	15%	105
Total Score	100%	1,000