

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Assessment of travel expectations of recreational fishers in the Pacific Island region.
Nature of the services	The purpose of this consultancy is to assess the travel expectations of recreational fishers who have visited the Pacific Island region or would be interested in doing so.
Location:	Remote
Date of issue:	1/09/2023
Closing Date:	15/09/2023
SPC Reference:	RFQ23-5659

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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 carolinag@spc.int; procurement@spc.int, and with the subject line of your email as follows: **Submission RFQ23-5659**. 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
- Administrative and Legal Documents:

- Business Registration or Tax Identification Number as required by applicable national law.

- A **technical memo** of maximum 5 pages (excluding annexes) detailing:

- A presentation of your organisation (human and material resources implemented as part of the services, your professional network).
- Anonymised CV of the proposed expert(s) who will carry out the services.
- The proposed methodology.
- A tentative schedule specifying:
 - The time required in number of days to carry out each phase of the service.
 - Deliverable delivery deadlines.

- At least 3 references for the supply of similar services (time required to conduct the project; name and contact of your customer; description of the services, detailed examples of interviews conducted (methodology, target, results...))

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 (GMT +11) on 15/09/2022**.

2.3 Evaluation & Contract Award

Each quotation validly received will be assessed against the evaluation criteria matrix set out in [Part 4](#). Any changes in the evaluation criteria will result in the RFQ process being re-issued.

SPC may award the contract once it has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be substantially responsive to the RFQ documents, provide the best value for money (highest cumulative score) and best serve the interests of SPC.

In the event of a bid being accepted, procurement will take place under SPC's [General Terms and Conditions of Contract](#) and depending on the value or nature of the procurement, the award will be made by issuing a purchase order or a signed and dated contract, or both.

2.4 Key Contacts

Please contact SPC should you have any doubt as to what is required or if we can help answer any questions that you may have.

SPC Social Scientist, Ms Carolina Garcia Imhof will be your primary point of contact for this RFQ and can be contacted at carolinag@spc.int; 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	1/09/2023
RFQ Closing Date	15/09/2023

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 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

The Pacific Community (SPC) is the principal scientific and technical organisation in the Pacific Island region, being owned and governed by 27 country and territory members. As one of SPC's oldest Divisions, the Division of Fisheries, Aquaculture and Marine Ecosystems (FAME) has been providing scientific and technical expertise to support fisheries management and sustainable development in the Pacific for over 60 years. The goal of the Division is that the fisheries resources of the Pacific region are sustainably managed for economic growth, food security and environmental conservation.

FAME is composed of two programmes: Coastal Fisheries and Aquaculture Programme (CFAP) and the Oceanic Fisheries Programme (OFP). Its strategic direction is guided by the members' vision of fisheries development ([Future of Fisheries Roadmap](#), [New Song for Coastal Fisheries](#)), by SPC's [strategic plan](#), and by broader policy statements, like the [2050 Strategy for the Blue Pacific Continent](#). One of the objectives of FAME is to "identify diverse and sustainable livelihood options for SPC member PICTs".

Recreational fishing can be such an alternative livelihood, that can bring benefits to diverse members of the local communities through direct and indirect activities, such as fishing guidance, charters, accommodation, cultural activities and products, etc. Fishing activities, however, are diverse, and the profile, travel expectations and needs of each type of recreational fisher are not clear. This impedes relevant government and non-government organisations to understand and prioritise the type of support they can provide to develop the activity in a specific location. The purpose of this consultancy is thus to clarify, from the perspective of the potential and existent clients, what needs to be improved to ensure a viable recreational fishing activity.

B. Purpose, objectives, scope of services

The purpose of this consultancy is to assess the travel expectations of recreational fishers who have visited the Pacific Island region or would be interested in doing so. The survey should cover fishers interested in fishing as the primary purpose of the visit as well as those who would be interested in including fishing as an additional activity on a more typical Pacific Islands holiday. This information will help PICTs to evaluate existing and needed infrastructure, services and capacity to cater for recreational tourists. In combination with social and ecological information, and a financial viability analysis, relevant organisations (e.g. fisheries, tourism and development authorities) will be able to assess the potential of developing recreational fishing activities as an additional source of income.

The contractor will be based at their home country, will need to use their own computer, internet and will ensure the ability to make international phone calls. In the event where additional resources are needed to cover emergent costs, SPC could eventually cover these based on an agreed amount in accordance with SPC's procurement process.

The work will include the following:

1. Brief literature review of relevant information from government, non-government, intergovernmental agencies and peer-reviewed studies regarding recreational fishing and adventure tourism, particularly in the Pacific region. Information should cover as many Pacific countries and territories as possible and with different recreational fishing opportunities (oceanic, lagoon, reef), and with different levels of tourism infrastructure.
2. Provide a simple research framework to guide the design and analysis of qualitative and quantitative methodological tools. Revise and finalise design of existing quantitative and qualitative research tools (online survey and interview schedules) and suggest sampling strategies and analysis methods. Request input from relevant individuals and organisations where needed. Ensure to cover recreational fishers from: Australia, United States, New Zealand, European countries, Asian countries. If it is deemed necessary to translate the survey, this can be negotiated separately through another consultancy paid by SPC. The need for translation will have to be explained and justified by the consultant.
3. Publish and circulate online survey according to sampling strategy and reminder schedule.
4. Undertake interviews with key stakeholders (e.g. outfitters, fishing trip booking agents, fishers and key organisations) and code results according to framework themes and emergent topics.
5. Based on both qualitative and quantitative results, conduct analysis and present key results, and if possible, profiles of different types of recreational fishers, along with recommendations to develop recreational fisheries in the Pacific Islands region.

The contractor will be responsible to liaise with key stakeholders, set up meetings, and ensure a thorough data collection and management system. The contractor is expected to provide constant communications and updates as and when required to the SPC project focal.

C. Timelines

As specified above, the contractor must submit an attempted schedule for the performance of the service specifying the duration of each phase and the milestones for delivering deliverables. The work is planned to be carried out over a period between October 2023 and March 2024 maximum. The submitted proposal must specify the total number of days estimated to meet the specified need.

D. Reporting and contracting arrangements

Institutional Arrangement: The contractor will work under the direct supervision of the Coastal Fisheries and Aquaculture Social Scientist at SPC's Fisheries Aquaculture and Marine Ecosystems division (FAME).

Deliverables: As outlined in the scope of service, the contractor will produce the following key deliverables:

1. Brief literature review (including national tourism/recreational fishing statistics, published and unpublished studies, policy statements and other key documents).

2. Research framework and proposed methodology, including proposed research tools, ethical standards, and proposed analysis.
3. Quantitative and qualitative datasets, analysis codes (R or other statistical packages), raw data (e.g. recordings, filled-in questionnaires) and list of people consulted (not to be shared outside the research team, unless having ensured anonymity and confidentiality and with the agreement of SPC and interviewees).
4. Report including:
 - Executive Summary
 - Introduction
 - Materials and methods
 - Results and discussion
 - Recommendations
 - Conclusion
 - References

Duty station and travel: If travel is required this will be approved in advance by SPC and organised separately under the direct authority of SPC.

All travel shall be in compliance with SPC travel policy and submitted to validation. The Contractor is solely responsible for obtaining and payment of any visa and travel insurance required for the performance of the Services, including any tax or other liabilities incurred during the conduct of the Services.

E. Skills and qualifications

The successful consultant will have the qualifications, skills and experience:

Education

- Bachelor's or master's degree in social, economic, environmental, statistics or related fields.

Skills and experience

- At least 5 years' experience in the field of fisheries and socio-economic studies (preferably in mixed methods approaches).
- Knowledge of the recreational fishing sector, preferably on a diversity of fishing methods.
- Desirable: Being a recreational fisher and having an existent network in this sector in the Pacific region is an advantage.
- Demonstrated ability to conduct literature reviews to identify existing information and gaps, and to design and review appropriate research tools to address knowledge gaps, including online surveys and interview schedules.
- Comfortable conducting semi-structured interviews with a diversity of stakeholders (e.g. outfitters, fishing trip booking agents, recreational fishers, key government and non-government organisations, fishing guides).
- Demonstrated experience analysing quantitative (survey) and qualitative (interviews) data, summarising key results and proposing evidence-based recommendations.
- Desirable: Experience in the Pacific Island region and ability to communicate in multiple languages.

- Project and time management skills and the ability to meet deadlines.

F. Scope of Bid Price and Schedule of Payments

The contract payments will be based on the following milestones:

- Signing of successful contract;
- Inception report based on literature review and adapted research tools (e.g. questionnaire and interview schedules);
- Datasets, list of interviewees and final report with clear recommendations for the development of recreational fisheries.

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

Schedule of payments proposed:

Milestone/deliverables	Deadline	% Payment
Signing of contract of the successful bidder.	According to tentative schedule submitted	20%
Acceptance by SPC of inception report based on literature review and adapted research tools (e.g. questionnaire and interview schedules) and acceptance by SPC of the sampling and analysis method proposed by the consultant.		30%
Acceptance by SPC of datasets, list of interviewees and final report with clear recommendations for the development of recreational fisheries		50 %
TOTAL		100%

G. Annexes to the Terms of Reference

Links to key resources:

- New song for coastal fisheries
https://spc.int/DigitalLibrary/Doc/FAME/Reports/Anon_2015_New_song_for_coastal_fisheries.pdf
- Future of Fisheries Roadmap [Roadmap and Report Cards \(spc.int\)](#)
- SPC strategic plan <https://spc.int/resource-centre/key-documents/strategic-plan-2022-2031>
- Fame Business Plan [SPC FAME Business Plan | FAME](#)
- Fisheries Address book 2022 [SPC Fisheries Address Book 2022 | The Pacific Community](#)

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 evaluation of the offer will be carried out on the basis of the information transmitted through the various documents submitted, in particular the technical memo, the references for the supply of similar services, and the CV. The tenderer is free to submit any information it deems relevant for the evaluation of its tender in the light of the criteria set out below.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
The compulsory documents listed in 1-2.2 Submission Instructions.		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Academic qualification: Relevant academic qualification in social, economic, environmental, statistics or related fields.	10%	70
Technical requirement 1: At least 5 years' experience in the field of fisheries and socio-economic studies.	10%	70
Technical requirement 2: Demonstrated knowledge of the recreational fishing sector, preferably on a diversity of fishing methods. Being a recreational fisher and having an existent network in this sector in the Pacific region is an advantage	30%	210
Technical requirement 3: Demonstrated ability to conduct literature reviews to identify existing information and gaps, and to design and review appropriate research tools to address knowledge gaps, including online surveys and interview schedules.	20%	140
Technical requirement 4: Demonstrated experience in conducting semi-structured interviews with a diversity of stakeholders (e.g. outfitters, recreational fishers, key government and non-government organisations, fishing guides).	10%	70
Technical requirement 5: Demonstrated experience analysing quantitative (survey) and qualitative (interviews) data, summarising key results and proposing evidence-based recommendations.	20%	140
Total Score	100%	700

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 300 points and other financial offers and incentives will be awarded points as per the formula below:

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

ANNEX I -FINANCIAL PROPOSAL SUBMISSION FORM – SERVICES

INSTRUCTIONS TO BIDDERS

In their financial proposal, bidders should detail as much as possible the price requested in response to the technical specifications.

Wherever possible, this should be stated as a lump sum and then as a total amount (e.g. lump sum can be: daily rate for a consultant, a project manager, a developer, a scientist, lump sum for the organisation of an event, price of a consultation and total amount can be: number of days of drafting required to produce the report, number of meetings required, number of conferences, workshops, etc.).

Good detail in their financial proposal helps bidders to give clarity and transparency to their proposal and makes it easier for SPC to score the proposals received.

The contract to be concluded with the selected bidder must mention all the costs incurred for the execution of the assignment entrusted to him. No additional costs can be claimed from SPC after the contract has been signed. Bidders must mention in their financial proposal all additional costs foreseen for the execution of the contract (material, equipment, travel, etc.). These costs will either be included in their fees, paid or reimbursed by SPC upon presentation of supporting documents. In any case, they must be estimated by the bidder in its financial proposal and will form an integral part of SPC's evaluation of proposals.

Bidders must also mention any special conditions relating to the amount of their proposal or the terms of payment.

As an indication, please detail below the daily costs of the speakers solicited as part of this service

Position Description	Daily Rate EUR
<i>[Position description]</i>	<i>[unit price]</i>
<i>[Position description]</i>	<i>[unit price]</i>
<i>[Position description]</i>	<i>[unit price]</i>

Cost of the Service with regard to the services described in §B			
Services description	Unit	Quantity	Total Amount Euro (including taxes)
Inception report based on literature review and adapted research tools (e.g. questionnaire and interview schedules); (subject to acceptance by SPC of the sampling and analysis method proposed by the consultant).	Lump sum	1	<i>[total amount]</i>
Datasets, list of interviewees and final report with clear recommendations for the development of recreational fisheries.	Lump sum	1	<i>[total amount]</i>
Total 1			<i>[Total 1]</i>

Other costs			
Item description	Unit Price EUR	Total quantity	Total Amount EUR
<i>[Item description]</i>	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
<i>[Item description]</i>	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
<i>[Item description]</i>	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
<i>[Item description]</i>	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Total Other costs			<i>[Total]</i>

Total amount	<i>[total amount for the services (1)]</i>
Total other costs	<i>[total other costs]</i>
GRAND TOTAL (€)	

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, taking into account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

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]*