

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Pacific Youth Council Consultancy
Nature of the services	Consultancy to support the Pacific Youth Council
Location:	Fiji
Date of issue:	1/09/2023
Closing Date:	15/09/2023
SPC Reference:	RFQ23-5652

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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 gabriellam@spc.int and with the subject line of your email as follows: **Submission RFQ23-5652 Pacific Youth Council**. 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
- Cover Letter in response to the RFQ.
- Filled Technical Proposal on provided template in response to the RFQ Scope of Services.

- Filled Financial Proposal on provided template, outlining all costs according to the milestones of this RFQ (refer to Section F).
- CV of Consultant with at least names of two referees with contact details.
-

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 **11:59pm Fiji Time on 15/09/2023**.

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.

Ms. Gabriella McMahon will be your primary point of contact for this RFQ and can be contacted at gabriellam@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
Award of Contract	25/09/2023
Commencement of Contract	30/09/2023
Conclusion of Contract	30/09/2024

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 **FJD** 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

Background/context

The Pacific Youth Council (PYC) is a regional non-governmental youth organisation made up of, and supporting the capacity building of 10 National Youth Councils across the Pacific region. The PYC holds its status as an autonomous regional entity, which is active within a number of United Nations and international processes and is a member of the International Coordination Meeting of Youth Organisations (ICMYO).

The PYC plays a vital role in ensuring the active inclusion of youth voices, representation and issues in Pacific Island countries and territories. The PYC ensures youth-led development in all areas of Pacific development.

SPC and the PYC have worked closely together for an extended period with PYC contributing significantly to regional initiatives such as the Pacific Youth Development Framework (PYDF).

A. Purpose, objectives, scope of services

The Pacific Youth Council Consultant will be responsible for the coordination of activities and operational functions of the PYC under the leadership of the Executive Committee

The PYC Consultant will report to both SPC and the PYC Executive.

B. Timelines

The Consultant will be expected to contribute approximately 25 hours per week within the timeframe beginning 30 September 2023 to 29 September 2024.

The PYC Consultant will work under the direct supervision of SPC HRSD Social Inclusion Adviser and will report to both SPC HRSD's Social Inclusion Adviser and the Pacific Youth Council Executive Committee.

The Consultant will be required to prepare and submit monthly activity progress reports and financial reports to the PYC Executive Board, SPC and funding partners, as required.

The PYC Consultant will be responsible for:

- Day-to-day management of the administrative and logistical arrangements required for the PYC
- Coordination of PYC/youth representation at global, regional and national forums and convening as and when required, in line with the PYC strategic plan.

- Support the PYC to strengthen partnerships Work with the PYC TAG to establish and strengthen partnership with key national, regional and international organisations and other supporting networks to allow for greater opportunities for partnership and collaboration;
- Support PYC Board with the drafting of activity plans and project proposals and budgeting
- Support PYC with planning for the PYC General Assembly
- Support PYC with the development of a strategic plan, workplan to ensure sustainability and strengthen existing structures
- Raise the profile and visibility of PYC's role and activities as per PYC's Communication Strategy
- Provide support to SPC and the PYC Board to establish administrative processes and prepare for the Pacific Youth Ministerial Meeting to be held in Quarter 1 2024
- Identify and support the strategic nomination of youth representatives for national, regional and international events and convenings.
- Other tasks as requested and agreed upon with the PYC and SPC

C. Reporting and contracting arrangements

- The Consultant will be home-based
- The Consultant will be required to prepare a work plan and budget based on agreed deliverables with the PYC Board and SPC.
- The Consultant will be required to adhere to SPC's reporting requirements

D. Skills and qualifications

- Minimum of a Bachelor's Degree in social science, development and/or economics or a relevant field.
- Minimum of 5 years' experience in providing operational and administrative support to youth networks, particularly in Pacific countries and territories.
- Able and willing to commit 25 hours per week to required activities.
- Demonstrated experience in database management.
- Demonstrated experience working with varied stakeholders including youth networks, development partners, government representatives, and civil society organisations.

- Demonstrated experience managing the complexities of managing and communicating with stakeholders and teams across the Pacific, and working with limited time and resources
- Demonstrated familiarity with key issues impacting youth in Pacific countries and territories
- Excellent administrative skills, written and oral communication skills
- Experience in project management and delivery
- Experience in report writing, policy papers and supporting research
- Demonstrated ability in building stakeholders/network relationships & strategic planning
- Demonstrated experience in developing activity plans, progress reports, and financial reporting.

E. Scope of Bid Price and Schedule of Payments

- The Consultant will be paid based on the successful bidder's quoted fee and milestones payment.
- All costs proposals should be submitted in FJDs and should be inclusive of all costs except travel which will be paid for separately by SPC HRSD in accordance with SPC Travel Policy. Travel costs associated with the scope of work are not required to be reflected in the quote. The SPC – PPEVAWG 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 professional fees charged for the delivery of the specific services.*

Milestone/deliverables	Indicative Deadline	% payment
Milestone 1 – October 2023 - Submission of Monthly Progress report; and - Meetings and events Coordination - Submission of meeting reports/ minutes and representation.	31 October	8.33%
Milestone 2 – November 2023 - Submission of Monthly Progress report; and - Development of Annual Work Plan.	1 st December	8.33%
Milestone 3 – December 2023 - Submission of Monthly Progress and Quarterly reports; also - Submission of financial and operational reports.	29 December	8.33%
YEAR - 2024		

Milestone 4 – January - Submission of Monthly Progress report.	31 January 2024	8.33%
Milestone 5 – February - Submission of Monthly Progress report.	29 February 2024	8.33%
Milestone 6 – March - Submission of Monthly Progress and Quarterly reports.	31 March	8.33%
Milestone 7 – April - Submission of Monthly Progress report.	30 April	8.33%
Milestone 8 – May - Submission of Monthly Progress report.	31 May	8.33%
Milestone 9 – June Submission of Monthly Progress and Quarterly reports.	28 June	8.34%
Milestone 10 – July - Submission of Monthly Progress report.	31 July	8.34%
Milestone 11 – August - Submission of Monthly Progress report.	30 August	8.34%
Milestone 12 – September Submission of Monthly Progress and Quarterly reports.	30 September	8.34%
TOTAL		100%

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.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
<ul style="list-style-type: none"> - Cover Letter in response to the RFQ. - Filled Technical Proposal on provided template in response to the RFQ Scope of Services. - Filled Financial Proposal on provided template, outlining all costs according to the milestones of this RFQ (refer to Section F). - CV of Consultant with at least names of two referees with contact details. 		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Technical requirement 1: Minimum of a bachelor’s degree in social science, Development, Economics or a relevant field.	40%	280
Technical requirement 2: Minimum of 5 years’ experience in providing operational and administrative support to youth networks, particularly in Pacific countries and territories.	35%	245
Technical requirement 3: Evidence of engagement or work with the youth sector and awareness of key issues facing youth in the Pacific region.	15%	105
Technical requirement 4: Evidence of strong communication and report writing skills and experience managing project including stakeholder management, and reporting (activity plans, budgets and financial reports)	10%	70
Total Score	100%	700

PART 5: SUBMISSION FORMS

PART 5.1: TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

INSTRUCTIONS TO BIDDERS

Background	
Name:	
Physical Address:	
Postal Address:	
Telephone Contact:	
Email:	
Technical Requirements	
<i>Evaluation criteria</i>	<i>Response by Bidder</i>
Experience and specified personnel/sub-contractors	
Experience:	Experience:
	<i>[insert details of relevant experience]</i>
	Details for three references:
	1. Client's name: <i>[insert name of client 1]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	2. Client's name: <i>[insert name of client 2]</i>
	Contact name: <i>[insert name of contact]</i>
Contact details: <i>[insert contact details]</i>	
Value contract: <i>[insert value of contract]</i>	
Technical Requirement 1	
Minimum of a bachelor's degree in social science, Development, Economics or a relevant field.	<i>[Bidder's answer]</i>
Technical Requirement 2	
Minimum of 5 years' experience in providing operational and administrative support to youth networks, particularly in Pacific countries and territories	<i>[Bidder's answer]</i>
Technical requirement 3:	
Evidence of engagement or work with the youth sector and awareness of key issues facing youth in the Pacific region.	<i>[Bidder's answer]</i>
Technical requirement 4:	

Evidence of strong communication and report writing skills and experience managing project including stakeholder management, and reporting (activity plans, budgets and financial reports).	<i>[Bidder's answer]</i>
Other: <i>[other requirements]</i>	
Detailed Response to Skills and Qualifications under Section D, that is not mentioned under technical requirements 1-4 above.	<i>[Bidder's answer]</i>

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]*

PART 5.2: FINANCIAL PROPOSAL SUBMISSION FORM – SERVICES

BIDDER'S FINANCIAL PROPOSAL – SERVICES

All costs indicated on the Financial Proposal should be **inclusive** of all costs with applicable taxes, **excluding** travel which will be organised directly by SPC - HRSD in accordance with SPC Travel Policy.

The format shown below should be used in preparing the price schedule. All prices in the proposal must be presented in **FJD**.

RFQ23-5652 Pacific Youth Council Consultancy	
Services description	FJD
Professional fees (lump sum)	

Professional fees: 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 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 professional fees charged for the delivery of the specific services.

SPC does not provide or reimburse insurance for consultants' travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire).

The Contractor's duty station is **Suva, Fiji** and if there are any site visits, travel costs will be covered by SPC.

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

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]*