

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	FSM National Women's Conference Administrative Assistant.
Nature of the services	The PWL at SPC programme is seeking a suitably qualified and experienced Conference Administrative Assistant for the FSM National Women's Conference 2023. The service provider will support the Conference Coordinator to provide administrative, financial and logistical support for the delivery of the FSM National Women's Conference. The conference is planned for 27 – 30 November 2023 in Kosrae State, Federated States of Micronesia.
Location:	Pohnpei State, Federated States of Micronesia
Date of issue:	19/09/2023
Closing Date:	1/10/2023
SPC Reference:	RFQ23-5819

Contents

PART 1: INTRODUCTION	3
1.1 ABOUT THE PACIFIC COMMUNITY (SPC)	3
1.2 SPC'S PROCUREMENT ACTIVITIES	3
1.3 SPC'S REQUEST FOR QUOTATION (RFQ) PROCESS	3
PART 2: INSTRUCTIONS TO BIDDERS	3
2.1 BACKGROUND	3
2.2 SUBMISSION INSTRUCTIONS	3
2.3 EVALUATION & CONTRACT AWARD	4
2.4 KEY CONTACTS	4
2.5 KEY DATES	4
2.6 LEGAL AND COMPLIANCE	5
2.7 COMPLAINTS PROCESS	5
PART 3: TERMS OF REFERENCE	6
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	7
C. TIMELINES	8
D. REPORTING AND CONTRACTING ARRANGEMENTS	8
E. SKILLS AND QUALIFICATIONS	8
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	9
PART 4: PROPOSAL EVALUATION MATRIX.....	10
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	10
PART 5: SUBMISSION FORMS	11
5.1 TECHNICAL SUBMISSION FORM	11
5.2 FINANCIAL UNDERTAKING FORM	12

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 veisikiyakit@spc.int and with the subject line of your email as follows: **Submission RFQ23-5819 FSM National Women's Conference Administrative Assistant**. The email should also be copied to rfq@spc.int.

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- A Cover Letter and filled technical proposal form on provided template, responding to the RFQ Scope of Services.

- A proposed workplan that outlines all deliverables and costing in accordance with the timeframes for the event.
- Filled Financial Proposal outlining all costs, in line with the milestones of this RFQ (refer to Section F).
- A copy of CV 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 **11.59 P.M, Pohnpei Time on 1/10/2023.**

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 Fane Toma will be your primary point of contact for this RFQ and can be contacted at veisikiyakit@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	19/09/2023
RFQ Closing Date	1/10/2023
Award of Contract	6/10/2023
Commencement of Contract	6/10/2023
Conclusion of Contract	19/01/2024

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 USD dollars 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 region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 20 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

The PWL at SPC programme is seeking an Events Coordinator to organise the Federated States of Micronesia National Women's Conference 2023. The service provider must be based in Pohnpei State, FSM.

Pacific Women Lead

As the key implementing partner for the Pacific Women Lead portfolio, SPC leads the Pacific Women Lead (PWL) at SPC programme (PWL at SPC), located within SPC's HRSD Division. The PWL at SPC programme receives more than AUD 55 million under the Australian Government's AUD 170 million PWL portfolio. PWL at SPC has funding for five years from 2021–2026.

The PWL at SPC programme goal is that Pacific women and girls, in all their diversity, are safe and equitably share in resources, opportunities and decision-making, with men and boys. There are three outcomes: (1) women's leadership promoted; (2) women's rights realised; and (3) Pacific regional partners increase the effectiveness of regional gender equality efforts.

FSM Department of Health and Social Affairs

The Department of Health and Social Affairs (DHSA) is one of the executive departments of the FSM National Government, mandated to promote the health and welfare of the people in the FSM. The Division of Social Affairs under DHSA directs the social development of youth, sports activities, elderly, and women. DHSA provides technical advice and support to the FSM National Women's Council and the FSM National Women's Conference convening, a rôle it has lead on since 1992. The division facilitates the implementation of agreements related to human rights on behalf of the FSM and its portfolio includes gender, human rights and social development, youth support, disability and elderly Services, Child Protection and Sports development.

FSM National Women's Conference 2023

The FSM Department of Health and Social Affairs (DHSA) in collaboration with the FSM National Women's Council and the Kosrae State Government will convene an FSM National Women's Conference 2023 in Kosrae State. The event will bring together women and adolescent girls from across the country to identify, discuss and envisage solutions for priority issues in gender equality and women's empowerment. The Conference will also take stock of the progress of past commitments and agree on the conference accountability framework.

The Human Rights and Social Development Division, including the PWL at SPC programme will be providing funding and technical support to the conference.

The conference will include plenary sessions for all participants and a number of focused breakout sessions on key topics, including state focused discussions for each of the 4 FSM states. Participants will include women and adolescent girls from all parts of FSM society, civil society and government representatives, women community leaders, female youth leaders, and women from communities across FSM. Efforts will be made to ensure that it is an inclusive space for women in all their diversities.

B. Purpose, objectives, scope of services

PURPOSE AND OBJECTIVES

The PWL at SPC programme is seeking a suitably qualified and experienced Conference Administrative Assistant for the FSM National Women's Conference 2023. The service provider will support the Conference Coordinator to provide administrative, financial and logistical support for the delivery of the FSM National Women's Conference.

FSM Women's Conference 2023 (27 – 30 November 2023)

The conference is planned for 27 – 30 November 2023 in Kosrae State, Federated States of Micronesia. The four-day event will be hybrid comprised of in person and online access to sessions and will aim to accommodate the participation of persons with disability accessibility needs.

It is expected that 250 participants will attend in person, with 200 of these participants travelling to Kosrae State, Federated States of Micronesia, from around the remaining FSM States and the Pacific region. It is estimated that there will be up to 50 online participants, totalling to about 300 participants. Participants not located in Kosrae State, Federated States of Micronesia will require travel and accommodation arrangements. Participants attending the event will either be self-funded or sponsored by other donor agencies including the PWL programme.

SCOPE OF SERVICES

The Conference Administrative Assistant will contribute to the planning, implementation and reporting of the FSM National Women's Conference 2023. This work is to be delivered in Pohnpei State and Kosrae State (FSM) and will involve the end-to-end management of tasks associated with the planning, conduct and wrap-up of the convenings, in close collaboration with the FSM Department of Health and Social Affairs, Kosrae State and PWL at SPC team.

The Conference Administrative Assistant will work alongside the Assistant Secretary, DHSA and the Conference Coordinator. The role of the Administrative Assistant includes:

1. Develop and finalise an individual workplan and budget.
2. Develop and maintain a participants and facilitators contact list database.
3. Develop and maintain a daily attendance register that is sex disaggregated and disability inclusive, for participants attending the conference.
4. Work directly with vendors in seeking quotes, invoices and communicating PO and payment advise on all conference logistical arrangements- venue, stationeries, catering, hire of vehicle, printing, accommodation in and travel to Kosrae in accordance with SPC procurement policies and in consultation with DHSA.
5. Take lead in the design and printing of the conference banners.
6. Support SPC MRO office in liaising with vendors development and creation of vendor list under SPC.
7. Take lead in communicating quotations to SPC MRO office and PWL @ SPC for procurement support.
8. Develop and store an archive where final presentations and resource material for the conference.
9. Support the administration and analysis of the FSM National Women Conference Post evaluation survey in consultation with DHSA and SPC PWL@ SPC.
10. Support the post-event reflection meeting, as required, with key stakeholders to capture achievements, successes and lessons learned and provide an end-of-assignment report.

In providing these services, the Conference Administrative Assistant will comply with all SPC policies and procedures including finance, procurement, and travel, and implemented through SPC approved vendors. Tasks to be undertaken to deliver these services include:

11. Monitor the completion of tasks including the management of a run sheet outlining outputs and timeframes, in consultation with DHSA and SPC PWL@ SPC.
12. Liaison with the Conference Coordinator, the FSM Department of Health and Social Affairs Focal contact and SPC office to ensure the successful planning and delivery of the conference.
13. With guidance the PWL at SPC team and SPC MRO office, ensure milestone deliverables is in line with the SPC procurement and other policies and procedures.

C. Timelines

The service provider will commence work as soon as the contract has been signed.

For the FSM National Women's Conference 2023, the work is expected to be conducted from 18 September to 20 December 2023. The Conference Administrative Assistant will commence work once the successful applicant has been contracted.

The work is estimated to take an estimated 30 working days, however, the PWL at SPC team will be guided by responses to this RFQ through received via bids.

All bidders are expected to submit a quotation and Work Plan that outlines all deliverables and costings in accordance with the timeframes for the event.

D. Reporting and contracting arrangements

The contracted service provider must be based in FSM (preferably Pohnpei) and report to their designated country contact at FSM DHSA Assistant Secretary for sign off and approvals of deliverables.

For PWL @ SPC, this will be the PWL Programme Officer.

The contracted service provider will be required to travel to Kosrae State to support the coordination, planning and reporting of the FSM National Women's Conference that is planned for 27 – 30 November 2023. SPC in close collaboration with FSM DHSA will be responsible for arranging the contracted service providers travel arrangements.

E. Skills and qualifications

- At least 2 to 5 years of experience in event management including leading the organisation of similar national and multi-country events
- Excellent planning, organisational and coordination skills
- Excellent communication skills and ability to work within a diverse environment
- Ability to work independently and to apply creative problem-solving skills
- Experience working in Pacific contexts especially in FSM
- Familiarity with concepts associated with child protection, safeguarding, human rights, gender equality, social inclusion, and culture

F. Scope of Bid Price and Schedule of Payments

The Conference Administrative Assistant is to provide one quote, with itemised costing for the event. This will include the total cost for FSM National Women’s Conference 2023.

The contract will be paid on a milestone basis, with supervisor confirmation or acceptance of the associated deliverables required before payment. As part of solicitations, the consultant is expected to provide a confirmation of time required for the scope of services.

TABLE 1: FSM National Women’s Conference 2023 Administrative Assistant

Milestone/deliverables	Deadline	% Payment
Milestone 1 - Approved event management plan and individual workplan, budget and run sheet.	Two weeks after contracting	10%
Milestone 2 - Venue confirmed including all venue conference arrangements. - Approved participants list developed. - Invitation letters sent to participants, with a minimum 50% participants’ flights and accommodation booked. - Invites to speakers sent with a minimum 50% confirmed for flights and accommodation. - Approved conference attendance register - A minimum 50% of conference logistical vendor arrangement confirmed with Purchase orders	30 October 2023	50%
Milestone 3 - Finalised financial report - End of assignment report	20 December 2023	40%
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 (100%)	Points obtainable
Mandatory requirements		
<p>Mandatory requirements include:</p> <ul style="list-style-type: none"> - A Cover Letter and filled technical proposal form on provided template, responding to the RFQ Scope of Services. - A proposed workplan that outlines all deliverables and costing in accordance with the timeframes for the event. - Filled Financial Proposal outlining all costs, in line with the milestones of this RFQ (refer to Section F). - A copy of CV with at least names of two referees with contact details. 		<p>Mandatory requirements. Bidders will be disqualified if any of the requirements are not met</p>
Technical requirements		
<p>Technical requirement 1: At least 2 to 5 years of experience in event management including organising of similar national and multi-country events.</p>	10%	70
<p>Technical requirement 2: Experience working in FSM</p>	20%	140
<p>Technical requirement 3: Excellent planning, organisational, coordination, and communication skills and ability to work within a diverse environment. To provide examples to demonstrate experience and quality delivery.</p>	50%	350
<p>Technical requirement 4: Familiarity with concepts associated with child protection, safeguarding, human rights, gender equality, social inclusion, and culture</p>	10%	70
<p>Other: Ability to work independently and to apply creative problem-solving skills</p>	10%	70
<p>Total Score</p>	100%	700

PART 5: SUBMISSION FORMS

5.1. Technical Submission Form

PART A – Background

	RESPONSE BY BIDDER
Name:	
Physical Address:	
Postal Address:	
Telephone Contact:	
Email:	
Two contacts of referees or references. Attach additional details considered as relevant.	

PART B – Evaluation Criteria

• Provide CVs of all personnel's being proposed for this work.

CRITERIA	RESPONSE BY BIDDER
Technical requirement 1 (10%): At least 2 to 5 years of experience in event management including leading the coordination of similar national and multi-country events.	
Technical requirement 2 (20%): Experience working in FSM.	
Technical requirement 3 (50%): Excellent planning, organisational, coordination, and communication skills and ability to work within a diverse environment. To provide examples to demonstrate experience and quality delivery.	
Technical requirement 4 (10%): Familiarity with concepts associated with child protection, safeguarding, human rights, gender equality, social inclusion, and culture.	
Other (10%): Ability to work independently and to apply creative problem-solving skills.	

5.2. Financial Undertaking Form

(to be completed and submitted by the bidder)

Part A: Undertaking

1. If this proposal is accepted, I agree that to enter into an agreement with SPC, to commence and complete all the work specified or indicated in the contract documents.
2. I confirm that I have examined all the RFQ documents to:
RFQ23-5819 FSM National Women's Conference Administrative Assistant.
3. I agree to complete the services for the price stated in the remuneration.

I agree to complete the services for the following price (VIP):

Particulars	Amount (Put your own local currency here)
Professional Fees (Hourly/Daily/Monthly rate- Specify) Note: <i>* SPC/HRSD will not cover separate lines for overheads/ running costs or contingencies. If these apply, the costs are to be considered in the professional fees charged for the delivery of the specific services.</i> <i>* Travel (airfare, accommodation, Meals & Incidentals) if required will be arranged separately by SPC, according to its Travel Policy.</i>	
Milestone 1 – 10% Approved event management plan and individual workplan, budget and run sheet.	
Milestone 2 – 50% <ul style="list-style-type: none"> - Venue confirmed including all venue conference arrangements. - Approved participants list developed. - Invitation letters sent to participants, with a minimum 50% participants' flights and accommodation booked. - Invites to speakers sent with a minimum 50% confirmed for flights and accommodation. - Approved conference attendance register. - A minimum 50% of conference logistical vendor arrangement confirmed with Purchase orders. 	
Milestone 3 – 40% <ul style="list-style-type: none"> - Finalised financial report - End of assignment report 	
Total Financial offer (inclusive of all taxes)	