



# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>Pacific Adoption of Waste-to-Energy Solutions (PAWES)</b>
<b>Nature of the services</b>	Consultancy: Review of Baseline Assessment Reports
<b>Location:</b>	Remote
<b>Date of issue:</b>	13/12/2023
<b>Closing Date:</b>	1/01/2024
<b>SPC Reference:</b>	RFQ23-6092

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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](mailto: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 [florencev@spc.int](mailto:florencev@spc.int) and with the subject line of your email as follows: **Submission RFQ23-6092**. The email should also be copied to [rfq@spc.int](mailto:rfq@spc.int).

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- Updated CV with 3 referees
- Examples of Previous Work

- Completed Technical and Financial Proposal Forms

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 **11.45PM Fiji Time on 1/01/2024**.

### 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.

Florence Ventura will be your primary point of contact for this RFQ and can be contacted at [florencev@spc.int](mailto:florencev@spc.int) . You should copy any communications into [rfq@spc.int](mailto: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
<b>RFQ sent to potential vendors</b>	13/12/2023
<b>RFQ Closing Date</b>	1/01/2024
<b>Award of Contract</b>	11/01/2024
<b>Commencement of Contract</b>	15/01/2024
<b>Conclusion of Contract</b>	15/03/2024

### 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](https://spc.int/procurement) 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](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

The Pacific Adoption of Waste-to-Energy Solutions (PAWES) Project is funded by the European Union and the support of the Secretariat of the Organisation of African, Caribbean and Pacific States. It is implemented by the Pacific Community in close partnership with SPREP and national governments (Marshall Islands; Papua New Guinea; Samoa; Solomon Islands and Tuvalu), the private sector, the University of the South Pacific and the University of Papua New Guinea.

The target beneficiary countries for this project are Marshall Islands, Papua New Guinea, Samoa, Solomon Islands and Tuvalu. The project team is based in Fiji with SPC and a Technical Waste Officer based in Samoa with SPREP.

The overall objective (i.e., impact) for the project is that there is “enhanced solid waste management and energy security in the Pacific Region”.

With the following two specific objectives:

- (SO1) National and subnational Government entities are able to make informed decisions on developing a sustainable waste-to-energy sector;
- (SO2) Tertiary education providers provide updated training and perform state-of-the-art research on solid waste management, renewable energy technologies and waste-to-energy.

The project started in December 2021 for 3 years.

The PAWES project has 6 Work Package.

*The WP 1 is the following:*

*WP1 – Capacity strengthening of government entities in the application of support tools for evidence-based decision making in waste-to-energy.*

Activities under this work package will work to ensure that Pacific national and sub-national governments have the understanding and capability to make effective and efficient decisions regarding waste-to-energy in their national context. The activities will focus on understanding the existing capability and policy/operational context for solid waste management and renewable energy technology at the national level, any appropriate initiatives to fill sectoral gaps, and what training is required for government entities to make the requisite decisions in the future.

*For ease of reference the Project Document or the Description of the Action is attached as Annex 1 and a snapshot of just work packages 1 is attached as Annex 2.*

A key deliverable of the PAWES Project is to undertake baseline assessments on decision-making processes at the governmental level on the waste and renewable energy sectors.

Under WP1, 5 Baseline Assessment and 5 feasibility studies have been drafted in 2023, following country mission and stakeholders consultations.

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

To successfully deliver on a key number of activities the Project team is looking for someone with good organisational skills, technical report writing experience and relevant technical expertise in the waste-to-energy sector in particular. This person or company is needed to undertake a short-term contract to review

the baseline assessment reports that contribute to the specific first objective (SO1) under work package 1.

The consultant will lead and be expected to deliver on the following:

**1. Review of Waste-to-Energy Baseline Assessment reports for all 5 project countries**

The purpose of the Baseline Assessment reports was to assess the existing level of SWM, feedstock, existing policy settings, regulatory framework, business environment, mapping existing WtE projects (and potential to scale/transfer), and assessing prospective international technology transfer in the 5 project countries of Marshall Islands, Papua New Guinea, Samoa, Solomon Islands, and Tuvalu. The 5 baseline reports have been drafted based on virtual consultations, literature reviews and an in-country mission carried out in all 5 project countries. However, the reports require review, editing and amendments to improve its quality.

The consultant will be expected to review, write, and edit the five WtE baseline assessment reports of each of the beneficiary countries, working both on the structure and the content of the report.

This will involve:

- Working closely with the project team to review each of the baseline assessment reports.
- Providing detailed comments and proposed changes on the structure and content on each report.
- Discussing proposed changes with project staff to be accepted.
- Organising and amending each baseline assessment report based on accepted changes.

**C. Timelines**

- The consultant is expected to be engaged for a maximum of 30 days, with completion of services by 15<sup>th</sup> March 2024.
- Tentative implementation schedule below for reference.

Activity	# days	Timeline
<b>A.</b> Preparation of Work plan	5 days	22/01/23
<b>B.</b> Review and revise baseline Assessment for PNG, RMI, Samoa, Solomon Islands and Tuvalu (5 days per country)	25 days	15/03/23
<b>Total</b>	<b>30 days</b>	

**D. Reporting and contracting arrangements**

- The consultant will report directly to the Project Manager, PAWES Project, Georesources and Energy Programme.
- The consultant’s physical presence is not necessary unless there is a need to do so. The consultant will arrange virtual meetings with the project team to discuss issues that need clarifications. As such the consultant(s) is (are) expected to work remotely
- Over the contract period of 30 days the consultant is expected to be available to deliver as per the table in section “C. Timelines”.
- The consultant is expected to provide weekly update reports to the PAWES Project Manager.

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

## E. Skills and qualifications

The consultant should have the :

### Essential skills

- Possess an extensive understanding of waste management methodologies, including the various technologies utilized for the conversion of waste-to-energy.
- Having effective writing skills that involves the ability to communicate clearly, conduct thorough research, pay attention to technical details, and structure reports appropriately.
- Possess a determined work ethic and exceptional capacity to achieve desired results within specified timeframes. Proactive with creative ability to meet deadlines and achieve objectives.
- Demonstrating knowledge and understanding of sustainable development and the energy sector, with particular emphasis on the waste-to-energy sector, is highly desirable.
- Tertiary education in a relevant field such as environmental/mechanical engineering, renewable energy, waste management or sustainability.

### Desirable

- Have at least 8 - 10 years of experience in implementing project in the Pacific Islands.

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

- Payments will be made as lump sum payments upon the PAWES Project Manager's acceptance of achievement of the contract milestones. A breakdown of the percentage of total payment is included in the table below.
- The applicant's financial proposal should include a budget narrative detailing how the budgeted costs were calculated.
- Any expected travel in relation to delivery of the consultancy will be fully covered by SPC according to its travel policy. SPC can provide desk space when in Suva but will not provide IT equipment and related services, these should be covered by the consultant.
- Terms of payment will be in accordance with the provisions of Article 10 of the SPC General Conditions. Payment terms follow SPC finance policy (30 days from acceptance of invoice).

Milestone/deliverables	Payment	% Payment
A. Acceptance by PAWES Project Manager of final Work Plan (5 days)	5 days	17%
B. Review and revise baseline Assessment for PNG, RMI, Samoa, Solomon Islands and Tuvalu (5 days per country)	25 days	83%
<b>TOTAL</b>		<b>30 days work</b>



## **G. Annexes to the Terms of Reference**

The following list of supporting documents may be of assistance in understanding the scope of the project.

- Annex 1 - PAWES Description of the Action

## 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
<b>Mandatory requirements</b>		
<ol style="list-style-type: none"> <li>1. The Conflict-of-Interest Declaration form completed</li> <li>2. Updated CV with 3 referees</li> <li>3. Examples of Previous Work</li> <li>4. Completed Technical and Financial Proposal Forms</li> </ol>	<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met	
<b>Technical requirements</b>		
<b>Technical requirement 1:</b> Demonstrated understanding of waste management methodologies, including the various technologies utilized for the conversion of waste-to-energy.	30%	210
<b>Technical requirement 2:</b> Demonstrated knowledge and experience in the context of the Pacific Islands.	10%	70
<b>Technical requirement 3 :</b> Having effective writing skills that involves the ability to communicate clearly, conduct thorough research, pay attention to technical details, and structure reports appropriately	40%	280
<b>Technical Requirement 4.</b> Demonstrating knowledge and understanding of sustainable development and the energy sector, with a particular emphasis on the waste-to-energy sector, is highly desirable.	20%	140
<b>Total Score</b>	<b>100%</b>	<b>700</b>

## Part 5: PROPOSAL SUBMISSION FORMS

### TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

#### INSTRUCTIONS TO BIDDERS

Bidders must meet the mandatory requirements defined in the pricing request or else be disqualified if they do not.

Technical requirements	
Assessment criteria	Bidder's response
<b>Experience and dedicated staff/sub-contractors</b>	
<p><b>Experience:</b> evidence of the bidder's relevant experience must be submitted. Bidders must submit details of three contracts demonstrating their experience in providing services similar to those referred to in the terms of reference at part three of this request for quotation. Bidders must provide the contact details of a referee for each contract. Please attach a CV and any supporting information, if necessary.</p>	<b>Experience :</b>
	<i>Provide details of required experience</i>
	<b>Three referees' contact details</b>
	<i>1. Client Name: Indicate client's name</i>
	Contact name: <i>Indicate the contact's name</i>
	Contact details: <i>Indicate the contact's details</i>
	Contact amount: <i>Indicate the contract amount</i>
	<i>2. Client Name: Indicate client's name</i>
	Contact name: <i>Contact name:</i>
	Contact details: <i>Contact details:</i>
	Contact amount: <i>Contract amount:</i>
	<i>3. Client Name: Indicate client's name</i>
	Contact name: <i>Contact name:</i>
	Contact details: <i>Contact details:</i>
Contact amount: <i>Contract amount:</i>	
<b>Technical requirement 1</b>	
Demonstrated understanding of waste management methodologies, including the various technologies utilized for the conversion of waste-to-energy.	<i>Bidder's response</i>
<b>Technical requirement 2</b>	
Demonstrated Knowledge and experience in the context of the Pacific Islands.	<i>Bidder's response</i>
<b>Technical requirement 3</b>	
Having effective writing skills that involves the ability to communicate clearly, conduct thorough research, pay attention to technical details, and structure reports appropriately	<i>Bidder's response</i>

**Technical requirement 4**

Demonstrating knowledge and understanding of sustainable development and the energy sector, with a particular emphasis on the waste-to-energy sector, is highly desirable.

*Bidder's response*

**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]*

# FINANCIAL PROPOSAL SUBMISSION FORM – SERVICES

## INSTRUCTIONS TO BIDDERS

All costs indicated in the financial offer must include all applicable taxes. The price schedule must follow the format provided below.

Description of services	Amount EUR
Professional fees (specify if daily or lumpsum)	<i>Unit price</i>
Other (specify)	
<b>TOTAL</b>	

Professional fees: staff salaries, consultants’ fees and other professional fees.

SPC will not cover separate overhead/operating cost or contingency items. SPC will neither provide nor refund any insurance for consultants travel or health costs, professional cover or any other risk or liability that may arise during the consultancy (including subcontractors or partners that the consultant may employ). SPC will not be liable for any arrangements or payments related to visas, taxes or duty for which the consultant may be liable.

The consultant must also provide its own workspace and computer during the service provision with a stable Internet connection for Zoom meetings, if required.

SPC will not cover any computer or communication equipment during the consultancy. Consultants must provide a stable Internet connection for any virtual meetings that may be required.

No payments will be made for any items for which no price has been indicated. Such items shall be deemed to be covered by the financial offer. Bidders are deemed to have ensured that their bids are accurate and exhaustive prior to submitting them, have covered everything required for the full and proper performance of the contract and have included all costs and their rates and prices.

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

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Signature:

  
  

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

Title: *[insert Title of the representative]*

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

## CONFLICT OF INTEREST DECLARATION FORM

### 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 involved from taking part in a procurement process. **However, the declaration of the existence of such a conflict by the persons involved 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>[mention 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 *[Select RFQ or RFP] [SPC Reference number]* 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 Bidder's representative: *[insert name of the representative]*

Title: *[insert title of the representative]*

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