

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Food tax policy: A toolkit for policy makers in Pacific Island Countries and Territories (PICTs)
Nature of the services	Develop a comprehensive toolkit for policymakers in PICTs to design and implement effective food tax policies
Location:	Remote
Date of issue:	22/03/2024
Closing Date:	5/04/2024
SPC Reference:	RFQ 24-6300

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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 ameritar@spc.int and with the subject line of your email as follows: **Submission RFQ24-6300**. 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
- Copy of business registration
- CV

- Cover Letter detailing work experiences.
- Technical and Financial Proposal

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 **23.45 FJT on 5/04/2024**.

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.

Amerita Ravuvu will be your primary point of contact for this RFQ and can be contacted at ameritar@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	22/03/2024
RFQ Closing Date	5/04/2024
Award of Contract	22/04/2024
Commencement of Contract	1/05/2024
Conclusion of Contract	30/06/2024

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 bidder's local currency 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 Island Countries and Territories (PICTs) face significant challenges related to dietary habits, nutrition, and non-communicable diseases (NCDs). The prevalence of NCDs, such as obesity, diabetes, and cardiovascular diseases, is alarmingly high in this region, with unhealthy diets being a major contributing factor. To address these pressing issues, there is a critical need for evidence-based policies that promote healthier dietary choices and combat the adverse effects of unhealthy food consumption.

The "Food tax policy toolkit for policymakers in PICTs" project aims to provide comprehensive guidance and support to policymakers in designing and implementing effective food tax policies tailored to the unique context of the Pacific region. The toolkit's development is driven by the recognition of the importance of addressing dietary habits and health issues in PICTs, not only for improving public health outcomes but also for fostering sustainable economic development and reducing the burden on healthcare systems.

The toolkit serves as a roadmap for policymakers, offering insights into the complex interplay between dietary habits, NCDs, and economic factors in the Pacific region. It emphasises the need to address these issues through evidence-based interventions, with food taxation emerging as a promising policy tool. By providing baseline information and practical guidance, the toolkit aims to assist policymakers to make informed decisions that promote public health and socioeconomic well-being.

Purpose, objectives, scope of services

The purpose of this consultancy is to develop a comprehensive toolkit for policymakers in PICTs to design and implement effective food tax policies aimed at improving public health outcomes and addressing the challenges of NCDs linked to unhealthy dietary habits. The toolkit will serve as a practical guide, providing policymakers with evidence-based strategies and actionable recommendations tailored to the unique context of the Pacific region.

Major Activities to be Undertaken by Contractor:

1. Conduct Literature Review and Data Collection:

- Scope: Review existing literature, research studies, and data related to food taxation, dietary habits, and NCDs in the Pacific region.
- Location: Remote work.
- Subjects: Economic, social, and health-related literature and data.

2. Toolkit Development:

- Scope: Develop the toolkit content based on the findings from the literature review and data collection.
- Subjects: Policy options, design considerations, implementation strategies, monitoring mechanisms, and case studies.
- Format: Written documents, PowerPoint presentations, and other multimedia materials.
- Expected Outputs: Comprehensive toolkit comprising written guidelines, case studies, FAQs, glossary, and annexes.

- Page Count: Approximately 20-30 pages.
- Technical Specifications: Use of clear language, visual aids, and culturally sensitive messaging.

Timelines

- Expected Duration of Work: 26 days
- Commencement Date: 1st May 2024
- Expected Completion Date: Approximately 26 workdays between 1st May 2024 and 30th June 2024.
- The number of workdays and the period of the work may be amended if agreed by the parties.

Schedule for Delivery of Expected Outputs:

1. Literature Review and Data Collection:

- Duration: 1 week
- Target Deadline: 7th May 2024

2. Toolkit Development:

- Duration: 3 weeks
- Target Deadline: 30th June 2024

The project timeline has been carefully planned to allow for thorough research and toolkit development within the allocated two-month period. Commencing the work on 1st May 2024 ensures timely completion by no later than 30th June 2024, aligning with reporting deadlines and allowing for any unforeseen delays.

- Literature Review and Data Collection: This phase is allocated 2 weeks to conduct a comprehensive review of existing literature and collect relevant data sources. The target deadline of 7th May 2024 allows sufficient time to gather essential information as the foundation for subsequent activities.
- Toolkit Development: The most substantial phase of the project, toolkit development, is allocated 3 weeks to compile findings, develop content, and produce tangible outputs. The target deadline of 30th June 2024 ensures ample time for drafting, review, and refinement of the toolkit materials, including written guidelines, case studies, FAQs, glossary, and annexes.

Special Reason for Urgency:

The urgency of completing the consultancy within the specified timeframe is driven by the pressing need to address the challenges of NCDs and unhealthy dietary habits in the Pacific region. Responding to countries' requests for a toolkit to provide guidance is essential, as many are currently in the process of developing, reviewing, or strengthening food tax policies and fiscal interventions. Delays in implementing effective food tax policies contribute to prolonging the public health crises, increase healthcare costs, and lead to adverse socio-economic impacts on PICTs. Therefore, adherence to the project timeline is crucial to delivering timely and impactful solutions to mitigate the health risks associated with unhealthy food consumption and support countries in their policy-making efforts.

Reporting and contracting arrangements

The Contractor will be directly responsible to and will report to the NCD Policy and Planning within the NCD Programme of the Public Health Division of the Pacific Community (SPC). All outputs produced by the Contractor will be subject to approval and acceptance by the designated personnel, who will provide feedback and guidance as necessary throughout the duration of the consultancy.

Frequency of Progress Reporting:

Progress reporting will occur on a fortnightly basis, with the Contractor submitting written summary reports to the designated focal point at SPC by the last working day of each week. Additional ad hoc reporting may be required as determined by the project supervisor.

Contractor's Duty Station and Travel Requirements:

The Contractor's duty station will be at their home duty station and this work will be conducted remotely.

Frequency of Reporting and Office Presence:

The Contractor will not be required to report regularly or be present at a certain office during the work. Remote communication channels will be utilised for regular updates, discussions, and coordination.

Copyright and Intellectual Property Rights:

The materials produced by the Contractor during the consultancy will be subject to SPC's copyright and intellectual property rights.

Travel Arrangements and Payments:

If travel is required, arrangements will be made by the Contractor in coordination with SPC's travel department. SPC will reimburse the Contractor for eligible travel expenses in accordance with the terms and conditions outlined in the contract, including a maximum amount payable for additional costs such as transportation, accommodation, and per diem allowances. The Contractor must provide detailed documentation and receipts for all travel expenses incurred.

Skills and qualifications

Minimum Years of Work Experience:

The Contractor should have a minimum of 10 years of relevant work experience in public health, nutrition, economics, or related fields, with demonstrated expertise in food policy, taxation, and/or fiscal interventions.

Special Skills/Experience:

- Experience working with PICTs or similar small island developing states.
- Familiarity with the key health and economic challenges facing the Pacific region, including NCDs and food insecurity.
- Understanding of and ability to navigate cultural nuances and engage effectively with diverse stakeholders in the Pacific context.
- Previous experience in developing policy toolkits or similar guidance materials for government agencies or international organisations.
- Strong analytical and research skills, including proficiency in literature review, data analysis, and evidence-based policy formulation.

- Excellent written and verbal communication skills, with the ability to convey complex concepts in a clear and accessible manner.
- Proven track record of project management and ability to deliver high-quality outputs within specified timelines.

Team Composition (if applicable):

- If a team of experts is required, the maximum number of team members should not exceed 3, with each member possessing complementary qualifications and expertise.
- Recommended qualifications may include backgrounds in public health, nutrition, economics, policy analysis, stakeholder engagement, and cultural competency.
- Collaboration with SPC's Social and Environmental Responsibility team may be considered to incorporate social and environmental responsibility as part of the qualifications, ensuring that the project aligns with ethical and sustainable practices.

The selected Contractor or team of experts should demonstrate a commitment to excellence, innovation, and social responsibility, with the capacity to contribute effectively to the success of the project and deliver tangible benefits to the Pacific region.

Scope of Bid Price and Schedule of Payments

The contract price for this consultancy is a lump sum payment that will be paid at the end of the project, once toolkit development is completed, and the written report is submitted.

Cost Components:

Bidders must include the following cost components in the computation of the contract price:

- Professional fees: Compensation for expertise and services rendered.
- Management and operating costs: Overhead expenses associated with project management, administration, and coordination.
- Travel costs: Expenses related to travel, including transportation, accommodation, and per diems.
- Other administrative costs: Any additional costs directly related to the execution of the consultancy.

Milestone Activities and Payment Schedule:

Payment will be made in full upon completion of the following milestone activities:

1. Literature Review, Toolkit Development and Report Submission:

- Percentage: 100% of the total contract price
- Conditions/Documentations: Completion of literature review, toolkit development, including written guidelines, case studies, FAQs, glossary, and annexes, and submission of the final written report.

Payment Terms:

The lump sum payment will be made upon completion of each milestone activity and acceptance of the final deliverables by SPC. The Contractor must adhere to the specified payment terms in accordance with the provisions of Article 10 of the SPC General Conditions, which stipulates the terms and conditions for invoicing, payment processing and dispute resolution. The Contractor must provide all necessary documentation to facilitate the timely release of payment by SPC.

Annexes to the Terms of Reference

The Pacific NCD Roadmap published in 2014 serves as a foundational document guiding efforts to combat non-communicable diseases (NCDs) in the Pacific region. It emphasises the importance of fiscal policy interventions, including food taxes, in addressing the root causes of NCDs and promoting healthier lifestyles. Key points from the roadmap include:

1. Recognition of fiscal policies as powerful tools for influencing consumer behaviour and shaping the food environment.
2. Emphasis on the potential effectiveness of food taxes in reducing consumption of unhealthy foods and beverages.
3. Advocacy for reinvesting tax revenues into health promotion initiatives, such as nutrition education and access to healthy foods.
4. Acknowledgment of implementation challenges, including considerations for vulnerable populations and the need for careful monitoring and evaluation of policy impact.

Supporting Documents:

1. [Pacific NCD Roadmap (2014)](<https://documents.worldbank.org/en/publication/documents-reports/documentdetail/534551468332387599/non-communicable-disease-ncd-roadmap-report>): This document provides comprehensive insights into the regional strategies for addressing NCDs, including discussions on fiscal policy interventions and food taxes.
2. [SPC General Conditions](<https://purl.org/spc/digilib/doc/as9sy>): This document outlines the standard terms and conditions governing contracts with the Pacific Community (SPC) and provides guidance on contractual obligations and payment procedures.

These documents serve as valuable resources for bidders, providing essential background information and guidance on the scope of the project and the expected deliverables.

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		
CV Copy of business registration Cover Letter detailing experience.	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: Expertise in Public Health Nutrition, economics, law, public policy or related fields: Consultants should have at least 10 years of experience in a combination of these fields to understand the complex relationship between diet, health outcomes and policy interventions, with demonstrated expertise in food policy, taxation, and/or fiscal interventions.	17.5%	175
Technical requirement 2: Economic Analysis Skills: Proficiency in economic analysis is crucial for assessing the potential impact of food taxes on consumer behaviour, industry revenues and government revenue generation.	7%	70
Technical requirement 3: Proven track record of project management, with experience in policy development, designing policy toolkits or similar guidance materials for government agencies or international organisations, policy monitoring and evaluation.	17.5%	175
Technical requirement 4: Data Analysis and Research Skills: Strong analytical and research skills, including proficiency in literature review, data analysis, and evidence-based policy formulation.	7%	70
Technical requirement 5: Technical Writing Skills: Strong technical writing skills required to communicate complex policy analysis and recommendations clearly and effectively to diverse stakeholders.	7%	70
Technical requirement 6: Understanding of international best practices: Knowledge of international best practices and experiences with food tax policies implemented in other jurisdictions provide valuable insights for designing effective strategies.	7%	70
Other: Cultural Sensitivity and Contextual Understanding: Awareness of cultural norms, socioeconomic factors, and contextual nuances is important for developing culturally appropriate and context-specific food tax policies.	7%	70
Total Technical Score	70%	700
Financial		
Price and Payment Terms	30%	300

TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

Technical Requirements	
<i>Evaluation criteria</i>	<i>Response by Bidder</i>
Technical requirement 1:	
Expertise in Public Health Nutrition, economics, law, public policy or related fields: Consultants should have at least 10 years of experience in a combination of these fields to understand the complex relationship between diet, health outcomes and policy interventions, with demonstrated expertise in food policy, taxation, and/or fiscal interventions	<i>[Bidder's answer]</i>
Technical requirement 2:	
Economic Analysis Skills: Proficiency in economic analysis is crucial for assessing the potential impact of food taxes on consumer behaviour, industry revenues and government revenue generation.	<i>[Bidder's answer]</i>
Technical requirement 3:	
Proven track record of project management, with experience in policy development, designing policy toolkits or similar guidance materials for government agencies or international organisations, policy monitoring and evaluation.	<i>[Bidder's answer]</i>
Technical requirement 4:	
Data Analysis and Research Skills: Strong analytical and research skills, including proficiency in literature review, data analysis, and evidence-based policy formulation	<i>[Bidder's answer]</i>
Technical requirement 5:	
Technical Writing Skills: Strong technical writing skills required to communicate complex policy analysis and recommendations clearly and effectively to diverse stakeholders.	<i>[Bidder's answer]</i>
Technical requirement 6:	
Understanding of international best practices: Knowledge of international best practices and experiences with food tax policies implemented in other jurisdictions provide valuable insights for designing effective strategies	<i>[Bidder's answer]</i>
Other	
Cultural Sensitivity and Contextual Understanding: Awareness of cultural norms, socioeconomic factors, and contextual nuances is important for developing culturally appropriate and context-specific food tax policies.	<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]*

BIDDER'S FINANCIAL PROPOSAL

All costs indicated on the Financial Proposal should be **inclusive** of all applicable taxes.

The format shown below should be used in preparing the price schedule. All prices in the proposal must be presented in bidders' local currency.

Particulars	Amount (STATE CURRENCY)
Professional Fee (lumpsum, Inclusive of all related charges)	
Others (Specify)	
TOTAL [Insert Currency]	

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.).

Other expenses: if any, that are directly related to the delivery of the services will be reimbursable based on actuals (receipts and other supporting documents will be required). Such expenses will need prior approval before it is incurred and paid.

SPC does not provide or reimburse insurance for consultant's 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). SPC is also not responsible for any arrangements or payments related to visas, taxes, or duties for which the consultant may be liable.

The Contractor's duty station is their home country with travel. If travel is required, SPC will pay semi flexible economy airfares, meals, incidentals, and accommodation (DSA).

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, considering 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:

Signature:

Name of the representative:

Title: