



# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	Improving Tree Crops Management and Harvesting in the Pacific
<b>Nature of the services</b>	Consultancy to document the lessons learned and develop a project concept note for Cacao in the Pacific and at the same time develop a senile coconut harvesting guideline for Fiji.
<b>Location:</b>	Fiji
<b>Date of issue:</b>	1/11/2022
<b>Closing Date:</b>	14/11/2022
<b>SPC Reference:</b>	RFQ 22-4741

## Contents

<b>PART 1: INTRODUCTION .....</b>	<b>3</b>
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
<b>PART 2: INSTRUCTIONS TO BIDDERS .....</b>	<b>3</b>
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	4
2.7 COMPLAINTS PROCESS	5
<b>PART 3: TERMS OF REFERENCE .....</b>	<b>6</b>
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	6
C. TIMELINES	6
D. REPORTING AND CONTRACTING ARRANGEMENTS	7
E. SKILLS AND QUALIFICATIONS	7
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	7
<b>PART 4: PROPOSAL EVALUATION MATRIX.....</b>	<b>9</b>
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	9
<b>PART 5: PROPOSAL SUBMISSION FORMS .....</b>	<b>10</b>

## 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 [jalesim@spc.int](mailto:jalesim@spc.int) and with the subject line of your email as follows: **Submission RFQ 22-4741**. 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
- Technical proposal submission form
- Financial proposal submission form

- Business registration certificate (if available)
- CV

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 **5pm Fiji time** on **14/11/2022**.

### 2.3 Evaluation & Contract Award

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

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

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

### 2.4 Key Contacts

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

Jalesi Mateboto will be your primary point of contact for this RFQ and can be contacted at [jalesim@spc.int](mailto:jalesim@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
RFQ sent to potential vendors	1/11/2022
RFQ Closing Date	14/11/2022
Award of Contract	20/11/2022
Commencement of Contract	20/11/2022
Conclusion of Contract	31/03/2023

### 2.6 Legal and compliance

**Confidentiality:** Unless otherwise agreed by SPC in advance or where the contents of the RFQ are already in the public domain when shared with the bidder, bidders shall at all times treat the contents of the RFQ and

any related documents as confidential. SPC will also treat the information it receives from the bidders as confidential.

**Conflict of interest:** Bidders must take all necessary measures to prevent any situation of conflict of interest. You must notify SPC in writing as soon as possible of any situation that could constitute a conflict of interest during the RFQ process. If you have any familial connection with SPC staff, this must be declared, and approval will then be sought for you to engage in the RFQ process. **In support of your response to this RFQ, you must submit to SPC [the Conflict-of-Interest Declaration form](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 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](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

Trees play significant roles in the lives of Pacific Islanders, socially, culturally, economically, and environmentally. Often in the Pacific, tree crops contribute towards food, medicine, construction materials, and other products.

Cacao and Coconuts are two important trees in our landscapes. In the Pacific, coconut is king. Known as the 'tree of life', locals make use of every part of the tree to survive – the fruit for eating, husks for fuelling fires, fronds for making multiuse baskets, and the trunk for building houses, furnitures and engineered wood products.

Cacao on the other hand, is an important export for the Pacific island countries of Fiji, Samoa, Solomon Islands and Vanuatu. Over the years there has been an increase for domestic demand for cocoa products and potential for their industries to access higher value niche markets.

The Pacific Community's (SPC) Land and Resources Division (LRD) in partnership with the Australian Centre for International Agricultural Research (ACIAR), have been working on enhancing Cacao value chain and the utilisation of senile coconut palms for engineered wood products. The Cacao project is coming to an end soon and the Pacific Cacao stakeholders have expressed the need for more support in enhancing various components of the value chain.

The Land Resources Division (LRD) of the Pacific Community (SPC), is keen to engage a consultant to document the lessons learned and develop a project concept note for Cacao in the Pacific and at the same time develop a senile coconut harvesting guideline for Fiji.

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

This consultancy is to cover the following activities.

1. Desk top study on Senile Coconut palm harvesting protocols, Cacao production, processing and product development
2. Conduct consultation with cacao and coconut Stakeholders
3. Develop a draft Cocoa Project Concept Note
4. Participate in the PWAF side event, document lessons learned and produce event report
5. Develop a draft Senile Coconut Palm harvesting guideline
6. Develop Standard Operating procedure for Cocoa morphology sampling, grafting, fermentation and drying.

### C. Timelines

The consultant will be on work placement for a period of 25 days from November 2022 to 31<sup>st</sup> March 2023.

#### **D. Reporting and contracting arrangements**

The consultant will report to Jalesi Mateboto, Natural Resource Management Adviser for the duration of this contract.

- The consultant is expected to supply his/her own computer/laptop and is expected to work from home.
- The consultant shall be engaged to undertake the consultancy working according to a planned schedule to be completed no later than expiry of the contract.

##### **Travel Arrangements:**

If required, the travel for the consultant will be approved and facilitated by SPC limited to payment of Air/boat fare and Daily Subsistence Allowance (covers meals, accommodation, incidentals and Airport transfers) in line with SPC's travel policy as and when required.

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

It will be assumed that the bidders have considered these conditions when submitting their bid.

#### **E. Skills and qualifications**

The consultant will demonstrate the following skills and experience-

1. Extensive international experiences in sustainable tree management with relevance to forestry and agriculture in Fiji and other Pacific Island countries
2. High level skills in the formulation, review and implementation, including monitoring, of codes of forestry practice
3. High level experience in conducting training and education, including workshops in the Pacific Island Countries
4. High level experience in developing project concept notes in the Pacific Island Countries
5. Excellent communication skills and a proven track record of completing projects to a high standard and within agreed timeframes.

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

Payments will be based on milestones and will be made upon receipt of original invoices based on the following.

Milestone/output	Deadline	No of days	% of Payment
<b>Output 1.</b> Produce a draft Senile Coconut Palm harvesting guidelines	31/01/23	7.5	30
<b>Output 2.</b> Produce draft SOPs for Cocoa field sampling	31/02/23	5	20
<b>Output 3.</b> Produce draft Cocoa project concept Note for phase 2	15/03/23	5	20
<b>Output 4.</b> Produce report for Pacific Week of Agriculture and Forestry side event	31/03/23	7.5	30
<b>Total</b>		25	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		
CV	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: Extensive international experiences in sustainable tree management with relevance to forestry and agriculture in Fiji and other Pacific Island countries	20%	140
Technical requirement 2: High level skills in the formulation, review and implementation, including monitoring, of codes of forestry practice	20%	140
Technical requirement 3: High level experience in conducting training and education, including workshops in the Pacific Island Countries	20%	140
Technical requirement 4: High level experience in developing project concept notes in the Pacific Island Countries	20%	140
Other: Excellent communication skills and a proven track record of completing projects to a high standard and within agreed timeframes	20%	140
Total Score	100%	700
Financial Score	30%	300

### Financial Evaluation

Financial evaluation carries a total score of 300. These scores are calculated according to the formula below:

**[Total financial component score] x [Lowest price]/ [Price under consideration] = Score for financial proposal**

## Part 5: PROPOSAL SUBMISSION FORMS

### Section 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	
Attach latest CV with the proposal	

#### PART B – Evaluation Criteria

CRITERIA	RESPONSE BY BIDDER
1. State the highest qualification achieved	
2. Extensive international experiences in sustainable tree management with relevance to forestry and agriculture in Fiji and other Pacific Island countries	
3. High level skills in the formulation, review and implementation, including monitoring, of codes of forestry practice	
4. High level experience in conducting training and education, including	

CRITERIA	RESPONSE BY BIDDER
workshops in the Pacific Island Countries	
5. High level experience in developing project concept notes in the Pacific Island Countries	
6. Excellent communication skills and a proven track record of completing projects to a high standard and within agreed timeframes	

## Section 2 – Financial Submission Form

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

Wherever possible, this should be stated as a lump sum and then as a total amount (e.g., lump sum can be daily rate for a consultant).

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

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

The financial proposal must be submitted inclusive of taxes in accordance with the applicable legislation. However, the final amount of the awarded contract may be paid to the successful bidder inclusive or exclusive of taxes, depending on the tax exemptions enjoyed by SPC as an intergovernmental organisation in its member countries and territories.

The following form is given as an indication, the bidder may submit its financial proposal to SPC in another format, provided that it complies with the instructions detailed in this RFQ .

Particulars	Amount FJD
<b>Total Professional fees</b> Bidders to specify daily rate as well (Hourly/Daily).	

<p><b>Any Other Related Costs</b> (Please Specify the cost being quoted. This is reimbursable based on actuals)</p> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. If required, SPC will arrange airfare/boat fare and pay daily subsistence allowance which covers meals, incidentals and accommodation for any travels as and when required.</li> <li>2. SPC does not insure consultants for their 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 <b>thus any such costs arising from this consultancy must be factored into the financial proposal.</b></li> </ol>	
<p><b>Total Financial offer</b> (inclusive of all taxes)</p>	

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]*