

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Development of the PCCOS Website and Ocean Catalogue
Nature of the services	Web development
Location:	Remote / Noumea / Suva
Date of issue:	29/06/2022
Closing Date:	13/07/2022
SPC Reference:	RFQ 22-4232

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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 or in French and as an attachment to an email sent to Pierre-Yves Charpentier at pierreyvesc@spc.int and with the subject line of your email as follows: **Submission RFQ 22-4232**. 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
- 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 **23:59 GMT+12 on 13/07/2022**.

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.

Pierre-Yves Charpentier, Project Adviser PCCOS will be your primary point of contact for this RFQ and can be contacted at pierreyvesc@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	29/06/2022
RFQ Closing Date	13/07/2022
Award of Contract	27/07/2022
Commencement of Contract	29/07/2022
Conclusion of Contract	31/10/2022

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 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. 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

1. Background/context

The Pacific Community Centre for Ocean Science (PCCOS) was created in 2017 by SPC member countries and territories in order to bring together all of SPC's internal scientific and technical expertise around ocean science. PCCOS also pursues the objective of becoming a true flagship initiative for scientific excellence and a dedicated regional science information and knowledge hub that brings together expertise in ocean and fisheries science through partnerships with other national and international scientific bodies. The initiative is now in its second phase, operationalizing and structuring PCCOS to implement integrated programming in ocean science and innovative international and regional partnerships to serve SPC's country member integrated ocean governance and management. PCCOS seeks a web developer to create the Centre's website and ocean model catalogue.

2. Goals

This document defines the requirements for building a Drupal based website providing:

- General information about PCCOS, work areas, projects, etc.
- Stories, News & Events
- Access to publications and other related resources
- Promotion and access to data through a "product catalogue"

This last feature is the main goal of the PCCOS website.

3. Target audience

What is the target audience and what are they looking for in this project?

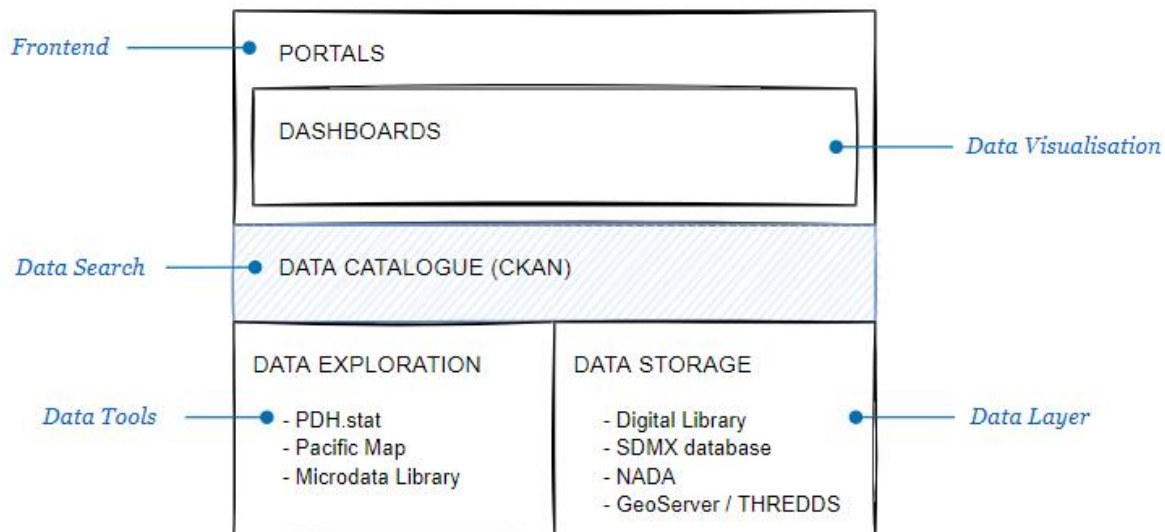
WHO	WHAT
PCCOS manager	Access data, share stories (articles)
Specialist (GEM, FAME, CCES, R2R, ...)	Store and share collected data
Scientist (external)	Store and share collected data
Government official, CROP agency	Access data, read articles
Visitor (public)	Access data (high level), read articles
Donor	Access stories and visibility of its investments

4. Context and data

a. Context

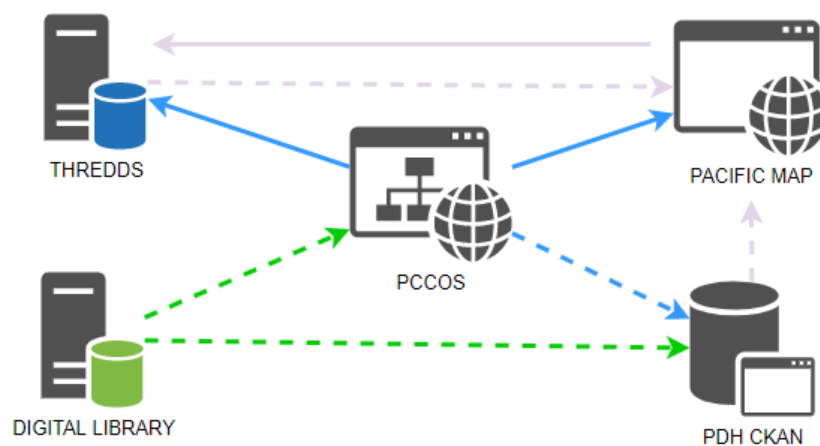
The PCCOS website shall act across different layers, focussing on Ocean Science:

- As a landing website (frontend) providing general information and links
- As a catalogue and data exploration tool for Ocean Science data



End users would first discover data from portals and dashboards, or by searching datasets in the CKAN catalogue. For specialized data, advanced users could also explore data using data tools and even access raw data directly from the data layer.

b. Data workflow



Dash lines = Data flow (programmatically requests using APIs)
Plain lines = Links

Structured data (blue)

- Catalogue “products” will be created in PCCOS website
- Products will point to
 - Raw data in THREDDS server
 - Data will be used to be displayed on the product page (leaflet)
 - Provide a link to end user
 - Data visualisation in Pacific Map
- The PDH (CKAN) will harvest “products” from the PCCOS website (website needs to provide an API to allow harvesting)

Publications (green)

- All documents (mostly PDFs) will be stored in the Digital Library (DL)

- PCCOS will harvest list of publication from the DL (Drupal module provided)
- PDH will harvest publications directly from the DL

5. PCCOS Website

a. Branding & Design

PCCOS branding: **SPC-PCCOS**:



Design should be similar to recent SPC division websites.

- The header should include SPC logo and links to SPC divisions.
- Main content should fit PCCOS requirements described below (see templates section)
- Footer may be customized to fit PCCOS requirements

Full design guidelines: [SPC Visual Identity Manual](#)

b. Functionalities

Main features provided by the portal:

1. Presentation / General Information
2. Search data (ocean models or stories)
3. Browse data
 - By topic (wave, tide, fish, current, water parameters, etc.)
 - By country
4. Stories (articles)
5. Data visualisation (leaflet)
6. Access to source data (download)
7. Contact information / Contact form
8. Related content (or updates) at the bottom of each page

PCCOS website will need to be available in 2 languages:

- English
- French

c. Site map

1. Home
2. About
 - About PCCOS
 - Team
 - Contact us
3. Work Areas
 - Projects
 - Integrated Ocean Management
 - Science Products Development

- UN Decade of Ocean Science
 - Pacific Early Career Ocean Professionals (ECOPs)
 - Ocean Acidification
 - Traditional ocean knowledge and practices
4. Resources
 - Stories
 - Events
 - Videos
 - Publications
 5. Ocean Catalogue

d. Content

All content will be searchable from a search widget in the header.

Total number of templates (page layouts) identified by a ★ in this document: **16**. Please refer to the attached PCCOS wireframes for a general overview of each templates.

i. Home page

Number of templates: 1

- ★ Home page
 - What is PCCOS
 - Work Areas (including icon for the PCCOS Ocean Catalogue)
 - Latest News
 - Twitter feed for #PCCOS
 - Upcoming events
 - Innovations

Data search look into CKAN catalogue, only on PCCOS related data (CKAN group).

ii. About PCCOS

Number of templates: 3

- ★ About PCCOS: text and images
- ★ Team: grid of team member
- ★ Contact us: text and contact form

About PCCOS

- What is PCCOS
- Why do we need a Centre for Ocean Science
- History
- From Ocean Science to Service
- Approach and targeted results
- Ocean science at SPC

Team

- Photo and bio of each team member

Contact us

- Contact information (text)
- Contact form

iii. Work Areas

Number of templates: 3

All sections will share the same template except the Projects section

★ Work area

- Icon/Image
- Title
- Summary (unformatted text)
- Description (text and images)

Integrated Ocean Management

Info on IOM and the IOM programme (from brochure and factsheet)

Science Products Development

Intro on ocean model development with examples

UN Decade of Ocean Science

- Intro on UN Decade of Ocean Science
- UN Decade Collaborative Centre
 - Intro on the DCC
 - Decade Programme and Projects (link to programme or project webpage)
- Ocean Labs
- Decade Programme and Projects (link to programme or project webpage)

Pacific Early Career Ocean Professionals (ECOPs)

- Description of the Pacific ECOP network
- Join us

Ocean Acidification

- Intro on OA and PCCOS' actions
- Pacific Islands Ocean Acidification Centre (short description and link to Centre page)

Projects

★ Main page listing both PCCOS projects and External projects

- PCCOS projects (name, summary, link to project page)
- External projects (name, summary, link to external website)

★ PCCOS Project page includes:

- Description
- Budget
- Timeline
- Outcomes
- Partners and donors (logo, summary and link)

iv. Resources

Number of templates: 6

Stories

- ★ List of stories, ordered by date (most recent first)
 - Hero image
 - Type of story (news, webstory, blog, podcast, photo story)
 - Title
 - Date of publication
 - Summary

- ★ Story page display full content type
 - Hero image
 - Title
 - Category
 - Country
 - Date of publication
 - Body

Stories will be synchronised from the SPC corporate website (code already developed).

Events

Events are created on SPC intranet and pushed to PCCOS portal when published Drupal module (provided and maintained by SPC) generates content in Drupal content type. Supplier is responsible for creating page template displaying events on the PCCOS website.

- ★ List of events
 - Title
 - Start date
 - End date
 - Category
 - Summary

- ★ Event page displaying full content type
 - Hero image
 - Title
 - Start date
 - End date
 - Location
 - Category
 - Country
 - Body

All event will be synchronised from the SPC SharePoint Calendar (code already developed).

Videos

Videos produced by PCCOS will be hosted on Youtube channel

- ★ List of videos showing

- Title
- Image (screenshot from video or custom image)
- Category
- Country
- Link to video

Publications

Publications are stored in the SPC Digital Library. Drupal module (provided and maintained by SPC) synchronizes the list of publications and generates media content types. The module also provides blocks to display a list of publications, but in this case a view will need be created to display the full list of publications.

★ List of publications with thumbnail of PDFs

- PDF thumbnail
- Title
- Category
- Country
- Link to PDF (PURL)

v. Ocean Catalogue

Number of templates: 2

See the Copernicus catalogue as an example of features to be included in the PCCOS Ocean Catalogue (see site map below): <https://resources.marine.copernicus.eu/products>

★ Landing page

- Short description of the Ocean Catalogue
- Search Engine
 - Expand to show advance search
- List of products
 - On opening the page, the list displays most recent products
 - On search, displays products corresponding to the search

★ Product page

- Information
 - Title
 - Description
 - Metadata (see below)
 - Leaflet viewer
 - Links
 - Data source (THREDDS)
 - Open on [Pacific Map](#)
 - Open in Pacific Data Hub
- Documentation
 - List of related documents (title + link)
- Notifications
 - Display history of updates

Products metadata and other fields

- Title (1)
- Description (1)
- Horizontal resolution
- Time range (2)
- Parameters (e.g. temperature, salinity) (3)
- Domain (e.g. South Pacific, Salomon) (4)
- Number of vertical levels (5)
- Output time step
- References
- Ownership
- Static image
- *Data WMS Link (THREDDS)*
- *Data source link (THREDDS)*
- *Pacific Map link*
- *Pacific Data Hub link*

Searchable fields

- (1) Text search / keyword
- (2) From and To dates + “only the whole selected time range” option (see Copernicus)
- (3) Defined list of topics (see *content search engine* section)
- (4) List of countries and regions
- (5) Any/2D/3D option (if vertical levels > 1, consider data as 3D)

Restricted data

In some cases the data is not published in THREDDS (confidential data) as it requires an authorization by the data owner to download. In those cases no link to THREDDS or pacific map will be provided. We will have a link to the Pacific Data Hub where the user can request access to the data.

No Leaflet will be generated either. A static image will be displayed instead.

Variables used for Leaflet

The leaflet widget will display data from the “Data WMS link” field and use parameters below to configure the map view:

- Server location
- File name
- Name of the variable to add to map (WMS layer)
- Name of the variable for time-series plot (WMS layer)
- Depth
- Map title
- Value range for colour-scale (minimum, maximum)
- Units
- WMS layer style
- Zoom level, and min and max values
- Center (longitude, latitude) of map
- Position of initial time-series extraction

e. Content search engine

Number of templates: 1

- ★ Search form and results page

Search fields:

- Key word (open text)
- Country
- Topic
- Year

List of topics:

- Wave
- Tide
- Wind
- Fish
- Current
- Temperature
- Salinity
- Alkalinity
- pH
- youth
- ECOP
- Ocean Science

List of countries:

1. American Samoa
2. Cook Islands
3. Federated States of Micronesia
4. Fiji
5. French Polynesia
6. Guam
7. Kiribati
8. Marshall Islands
9. Nauru
10. New Caledonia
11. Niue
12. Northern Mariana Islands
13. Palau
14. Papua New Guinea
15. Pitcairn Islands
16. Samoa
17. Solomon Islands
18. Tokelau
19. Tonga
20. Tuvalu
21. Vanuatu
22. Wallis & Futuna

List of regions:

- Melanesia
- Micronesia
- Polynesia
- North Pacific
- South Pacific
- Other

6. Hosting and maintenance

Hosting provided by PDH and SPC:

1. THREDDS
2. CKAN
3. Digital Library
4. Web server for Drupal (nginx, Apache, PHP, MariaDB)

Test and final website must be hosted on SPC servers. Full control to website source code must be granted to the SPC website administrators.

Maintenance:

1. Web content: PCCOS
2. Data: PCCOS, GEM, other contributors

7. Timeline and Location

Timeline

On the web portal side:

1. Write functional requirements (this document)
2. Write Terms of References
3. Develop portal and data interfaces
4. Test & Deploy
5. Launch (MVP)
6. Final adjustments and approval

Deadline for the MVP launch: 15 October 2022

Final approval would follow website and ocean catalogue adjustments up to one month after the launch (15 November 2022).

Duty Station

The consultant will be home-based, providing remote support to teams based in Suva, Fiji and Noumea, New Caledonia. The consultant will be expected to engage with the teams during working hours, and some out of hours support may also be required. The consultant will be expected to engage using a variety of online platforms including Microsoft Teams and Zoom.

8. Reporting and contracting arrangements

The day-to-day management of this consultancy will be provided by the PCCOS Project Adviser. Because of the adaptive nature of this consultancy, the consultant will engage in a fortnightly management discussion

with the Website Advisory Group described below to discuss progress, roadblocks and plans for the rest of the consultancy.

The Website Advisory Group includes the following members:

NAME	ORGANIZATION	ROLES
Jérôme Aucan	SPC/PCCOS	Project Owner
Pierre-Yves Charpentier	SPC/PCCOS	Web administrator and content copyrighter
Francois Dufois	SPC/PCCOS	Chief data integrator
Stan Ozier	Pacific Data Hub	Analyst / Solution architect
To be hired	Consultant	Developer Team Lead
Herve Damlamian	SPC/GEM	Expert user (test)

Travels are not required for this consultancy.

9. Skills and qualifications

- 4+ years of proven experience building multilingual Drupal production sites for similar clients (live examples built in the last two years required).
- Full end-to-end, in-house web development capacity without subcontracting.
- Experience working with international intergovernmental membership-based organizations or large international non-governmental organizations.
- Ability to provide ongoing support during business hours in New Caledonia and Fiji. Having support services in New Caledonia or Fiji is considered as an asset.

10. Scope of Bid Price and Schedule of Payments

The maximum budget for this consultancy is fixed to EUR 45,000.

Milestone/deliverables	Deadline	% payment
Initial report on recommended structure & design (based on PCCOS inputs)	Two weeks after contract signature	25%
Beta version of the website and ocean catalogue on test server	15 September	25%
Launch of the website and ocean catalogue	15 October	50%
Final website and ocean catalogue adjustments and approval from PCCOS	15 November	25%
TOTAL		100%

A. Annexes to the Terms of Reference

PCCOS Wireframes

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.

Competency Requirements	Score Weight (%)	Points obtainable
Bidders must provide proof of registration and latest financial statements.	Mandatory requirements.	
Technical requirement 1: 4+ years of proven experience building multilingual Drupal production sites for similar clients (live examples built in the last two years required).	40%	280
Technical requirement 2: Full end-to-end, in-house web development capacity without subcontracting.	25%	175
Technical requirement 3: Experience working with international intergovernmental membership-based organizations or large international non-governmental organizations.	20%	140
Technical requirement 4: Ability to provide ongoing support during business hours in New Caledonia and Fiji.	10%	70
Technical requirement 5: Having support services in New Caledonia or Fiji is considered as an asset.	5%	35
Total Score	100%	700