



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Consultancy - Strengthening the Capacity of the PHOVAPS Network
Nature of the services	Pacific Veterinary Services Needs Assessment and Framework Development
Location:	FIJI
Date of issue:	11/07/2022
Closing Date:	18/07/2022
SPC Reference:	RFQ22-4288

Contents

PART 1: INTRODUCTION	3
1.1 ABOUT THE PACIFIC COMMUNITY (SPC)	3
1.2 SPC'S PROCUREMENT ACTIVITIES	3
1.3 SPC'S REQUEST FOR QUOTATION (RFQ) PROCESS	3
PART 2: INSTRUCTIONS TO BIDDERS	3
2.1 BACKGROUND	3
2.2 SUBMISSION INSTRUCTIONS	3
2.3 EVALUATION & CONTRACT AWARD	4
2.4 KEY CONTACTS	4
2.5 KEY DATES	4
2.6 LEGAL AND COMPLIANCE	4
2.7 COMPLAINTS PROCESS	5
PART 3: TERMS OF REFERENCE	6
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	7
C. TIMELINES	8
D. REPORTING AND CONTRACTING ARRANGEMENTS	8
E. SKILLS AND QUALIFICATIONS	8
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	8
PART 4: PROPOSAL EVALUATION MATRIX.....	10
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	10
PART 5 SUBMISSION FORM	11
5.1. TECHNICAL SUBMISSION FORM	11
5.2. FINANCIAL UNDERTAKING FORM	13

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 elenoas@spc.int and with the subject line of your email as follows: **Submission RFQ22-4288**. 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
- Complete forms annexed to this RFQ,
- CV of specified personnel and all

- Supporting documents etc.

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 **4:00pm Fiji Time on 18/07/2022**.

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.

Elenoa Salele will be your primary point of contact for this RFQ and can be contacted at elenoas@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	11/07/2022
RFQ Closing Date	18/07/2022
Award of Contract	22/07/2022
Commencement of Contract	22/07/2022
Conclusion of Contract	12/08/2022

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](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 your own 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 22 Pacific Island Countries and Territories (PICTs) vary in their political systems from being a Kingdom to democratic Republics and this greatly influences infrastructure issues such as land ownership, land leasing arrangements, customs, and cultures. A number of countries operate under sub-regional arrangements to facilitate trade by tariff reductions, preferential trade partnerships e.g., the Melanesian Spearhead Group (Papua New Guinea, Solomon Islands, Vanuatu and Fiji). All PICTs use livestock for custom and cultural purposes for celebration of births, deaths, and weddings and for household food security. Livestock are also raised by small holders to sell for cash for educating children and payment for services. Small holders keep small numbers of livestock in an integrated farming approach with crops such as cassava, taro, Kava.

Sustainable increases in productivity that improve resilience in livestock production and animal product systems require a more integrated approach to pest and disease management. With increased pressure to produce more food locally, there will be a move towards increasing scales of production which will alter the existing pest and disease profiles and thus require a change in management strategies (assuming that large enough parcels of land are made available for increased livestock production).

Though there is limited export of livestock and animal products (e.g., meat) across the region there is significant marketing and trading internally in commodities such as live pigs and livestock for custom and ceremony events, sale to fund education, other family expenses, etc.

All countries import food from a very wide range of geographical regions with little or no formalized import risk analysis (as per World Organisation for Animal Health). All governments declare that their strategic target is to reduce food imports and be self-sufficient. This is a long-term goal and current food imports from some destinations remain a significant risk, especially when combined with the local practice of feeding waste/swill to pigs.

There is also an actively changing Geopolitical landscape in the Pacific with the movement of serious transboundary diseases closer to the region (e.g., Japanese Encephalitis in Australia, Lumpy Skin and FMD spreading in Indonesia). Tourism is an important source of income for many PICTs and the impact of serious natural disasters (Tropical Cyclones, volcanoes, tsunamis) and pandemics (Covid-19) has resulted in serious economic shocks.

Land ownership and land leasing arrangements are major impediments in most countries to the establishment of large-scale commercial livestock farms. All PICT Governments are focused on import substitution and raising local meat production in their respective strategic plans. Many countries are funding smallholder farmer programs to increase livestock numbers and production. However, many of these appear to be failing as the target farmers do not have a 'livestock culture' or livestock management skills to be successful. The lack of veterinarians and para veterinarians across the PICTs directly impacts biosecurity planning, animal health, welfare and production and veterinary public health infrastructure.

In the past, SPC delivered para-veterinary training, in-country disease surveys, produced training manuals and livestock production and health guidelines, etc. This disappeared for some years when funding was discontinued for the veterinary and animal health program. This is now being rebuilt and the Pacific Heads of Veterinary and Animal Production Services (PHOVAPS) has been reinstated with new structures and governance arrangements.

Capacity building programs are currently being delivered under multiple programs by the Australian and New Zealand Governments, other Australian and New Zealand agencies, the European Union, United Nations' Food and Agriculture Organization, World Health Organization, various development banks and other private sector organisations.

There is a need for an overarching *Regional Animal Health Capacity Building Plan* (RAHCBP) for the livestock industries. This would help donors to make better integrated investments rather than the current piecemeal approach.

B. Purpose, objectives, scope of services

1. Purpose

The activity contributes directly to SAFE Activity 1.2.11: OIE Performance of Veterinary Services (PVS) Evaluation (a global programme for the sustainable improvement of a country's Veterinary services) compliance with OIE standards. The global framework has been tested in Fiji and found that the PVS evaluation framework need to be adapted to suit the Pacific context. The activity will involve representative from OIE and subject specialists from NZ and Australia to initiate the development of performance evaluation of veterinary services that can support the SAFE activity 1.2.11 implementation and RAHCBP.

2. Objectives

Work with SPC and DAFF to facilitate a 3-day workshop with the following objectives:

- To review current animal health, livestock production, animal welfare and veterinary public health arrangements across the PICTs to identify the related needs on the Pacific Community.
- To develop recommendations on the foundational elements of a RAHCBP, focusing on gaps and opportunities for collaboration.
- To develop recommendations on the structure and content of a RAHCDP for endorsement by PICTs.
- To review the OIE PVS and other mechanisms as tools to verify and validate operational infrastructure gaps to service the livestock industries and food security.
- To develop a robust and Pacific needs based RAHCBP for consideration by PHOVAPS at the meeting in September 2022, and for promotion to key donors including DFAT, MFAT, DAFF, MPI, OIE, FAO, Asian Development Bank, etc.

3. Expected Outcomes

Overall, this workshop will contribute to a body of work aimed at growing enduring and mutually beneficial relationships across the Pacific to collaboratively improve prevention, preparedness, recovery and resilience against animal diseases.

The key expected output of the facilitated 3-day meeting is a **RAHCBP report that identifies and sets out gaps, opportunities, and recommendations** for addressing the following veterinary services and community capacity and capability issues:

- Capacity and capability priorities for improving prevention, preparedness, recovery and resilience against animal diseases
- Capacity to anticipate, prepare for and respond to rapidly changing and emerging threats.
- Capability to mitigate risks of future pandemics of animal origin.
- Capability to address current and emerging risks, including the changing geopolitical landscape and its implications.
- Capacity to undertake planning, preparedness and recovery from natural disasters.
- Capability to undertake identification and control of livestock production endemic diseases in PICTs.
- Identify capacity development priorities (HR, infrastructure, etc.)
- Identify investment strategies against the capacity development priorities

C. Timelines

This contract will be effective from the signing of the contract until 12 August 2022 amounting to 16 working days.

D. Reporting and contracting arrangements

The consultant will be working closely with Dr Sripad Sosale, Animal Health and Production Advisor and the Pacific Engagement Program for Animal Health team (Office of the Chief Veterinary Officer, Australian Department of Agriculture, Fisheries and Forestry). Direct communication between the consultant and SPC AHP staff is expected.

E. Skills and qualifications

- Bachelor's Degree or equivalent to agriculture, science, development, public sector, or policy development
- Minimum three to five years' work experience in carrying out similar functions.
- Knowledge in agriculture and related field
- Experience in facilitating consultation meetings, workshops and gathering feedback.
- Experience in writing, and drafting/editing of technical reports or proceedings.
- Proven skill in organizing resources, establishing priorities, working independently with minimal supervision, ability to meet deadlines.
- Computer skills especially in use of Microsoft office with some skills in database

F. Scope of Bid Price and Schedule of Payments

Payment will be lump sum and will be made in line with the following payment schedule.

Please provide a daily rate for your professional fees.

Milestone/deliverables	Deadline	% Payment	Amount in TBC
Upon signing of contract	20 July 2022	20%	

Preparatory work (preliminary meeting with organisers, logistics and paperwork, familiarisation with papers and source material and clarification of agenda and style, reporting template) and submission of outline of outcome paper outline	22 July 2022	50%	
Submission of outcome paper (<i>Regional Animal Health Capacity Building Plan</i> (RAHCBP))	12 August 2022	30%	
TOTAL		100%	

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Competency Requirements & Score Weight

The evaluation matrix below reflects the obtainable score specified for each evaluation criterion (technical requirement) which indicates the relative significance or weight of the items in the overall evaluation process.

Competency Requirements	Score Weight (%)	Points obtainable
	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirement 1: Bachelor's Degree or equivalent to agriculture, science, development, public sector, or policy development	10%	70
Technical requirement 2: Minimum three to five years' work experience in a similar position or carrying out similar functions.	15%	105
Technical requirement 3: Knowledge in agriculture and related field	10%	70
Technical requirement 4: Experience in facilitating consultation meetings, workshops and gathering feedback.	20%	140
Technical requirement 5: Experience in writing, and drafting/editing of technical reports or proceedings.	15%	105
Technical requirement 6: Proven skill in organizing resources, establishing priorities, working independently with minimal supervision, ability to meet deadlines.	20%	140
Technical requirement 7: Computer skills especially in use of Microsoft office with some skills in database	10%	70
Total Score	100%	700

PART 5 Submission Form

5.1. Technical Submission Form

RFQ22-4288

PART A – Background

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

PART B – Evaluation Criteria

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

CRITERIA	RESPONSE BY BIDDER
Bachelor's Degree or equivalent to agriculture, science, development, public sector, or policy development	
Minimum three to five years' work experience in a similar position or carrying out similar functions.	
Knowledge in agriculture and related field	
Experience in facilitating consultation meetings, workshops and gathering feedback	

Experience in writing, and drafting/editing of technical reports or proceedings.	
Proven skill in organizing resources, establishing priorities, working independently with minimal supervision, ability to meet deadlines.	
Computer skills especially in use of Microsoft office with some skills in database	

5.2. Financial Undertaking Form

(To be completed and submitted by the bidder)

Part A: Undertaking

1. If this proposal is accepted, I agree that to enter into an agreement with SPC, to commence and complete all the work specified or indicated in the contract documents.
2. I confirm that I have examined all the RFQ documents to provide **Consultancy - Strengthening the Capacity of the PHOVAPS Network.**
3. I agree to complete the services for the price stated in the remuneration.
I agree to complete the services for the following price (VIP):

Particulars	Amount (Insert your own local currency)
Professional Fee (Hourly/Daily/Monthly rate- Specify)	
Any other related costs specify (travel and other related cost)- reimbursable based on actuals	
Total Financial offer (inclusive of all taxes)	