



# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>7 animated movies on Climate Change</b>
<b>Nature of the services</b>	Production of 7 animated movies
<b>Location:</b>	Remotely or New Caledonia
<b>Date of issue:</b>	22/07/2022
<b>Closing Date:</b>	5/08/2022
<b>SPC Reference:</b>	RFQ22-4345

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## Part 1: INTRODUCTION

### 1.1 About the Pacific Community (SPC)

The Pacific Community (SPC) is the principal scientific and technical organisation of the Pacific region, established by treaty in 1947 with the signing of the *Agreement Establishing the South Pacific Commission* (the Canberra Agreement).

Our unique organisation covers more than 20 sectors and is renowned for knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience and conservation of plant genetic resources for food security.

For more information about SPC and the work that we do, please visit our website: <https://www.spc.int/>.

### 1.2 SPC's procurement activities

SPC's procurement activities are guided by the principles of high ethical standards, value for money, open competition and social and environmental responsibility and are carried out under our Procurement Policy.

For further information or enquiries about SPC's procurement activities, please visit the procurement pages on our website: <https://www.spc.int/procurement> or email: [procurement@spc.int](mailto:procurement@spc.int)

### 1.3 SPC's Request for Quotation (RFQ) Process

At SPC, procurement valued at more than EUR 2,000 and less than or equal to EUR 45,000 requires an evaluation of at least three quotations to determine the offer that provides the best value for money through a Request for Quotation (RFQ) process.

This RFQ sets out SPC's requirements for a project and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information.

Your participation confirms your acceptance of SPC's conditions of participation in the RFQ process.

## Part 2: INSTRUCTIONS TO BIDDERS

### 2.1 Background

SPC invites you to submit a quotation to deliver the services as specified in [Part 3](#).

SPC has compiled these instructions to guide prospective bidders and to ensure that all bidders are given equal and fair consideration. Please read the instructions carefully before submitting your bid. For your quotation to be considered, it is important that you provide all the prescribed information by the closing date and in the format specified.

### 2.2 Submission Instructions

You must **submit your quotation and all supporting documents** in English and as an attachment to an email sent to [elodiej@spc.int](mailto:elodiej@spc.int) and with the subject line of your email as follows: **Submission RFQ22-4345**. 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
- Work-plan, CV and presentation of the motion designers (2 persons minimum), a minimum of 3 examples of motion design videos

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 **04:00PM Noumea time on 5/08/2022**.

### 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.

Maëva Tesan will be your primary point of contact for this RFQ and can be contacted at [maevat@spc.int](mailto:maevat@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	22/07/2022
RFQ Closing Date	5/08/2022
Award of Contract	8/08/2022
Commencement of Contract	10/08/2022
Conclusion of Contract	31/12/2022

### 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](mailto:complaints@spc.int). The bidder must provide the following information: (1) full contact details; (2) details of the relevant procurement; (3) reasons for the protest, including how the alleged behaviour negatively impacted the bidder; (4) copies of any documents supporting grounds for protest; (5) the relief that is sought.

## Part 3: TERMS OF REFERENCE

### A. Background/context

#### **The Pacific Community's vision**

As the principal scientific and technical organisation in the Pacific region, proudly supporting development since 1947, the Pacific Community (SPC) is committed to helping Pacific Island countries and territories (PICTs) address the risks posed by climate variability and climate change.

Over the last decades, PICTs have been vulnerable to natural climate hazards such as floods, droughts, and cyclones for centuries. The frequency of such events varies yearly and decade to decade due to phenomena such as the El Niño Southern Oscillation.

Hence, SPC develops multi-sectoral responses to climate change and disasters and supports PICTs' efforts in the areas of climate change and disaster risk management. Using integrated approaches based on education, ocean and coastal geoscience, risk assessment, GIS and related technologies, SPC helps countries develop climate resilience initiatives and management techniques, as well as tools to improve the adaptation of agricultural systems and coastal fisheries and enhance the resilience of local livelihoods. In addition, SPC provides support to PICTs in accessing climate finance.

More details: <https://www.spc.int/cces/presentation>

#### **The Pacific Community's Strategic Plan 2022-2031**

The Pacific Community Strategic Plan 2022–2031 guides the Pacific Community in developing and transforming our Blue Pacific Continent. Four main goals have been defined to enhance the resilience of PICTs:

- Goal 1: All Pacific people benefit from sustainable development
- Goal 2: All Pacific communities and cultures are empowered and resilient
- Goal 3: All Pacific people reach their full potential and live long and healthy lives
- Goal 4: One SPC delivers integrated programmes through streamlined services

In the framework of the Strategic Plan 2022-2031, the first key focus identified is “Resilience and Climate action”. Resilience is the ability to anticipate, prepare for, and respond to hazardous events, trends, or disturbances related to climate; climate action refers to the efforts to reduce greenhouse gas emissions and strengthen resilience and adaptive capacity to climate-induced impacts.

More details: <https://bit.ly/3y74r3n>

#### **Climate change areas of work**

Seven areas of work have been identified in the framework of SPC's climate action:

- Climate adaptation
- Climate mitigation
- Climate science
- Climate justice
- Climate finance
- Monitoring, reporting and verification

-Policy, advocacy and leadership

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

The overall objective is to produce a series of 7 short movies to serve SPC's strategic plan 2022-2031 first goal: resilience and climate action. These movies will be used both from an internal and external promotions, they will be key information tools to promote the climate adaptation and mitigation activities at SPC, as well as to keep informed the wider public and stakeholders about new developments and advances.

- **Products (7 movies)**

### **MOVIE 1: "Climate adaptation"**

-Type: Motion Design 2D

-Duration: 2'30

-Languages: English / French

-Production:

\*Integration of animated elements

\*Typographic animation (text and key figures)

\*Music, noise background

\*Voice-over narration

\*Cutting - animation – adjustment

### **MOVIE 2: "Climate finance"**

-Type: Motion Design 2D

-Duration: 2'30

-Languages: English / French

-Production:

\*Integration of animated elements

\*Typographic animation (text and key figures)

\*Music, noise background

\*Voice-over narration

\*Cutting - animation – adjustment

### **MOVIE 3: "Climate mitigation"**

-Type: Motion Design 2D

-Duration: 2'30

-Languages: English / French

-Production:

\*Integration of animated elements

\*Typographic animation (text and key figures)

\*Music, noise background

\*Voice-over narration

\*Cutting - animation – adjustment

### **MOVIE 4: "Climate science"**

-Type: Motion Design 2D

- Duration:** 2'30
- Languages:** English / French
- Production**
- Integration of animated elements
- Typographic animation (text and key figures)
- Music, noise background
- Voice-over narration
- Cutting - animation – adjustment

#### **MOVIE 5: “Monitoring, reporting and verification”**

- Type:** Motion Design 2D
- Duration:** 2'30
- Languages:** English / French
- Production**
- Integration of animated elements
- Typographic animation (text and key figures)
- Music, noise background
- Voice-over narration
- Cutting - animation – adjustment

#### **MOVIE 6: “Policy, advocacy and leadership”**

- Type:** Motion Design 2D
- Duration:** 2'30
- Languages:** English / French
- Production**
- Integration of animated elements
- Typographic animation (text and key figures)
- Music, noise background
- Voice-over narration
- Cutting - animation – adjustment

#### **MOVIE 7: “Climate justice”**

- Type:** Motion Design 2D
- Duration:** 2'30
- Languages:** English / French
- Production**
- Integration of animated elements
- Typographic animation (text and key figures)
- Music, noise background
- Voice-over narration
- Cutting - animation – adjustment

- **The minimum standards for the video quality are as follows**

- Frame Size: 1440 pixels wide x 1080 (16:9)
- A short version of each movie should be provided (1'25 – for social media)
- Screen Aspect Ratio: 16:9

- Interlacing: Compatible version
- Format: HD – mpg4 – WEBM – Editing format (Ae)

*Music should be provided by the contractor.*

- **Target audience**

- SPC Donors
- SPC Community
- SPC Member States
- Scientific community
- Press
- Wider public

- **Ownership**

- The video will be the sole property of SPC.

### C. Timelines

- -MOVIES 1 and 2: 10 September, 2022
- MOVIES 3 and 4: 30 November, 2022
- MOVIES 5 and 6: 6 December, 2022
- MOVIE 7: 30 December 2022

### D. Reporting and contracting arrangements

1. The contractor shall commence the work as soon as possible, immediately upon signing contract.
2. A detailed timeline, work plan and draft outline should be submitted within 14 days.
3. A storyboard should be submitted before the final production of each movie.
4. Up to five modifications per movie are accepted.
5. The contractor will report to CCES's ICKM Officer: Maëva Tesan ([maevat@spc.int](mailto:maevat@spc.int))

### E. Skills and qualifications

- **Qualifications**

We are seeking suitably qualified companies that meet the following criteria:

- Demonstrated expertise in creating evocative creative and animation productions (at least 7 years of experience)
- Can provide highest standards of quality in commercials, brand content and music videos.
- Ability to work in fast-paced work environments
- Demonstrated experience with intergovernmental organizations is welcomed

Please note that due to the volume of work expected, this call is not open to individual consultants. Only proposals from multiple-staff companies will be accepted.

- **Eligibility**

- Three links to work samples demonstrating most relevant previous productions
- Three references (with contact information) from previous clients

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

- The contractor should provide us with a detailed break-down of all estimated costs, including days of editing, travel costs, music, etc. A clear total cost for the final product must also be provided

<b>Milestone/deliverables</b>	<b>Deadline</b>	<b>% payment</b>	<b>Amount in <i>EUR</i></b>
MOVIES 1 and 2	10 September	25%	
MOVIES 3 and 4	30 November	25%	
MOVIES 5 and 6	6 December	25%	
MOVIE 7	30 December	25%	
<b>TOTAL</b>			

## 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
<b>Technical experience:</b> proven expertise, creativity, logistics, flexibility.		<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met
<b>Expertise:</b> As a minimum, experience curating, composing, and producing at least three relevant campaign that include high quality animated movies related to climate change/sustainable development on a regional/global scale.	40%	280
<b>Creativity:</b> Experience in enhancing videos with innovative graphic design. Attention to the novelties and evolutions of the motion design world is necessary.	30%	210
<b>Personnel:</b> The company must have motion design experts on its team within their team as well as an artistic director. Proven experience of the team members is required.	20%	140
<b>Logistics:</b> A realistic work plan, including an outline of how the tasks will be fulfilled, and any other necessary requirements. The organization must be available to start work straight after selection and signing of contract. <b>Flexibility</b> is also a must have.	10%	70
<b>Total Score</b>	<b>100%</b>	<b>700</b>