



# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>Global Climate Change Alliance Plus – Scaling Up Pacific Adaptation (GCCA+ SUPA) Project</b>
<b>Nature of the services</b>	The consultancy will prepare a revised conceptual design report and costings for coastal protection along the northern coast of Tongatapu, post-2022 tsunami
<b>Location:</b>	Tongatapu, Tonga
<b>Date of issue:</b>	26/07/2022
<b>Closing Date:</b>	22/08/2022
<b>SPC Reference:</b>	RFQ 22-4309

## 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	7
D. REPORTING AND CONTRACTING ARRANGEMENTS	7
E. SKILLS AND QUALIFICATIONS	7
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	8
G. ANNEXES TO THE TERMS OF REFERENCE	8
<b>PART 4: PROPOSAL EVALUATION MATRIX.....</b>	<b>10</b>
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	10

## 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 [SUPA@spc.int](mailto:SUPA@spc.int) and with the subject line of your email as follows: **Submission RFQ 22-4309**. 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 completed
- Financial Proposal Submission Form completed

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 **4pm Fiji time on 22/08/2022**.

### 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.

Titilia Rabuatoka will be your primary point of contact for this RFQ and can be contacted at [titiliar@spc.int](mailto:titiliar@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	26/07/2022
RFQ Closing Date	22/08/2022
Award of Contract	14/09/2022
Commencement of Contract	15/09/2022
Conclusion of Contract	15/02/2023

### 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](#) 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

Under the Global Climate Change Alliance Plus - Scaling Up Pacific Adaptation (GCCA+ SUPA) Project, the Government of Tonga has selected coastal protection as the focus sector under Output 3. The GCCA+ SUPA project is funded by the European Union with Euros 14.89 million, and implemented over the period 2019-2022, by the Pacific Community (SPC) in partnership with the Secretariat of the Pacific Regional Environment Programme (SPREP) and The University of the South Pacific (USP) and the government and people of Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Tonga and Tuvalu.

Over the last ten years medium-scale coastal protection works - revetments, groynes and offshore breakwaters - have been constructed along the north coast of Tongatapu, at Talafo'ou, Manuka and Kolonga on the northeast coast, and Kolovai and 'Ahaui on the northwest coast, together with ecosystem-based measures involving coastal planting and mangroves. This is in addition to the older coastal protection measures protecting the capital, Nuku'alofa. Recognising the continuing and increasing challenges posed by climate change, the Government of Tonga wishes to adopt a holistic approach to coastal protection for the entire north coast of Tongatapu, from Niutoua in the east to Ha'atafu in the west and including the coastline of the Fanga'uta Lagoon.

In 2021 the GCCA+ SUPA Project completed: (1) a detailed desktop coastal assessment with community input, and (2) a conceptual design and feasibility study for coastal protection along the north coast of Tongatapu (Niutoua to Ha'atafu and including the Fanga'uta Lagoon). This work divided the coast into five coastal units and recommended 52 coastal protection measures, with costings, for northern Tongatapu for the 2030 and 2050 planning horizons.

Desktop coastal assessment available at: <https://gccasupa.org/wp-content/uploads/2022/02/Coastal-protection-along-the-north-coast-of-Tongatapu-Tonga -CPS 20 140 Report-1 Rev1.pdf>

Conceptual design and costing available at <https://gccasupa.org/wp-content/uploads/2022/02/2.-Conceptual-design-and-costing-Full-report.pdf>.

On 15<sup>th</sup> January 2022, the Hunga Tonga Hunga Ha'apai underwater volcano erupted. The eruption triggered a devastating tsunami that impacted the Tongatapu, 'Eua and Ha'apai group of islands. The tsunami generated 15m high waves in some parts of Tonga and led to three fatalities. The tsunami impacted the Tongatapu coastline and there is now a need to review and revise the options and costings for coastal protection along the northern coast of Tongatapu that were prepared in 2021.

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

- The objective of the consultancy is to prepare a revised conceptual design report and costings taking into account the coastal changes resulting from the January 2022 tsunami.
- The scope of services involves:
  - (1) Prepare workplan for the consultancy service and submit to Director of Department of Climate Change, Tonga and GCCA+ SUPA Project Manager at SPC in Fiji for consideration and approval;
  - (2) Review of existing reports and examination of post tsunami aerial photography and prepare an outline revised conceptual design report;

- (3) Visit to Tonga to consult with the Joint National Action Plan (JNAP) Technical Committee and staff of the Department of Climate Change and make site visits as required;
- (4) Preparation of a full revised conceptual design report and costings and its presentation virtually to Tongan agencies and SPC;
- (5) Finalisation of the full revised conceptual design report and costings.

### C. Timelines

- The consultancy is expected to take up to 5 months:
  - Commencement date: 15<sup>th</sup> September 2022
  - Expected completion date: 15<sup>th</sup> February 2023
- The consultancy will involve four main stages:
  - Review the (1) desktop coastal assessment report; (2) conceptual design and costing report; and (3) literature and post-tsunami aerial photography of the north coast of Tongatapu and prepare an outline revised conceptual design report indicating where the 2021 conceptual design report needs revision.
  - Consult with the JNAP Technical Committee and Department, Department of Climate Change in Tonga and SPC virtually to present the revised conceptual design report. This can be combined with site visits if required. (If borders are closed, consultations will be done virtually). Prepare a report on the consultations and site visits.
  - Prepare a full revised conceptual design report and costings and present it virtually to JNAP Technical Committee, Department of Climate Change and SPC.
  - Finalise the full conceptual design report and costings.

### D. Reporting and contracting arrangements

- The consultant will report to the GCCA+ SUPA Project Manager based in SPC, Fiji and the Director of Climate Change, Ministry of Meteorology, Energy, Information, Disaster Management, Environment, Climate Change and Communications (MEIDECC) in Tonga.
- The consultant is expected to collaborate closely with the following:
  - Heads of Divisions and the GCCA+ SUPA National Coordinator at Department of Climate Change within MEIDECC;
  - JNAP Technical Committee; and
  - GCCA+ SUPA Project team in Suva, Fiji.

### E. Skills and qualifications

	Competency Requirements	Score Weight (%)	Points Attainable
1.	Team comprising qualified experts in: (i) coastal geomorphology and oceanography; (ii) coastal engineering and design; (iii) topographic surveying and geospatial mapping.	30%	21

2.	Experts to have minimum combined 20 years' experience, preferably in the Pacific Islands, with experience in Tonga an advantage, in (i) coastal geomorphology and nearshore oceanography; (ii) coastal engineering and design; (iii) socio-economic characteristics.	30%	21
3.	Excellent verbal and written communication skills in English, minimum 10 years' experience conveying complex technical information to a non-technical audience, and evidence of involvement in minimum 3 projects including consultations with government agencies.	20%	14
4.	Short technical proposal (maximum 2,000 words) outlining the approach to be used in delivering this consultancy, the special skills and expertise the team would bring and the days to be spent in country.	20%	14
	<b>Total</b>	<b>100%</b>	<b>70</b>
	Qualification/Minimum Score	70%	49

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

- The contract price will be paid through lump sum payments based on the achievement of specific milestones.
- The bidder must include professional fees, management and operating costs, travel costs and any other administrative costs.
- All costs submitted must be in Euros (EUR).

Milestones/deliverables	Deadline	% payment
Signing of contract and submission of workplan and schedule	30.09.22	20
Submission of outline revised conceptual design report indicating where the 2021 conceptual design report needs revision.	01.11.22	30
Submission of report on consultations with JNAP Technical Committee and staff of Department of Climate Change and site visit	15.12.22	20
Submission of a full revised conceptual design report, and a summary report on its presentation to national stakeholders	15.01.23	20
Submission of a final revised conceptual design report.	15.02.23	10
<b>TOTAL</b>		<b>100</b>

#### G. Annexes to the Terms of Reference

- Annex 1 – Technical Proposal Submission Form
- Annex 2 – Financial Proposal Submission Form
- Desktop coastal assessment available at: <https://gccasupa.org/wp-content/uploads/2022/02/Coastal-protection-along-the-north-coast-of-Tongatapu-Tonga -CPS 20 140 Report-1 Rev1.pdf>



- Overall concept design with costing developed in 2021 is available at <https://gccasupa.org/wp-content/uploads/2022/02/2.-Conceptual-design-and-costing-Full-report.pdf>

## 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
Organisational background including certificate of registration, physical address, email address, contact person and contacts of two referees.		<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met
<b>Technical requirement 1:</b> Team comprising qualified experts in: (i) coastal geomorphology and oceanography; (ii) coastal engineering and design; (iii) topographic surveying and geospatial mapping.	30%	21
<b>Technical requirement 2:</b> Experts to have minimum combined 20 years' experience, preferably in the Pacific Islands, (experience in Tonga an advantage), in (i) coastal geomorphology and nearshore oceanography; (ii) coastal engineering and design; (iii) socio-economic characteristics.	30%	21
<b>Technical requirement 3:</b> Excellent verbal and written communication skills in English, minimum 10 years' experience conveying complex technical information to a non-technical audience, and evidence of involvement in minimum 3 projects including consultations with national government agencies.	20%	14
<b>Technical requirement 4:</b> Short technical proposal (maximum 2,000 words) outlining the approach to be used in delivering this consultancy, the special skills and expertise the team would bring and the days to be spent in country.	20%	14
<b>Total Score</b>	<b>100%</b>	<b>70</b>

**Annex 1**  
**Technical Proposal Submission Form**  
**[RFQ 22-4309]**

**PART A – Organisational Background**

Criteria	Response by bidder
Registered Name ( <b>include certificate of registration</b> ):	
Physical Address:	
Postal Address:	
Telephone Contact:	
Email:	
Contact Person:	
Position of Contact Person:	
Contacts of two referees/references: (Attach additional details considered as relevant)	

**PART B – Evaluation Criteria**

Criteria	Response by bidder confirming expertise, experience, and technical skills to provide services to SPC
Team comprising qualified experts in: (i) coastal geomorphology and oceanography; (ii) coastal engineering and design; (iii) topographic surveying and geospatial mapping.	
Experts to have minimum combined 20 years' experience, preferably in the Pacific Islands, (experience in Tonga an advantage) in (i) coastal geomorphology and nearshore oceanography; (ii) coastal engineering and design; (iii) socio-economic characteristics.	

Criteria	Response by bidder confirming expertise, experience, and technical skills to provide services to SPC
<p>Excellent verbal and written communication skills in English, minimum 10 years' experience conveying complex technical information to a non-technical audience, and evidence of involvement in minimum 3 projects including consultations with National government agencies.</p>	
<p>Short technical proposal (maximum 2,000 words) outlining the approach to be used in delivering this consultancy, the special skills and expertise the team would bring and the days to be spent in country.</p>	

**Annex 2**  
**Financial Proposal Submission Form**  
**[RFQ 22-4309]**

1. The undersigned contractor proposes and agrees if this proposal is accepted, to enter into an agreement with the Owner, to commence and to complete all the work specified or indicated in the contract documents.
2. In submitting this proposal, contractor represents that; he/she has examined the documents to provide professional engineering services to revise the conceptual design and costings for coastal protection along the northern coast of Tongatapu, considering the impact of the January 2022 tsunami.
3. Contractor agrees to complete the services for the following price (VIP):

Particulars	Amount (EUR)
Fees (daily rate for each consultant)	
Travel-related costs (air travel, local travel in Tonga, accommodation, meals, incidentals)	
Other costs in country of consultancy (e.g. consultations)	
Any other costs	
<b>Total financial offer (inclusive of all taxes)</b>	

\_\_\_\_\_

Print name

\_\_\_\_\_

Sign

\_\_\_\_\_

Title

\_\_\_\_\_

Date