

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>Pacific performers and/or traditional knowledge holders engaged in Pacific Pavilion at Asia Pacific Ministerial Conference for Disaster Risk Reduction (Brisbane, Australia) 19-22 September 2022.</b>
<b>Nature of the services</b>	Artistic, cultural
<b>Location:</b>	Brisbane Convention and Exhibition Centre, Cnr Merivale and Glenelg Streets South Bank, Brisbane Queensland Australia
<b>Date of issue:</b>	5/08/2022
<b>Closing Date:</b>	17/08/2022
<b>SPC Reference:</b>	RFQ22-4371-PRO

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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 Lisa Kingsberry at [lisak@spc.int](mailto:lisak@spc.int) and with the subject line of your email as follows: **Submission RFQ22-4371-PRO**. 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
- [Submission form](#) completed
- Quote

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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 **12.00pm Fiji Time GMT+12 on 17/08/2022**.

### 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.

Lisa Kingsberry will be your primary point of contact for this RFQ and can be contacted at [lisak@spc.int](mailto:lisak@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
<b>RFQ sent to potential vendors</b>	5/08/2022
<b>RFQ Closing Date</b>	17/08/2022
<b>Award of Contract</b>	20/08/2022
<b>Commencement of Contract</b>	18/09/2022
<b>Conclusion of Contract</b>	22/09/2022

### 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 Australian Dollars 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 Asia Pacific Ministerial Conference on Disaster Risk Reduction is happening in Australia for the first time from 19-22<sup>nd</sup> September 2022. The meeting is hosted by the Australian Government and the United Nations Office of Disaster Risk Reduction UNDRR. This is the first meeting the Pacific has been equally engaged in the meeting and will be an opportunity for the region to showcase its own Pacific-led and owned innovation, resilience and deeply rooted traditional knowledge and culture in disaster resilience, and climate change.

As part of this meeting from 19-22<sup>nd</sup> September 2022, the Pacific Community (SPC) through the Pacific Resilience Partnership is coordinating a Pacific led Pavilion space upon request by the region to ensure Pacific science, culture, technical innovations, and spaces are designed and owned by the Pacific delegates attending the meeting and to engage with counterparts from Asia on the success and learnings in and across the region.

This space is multisector and multi-stakeholder including:

1. Cultural and traditional knowledge space with storytelling, artistic expression, traditional knowledge experts and spaces for Pacific peoples to engage and showcase stories of resilience that are informed by deeply rooted cultures and traditions to the rest of the world.
2. Weaving and traditional practices showcasing cultural expression
3. A science to action showcase outlining cutting edge work in the resilience sector that is led by the Pacific region focused on driving increased understanding and engagement to this work and region
4. A learning lounge with a small theatre space or delegates to connect and explore learnings from disaster preparedness, response, integration work between disaster and climate change and engage in an informal manner to engage and connect on this work.

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

The scope of services of vendors selected will be to work with the broader Pacific Pavilion organising team to perform and engage in the traditional knowledge and cultural space at designated times across the meeting itself. The space will be representative of performers and cultural experts from across the three sub-regions of the Pacific to ensure representation and times will be allocated once the final agenda is confirmed by the main event organisers and once the selected vendors are engaged successfully (draft noted below).

Performers who have a **story of resilience and connection to disaster** as an expression of your work please note that in your submission.

Please note the space in the **expo area is limited** so performers who are able to provide smaller teams of **no more than four people** will be prioritised due to the nature of the space and restrictions provided by the event organisers.

There will **not be access to sound systems as part of the Pavilion** due to sound restrictions but a microphone for performers and storytelling will be available. Performers may use if relevant acoustic instruments.

Artistic expression may include but is not limited to:

Weaving and artisan representation showcasing Pacific culture and traditions

Dance and traditional representations of culture, singing and chanting (acoustic), poetry and storytelling, traditional knowledge holders through your own expression etc.

Outputs of this work is to perform within the constraints of the Pavilion space, engage with discussions on resilience and traditional knowledge for a minimum of three sessions across the four days.

All required items for the performances will be provided by the performers themselves

#### **Draft Agenda of Cultural and Traditional Knowledge space**

(performers will be allocated blocks based on the agenda below.

Please quote for 2 sessions and the opening of the Pavilion for all performers – total of 3 sessions across the week).

Time (as an example)	Monday 19 <sup>th</sup> September	Tuesday 20 <sup>th</sup> September	Wednesday 21 <sup>st</sup> September	Thursday 22 <sup>nd</sup> September
7.00-10.00am	Set up of pavilion	Performance slot 1 10 minute slots of no more than 4 performers	Performance slot 4 10 minute slots of no more than 4 performers	Performance slot 7 10 minute slots of no more than 4 performers
12.00 – 2.30pm	<b>ALL PERFORMERS</b> Opening of Pacific Pavilion (performers from across all sub-regions) and cultural protocols observed (requested to Australia to be confirmed)	Performance slot 2 10 minute slots of no more than 4 performers	Performance slot 5 10 minute slots of no more than 4 performers	Performance slot 8 10 minute slots of no more than 4 performers
3.30 - 6.00pm	Storytelling and collective engagement of cultural practitioners and performers	Performance slot 3 10 minute slots of no more than 4 performers	Performance slot 6 10 minute slots of no more than 4 performers	Performance slot 9 10 minute slots of no more than 4 performers

### C. Timelines

Performers will be notified of their success and engagement in the work by the 22<sup>nd</sup> August 2022.

Performances and engagement in the Pavilion will occur between 19-22<sup>nd</sup> September.

Sessions will be in three-hour blocks where performances will be woven together with the work happening in the Pavilion and cultural space. This can be in small blocks of music, dance or artistic expression or could be a three hour session of weavers showcasing their work and traditional practices (for example)

Performers will also be free to engage with the meeting itself outside your allocated performance times as an opportunity to engage and learn on areas of disaster risk resilience more broadly if they are interested in attending the formal meeting itself.

Performers can be individual or groups no more than four people due to the space requirements.

Sound is limited due to the location of the booth space so performers that do not require music and/or can use acoustic music where needed will be preferred due to the restrictions placed on the space.

### D. Reporting and contracting arrangements

Coordination and acceptance of bidders will be selected by the Pacific Resilience Partnership APMCDRR organising committee made up of multisector and diverse representatives from across the disaster risk reduction space in the Pacific.

Submissions will be selected based on your submission of artistic expression and costs within the allocated budget provided.

Selection will be assessed based on representation from across the three sub-regions of the Pacific region.

Duty station is Brisbane, Australia. Should you require travel cost please ensure this is included in the cost of your submission but please note travel from interstate and or/ outside Brisbane will not be covered.

Intellectual property rights will remain with the performers and cultural practitioners and in no way become the ownership of the Pacific Resilience Partnership. Videos and promotional content to showcase this work will be shared on social media platforms however the copyright of these performances will remain with the artists.

Once performers are selected your coordination focal point will be:

Lisa Kingsberry [lisak@spc.int](mailto:lisak@spc.int) +6799252849

### E. Skills and qualifications

Performers will be assessed based on their submissions to the online link [here](#) and to the quote provided based on budget restraints.

Please outline your previous experience and performances to support your submission. This can be done by submitting links to performances or references whichever is easier for the bidder.

Please note the total cost for attendance to the opening session (Monday 19<sup>th</sup> Sept) 2 hours, and two sessions of 2.5 hours in length.



The time of performances will be confirmed in the weeks prior to the event once successful bidders have been selected and a final schedule is approved.

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

Please provide a total cost for your engagement in the Asia Pacific Ministerial Conference on DRR.

This should include the opening session and at least two sessions throughout the week as noted in the agenda above (total of 8 hours approximately).

Travel to and from the venue within Brisbane can be included in your submission as necessary please note the total cost in your quote.

A total of no more than four performers as per the outline above.

Any costs associated with your performance will be the responsibility of the provider and must be included in the costing submission or will not be considered by event organisers at a later date.

Milestone/deliverables	Deadline	% payment
Performance at opening ceremony within the allocated space and time required	19 Sept	50 %
2 x 2.5 hour sessions (minimum) throughout the Pavilion during the week as allocated and discussed	20-22 <sup>nd</sup> Sept	50 %
<b>TOTAL</b>		100 %

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

More information on the Pacific Resilience Partnership here: <https://www.resilientpacific.org/en>

More information on the Asia Pacific Ministerial Conference for DRR here: <https://apmcdrr.undrr.org/>

## 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
<b>Mandatory requirements</b>		
<ol style="list-style-type: none"> <li>1. The Conflict-of-Interest Declaration form completed</li> <li>2. Submission form completed</li> <li>3. Quote</li> </ol>	<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met	
<b>Technical requirements</b>		
<b>Submission for three blocks based on agenda:</b> opening session, two other blocks of performances throughout the week	50%	350
<b>Experience provided and clear in this area:</b> performers, cultural practitioners provide information outlining their relevance to carry out the duties as noted	30%	210
<b>Performance blurb outlined clearly and aligns with approach:</b> the artistic submission outlines the performance style and expectation of the bidder in terms of their regional representation, artistic expression and how this will be delivered throughout the meeting itself	20%	140
<b>Total Score</b>	<b>100%</b>	<b>700</b>