

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Pacific Organic Learning Farm Network
Nature of the services	Consultancy – POLFN Communications Support – Tonga Support for the communications needs of the project in Tonga
Location:	Tonga
Date of issue:	14/09/2022
Closing Date:	30/09/2022
SPC Reference:	RFQ 22-4479

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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 and as an attachment to an email sent to timocin@spc.int and with the subject line of your email as follows: **Submission RFQ 22-4479- POLFN Communications Support – Tonga**. 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
- Please provide a copy of your technical & financial proposal form and current Curriculum vitae (CV)

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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 **4pm Fiji Time on 30/09/2022**.

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.

Timoci Nakalevu will be your primary point of contact for this RFQ and can be contacted at timocin@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	14/09/2022
RFQ Closing Date	30/09/2022
Award of Contract	7/10/2022
Commencement of Contract	10/10/2022
Conclusion of Contract	10/10/2023

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](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 TOP 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

POETCom is the peak body of the organics movement in the Pacific, housed within the Pacific Community (SPC). The membership of POETCom is broad based and multisectoral with representation from organic farmers, farmer organizations, traders, Governments, academic and research institutions, NGOs, private sector businesses and regional technical support agencies such as FAO and SPC. The Role of the POETCom is to serve as the regional peak body for the organics industry and to advocate at the international level on issues that impact on the development of organics in the Pacific and at regional and national levels for the promotion and development of organics to reach the vision.

In 2021 POETCom was successful in obtaining funding from the KIWA initiative for the project *Pacific Organic Learning Farms Network*. This 5-year project will support the development of organic learning farms Network in Fiji, Solomon Islands, Nauru and Tonga

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B. Purpose, objectives, scope of services

Purpose of the Role: Communications Consultant will provide communications support on the ground in Tonga.

The following key responsibilities include.

1. Handle all communications responsibilities for the Tonga Organic Learning Farm events from the ground such as;
 - ✓ Capturing images and videos of farmers & farms
 - ✓ Social media postings
 - ✓ Media releases
 - ✓ Newsletter articles
 - ✓ Establish contact & provide regular informational material to the local Tongan media.
2. Travel to outer islands to visit the demo farms and first circle farmers will be required on the quarterly basis.
3. Other relevant tasks and travel requested by the POLFN Tonga in country coordinator & POLFN project manager in the other project countries of Nauru, Solomon islands & Fiji if required.

C. Timelines

The Consultant will complete this task within the period of 1 year from the signing of the Contract
The work is to commence by 10 October 2022 and is to be completed by 10 October 2023

D. Reporting and contracting arrangements

The consultant will be reporting directly to the In-country coordinator for Tonga and POLFN project manager

E. Skills and qualifications

1. Degree or advance degree in the relevant field(s) related to communications, agriculture, marine, forestry & environment
2. Understanding of communication and project needs in the project countries
3. Experience in covering/facilitating events and workshops.
4. Experience in working with multiple stakeholders
5. Computer skills especially in use of Microsoft office with some skills in setting up database
6. Experience in working with social media and working with traditional media.
7. Photography and video editing skills
8. Good writing and storytelling skills.

F. Scope of Bid Price and Schedule of Payments

The contract schedule of payment will be based on milestones achieved on a monthly basis. Please provide a daily or monthly rate for your professional fees and any other related costs (this will be reimbursable based on actuals). All travels will be arranged directly by SPC in consultation with the in country coordinator.

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
Mandatory requirements		
Degree or advance degree in the relevant field(s) related to communications, agriculture, development, public sector, or policy development		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Minimum 3 years' experience in coordinating project deliveries and conducting stakeholder consultations	10%	70
Understanding of the agricultural and organic sector`s in the focal country	15%	105
Technical requirement: Experience in covering/facilitating events and workshops and gathering feedback	10%	70
Technical requirement: Experience in working with multiple stakeholders in the focal country	20%	140
Technical requirement: Computer skills especially in use of Microsoft office with some skills in setting up database	15%	105
Technical requirement: Photography and video editing skills	15%	105
Technical requirement: Good writing and storytelling skills	15%	105
Other: <i>[other requirements]</i>	0%	0
Total Score	100%	700

Part 5: PROPOSAL SUBMISSION FORMS

Section 1 - Technical Submission Form- Consultancy – POLFN communications support - Tonga

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	
Attach latest CV with the proposal	

PART B – Evaluation Criteria

CRITERIA	RESPONSE BY BIDDER
Degree or advance degree in the relevant field(s) related to communications, agriculture, development, public sector, or policy development	
Minimum 3 years' experience in coordinating project deliveries and conducting stakeholder consultations	
Understanding of the agricultural and organic sector's in the focal country	
Experience in covering/facilitating events and workshops and gathering feedback	
Experience in working with multiple stakeholders in the focal country	
Computer skills especially in use of Microsoft office with some skills in setting up database	
Photography and video editing skills	

CRITERIA	RESPONSE BY BIDDER
Good writing and storytelling skills	

Section 2 – Financial Submission Form

In the financial proposal, bidders should detail as much as possible the price requested in response to the technical specifications.

Wherever possible, this should be stated as a lump sum and then as a total amount (e.g., lump sum can be daily rate for a consultant).

No additional costs can be claimed from SPC after the contract has been signed. Bidders must mention in their financial proposal all additional costs foreseen for the execution of the contract (material, equipment, travel, etc.). These costs will either be included in their fees, paid or reimbursed by SPC upon presentation of supporting documents. In any case, they must be estimated by the bidder in its financial proposal and will form an integral part of SPC's evaluation of proposals.

Bidders must also mention any special conditions relating to the amount of their proposal or the terms of payment.

The financial proposal must be submitted inclusive of taxes in accordance with the applicable legislation. However, the final amount of the awarded contract may be paid to the successful bidder inclusive or exclusive of taxes, depending on the tax exemptions enjoyed by SPC as an intergovernmental organisation in its member countries and territories.

The following form is given as an indication, the bidder may submit its financial proposal to SPC in another format, provided that it complies with the instructions detailed in this RFQ .

Particulars	Amount TOP
Total Professional fees Bidders to specify daily rate as well.	
Any Other Related Costs (Please Specify the cost being quoted. This is reimbursable based on actuals) Note: 1. SPC will arrange airfare/boat fare and pay daily subsistence allowance which covers meals, incidentals and accommodation for any travels as and when required.	

<p>2. SPC does not insure consultants for their travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes or duties for which the consultant may be liable thus any such costs arising from this consultancy must be factored into the financial proposal.</p>	
<p>Total Financial offer (inclusive of all taxes)</p>	

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, taking into account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

For the Bidder: *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*