

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>ACP-EU Programme (Pacific): Enhancing the capacity of the cultural and creative industries in the Pacific - Grant Scheme</b>
<b>Nature of the services</b>	Re-advertisement - To assist with the grant selection process, the Project Team is seeking a pool of industry experts from the cultural and creative industries to assist with the evaluation and assessment of grant proposals.
<b>Location:</b>	Regional
<b>Date of issue:</b>	2/12/2022
<b>Closing Date:</b>	23/12/2022
<b>SPC Reference:</b>	RFQ22-4896-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 [culturegrants@spc.int](mailto:culturegrants@spc.int) and with the subject line of your email as follows: **Submission RFQ22-4896-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
- CV , Completed technical and financial forms template, Due Diligence Questionnaire )

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 **11.59PM Fiji Time on 23/12/2022**.

### 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.

Dr. Frances Vaka'uta will be your primary point of contact for this RFQ and can be contacted at [culturegrants@spc.int](mailto:culturegrants@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	6/12/2022
RFQ Closing Date	23/12/2022
Award of Contract	4/01/2023
Commencement of Contract	4/01/2023
Conclusion of Contract	30/06/2023

### 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

**ACP-EU Programme (Pacific): Enhancing the capacity of the cultural and creative industries in the Pacific - Grant Scheme** is delivered by the Pacific Community (SPC) in partnership with the Queensland University of Technology (QUT). This grant scheme is made possible with the financial contribution of the European Union and the support of the Secretariat of the OACPS, Organisation of African, Caribbean and Pacific States.

The objective of the **Grant Scheme** is to select and fund projects and initiatives from Pacific ACP countries that will build a vibrant creative and cultural industries sector and will recognise and support Pacific cultural knowledge, innovation, and creativity as tools for sustainable livelihoods and resilient communities.

The Grant Scheme will have at least two rounds for the evaluation of proposals. The first evaluation of proposals will be in December 2022 and the next scheduled for February 2023, or until funds are fully awarded to grantees, whichever comes first. Due to of the level of interest shown, it is expected that there will be a large number of grant proposals submitted.

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

#### Purpose:

To assist with the grant selection process, the Project Team is seeking a pool of industry experts from the cultural and creative industries to assist with the evaluation and assessment of grant proposals.

This Terms of Reference outlines the requirements for this Request for Quote of Industry Experts. However, to further assist with your submission, it is advisable to also read the Request for Proposals documents "**RFP21-196 - ACP-EU Programme (Pacific): Enhancing capacity for the sustainability of cultural and creative industries in the Pacific**" as advertised on SPC website.

#### Scope of Work:

The role of the Cultural and Creative Industry Evaluators, hereafter referred to as Industry Evaluators (IEs), will be to evaluate proposals as part of the Selection Committee. These IEs will be briefed on the evaluation process for this Grant Scheme and will be provided with the evaluation criteria and evaluation forms that all Evaluation Committee members will use.

The IEs will join an initial Evaluation Committee meeting following the closing of each round and will be provided with a list of proposals to be evaluated and a timeframe will be agreed upon for the evaluations. Once all evaluations are collated by each Evaluation Committee member, the IEs will be invited to join Evaluation Committee meeting discussions to finalise awarding of grants for that round.

The volume of grant proposals and areas of project interest submitted in each round will determine the number of IEs that will be engaged. Hence, some IEs may be engaged in more evaluations than others.

### **Conflict of Interest**

IEs are not eligible for support under this grant scheme and cannot be a major beneficiary in the application pool they are assessing. S/he will:

- Assess proposals based on merit of project, ability for applicant to deliver the project, and against other published criteria
- Be objective in their assessment and without personal and professional bias
- Declare real or perceived conflict of interest
- For the purpose of this project, the following definitions will be adhered to:
  - **Conflict of interest:** Refers to any situation where a member has competing professional or private interests which may make it difficult for that person to fulfil assigned project duties impartially. This has the potential to influence the performance of their designated responsibilities.
  - **Perceived conflict of interest:** Refers to any situation exists there is a perception of a person's professional or private interests influencing the performance of assigned project duties. Perceived conflict of interest is just as important as conflict of interest as it could pose a risk to the overall perception of the project and its activities.

### **Selection Process and Tenure**

1. Industry Evaluators (IEs) will be appointed by SPC through an open RFQ process.
2. Applicants should address the key selection criteria as outlined above.
3. State suggested daily rate/fee in Euros. An agreed daily rate/fee will then be agreed upon for each evaluation round depending on the number of applications to be evaluated. This will result in a lump sum fee for an agreed number of days and number of evaluations required to be completed.
4. Documentation of evidence of experience (CV / Resume/ Portfolio)
5. Once selected, the IE will be required to submit and sign a Conflict-of-Interest Declaration Statement.
6. The maximum tenure for IEs will be 12 months.
7. Successful applicants will be included in a pool or registry of Industry Experts which SPC may draw from for the purpose of Grant Selection processes as well as other Cultural and Creative Industry engagements

Grant Selection Assessment panels and assignment of IEs will take into consideration the:

- Number of applications
- Artform, expertise required, specialty areas
- Cultural considerations
- Regional/ nation representation
- Diversity/ Gender

## C. Timelines

The duration of the consultancy will be up to two weeks in December 2022 and a similar period in March 2023. In both cases, the duration will depend on the number of applications received and evaluators available.

## D. Reporting and contracting arrangements

- Attend Evaluation Committee meetings when required
- Review applications against Grant Selection Criteria within the specified timeframe
- Provide a clear rating and recommendation on whether the proposal should be supported
- Provide advice on challenges, threats, and opportunities associated with the proposal
- Review and provide strategic insight into ways by which the proposal may be strengthened and supported at the project management level as well as in terms of specific industry related area of work
- Maintain confidentiality of all submissions and work related to the Grant Selection Process
- Provide unbiased expert advice and recommendations
- Assist in preparation and endorse the Technical Evaluation Report at the end of each round

## E. Skills and qualifications

### 1 Knowledge and experience

1.1. Comprehensive industry knowledge of the Pacific Islands arts and cultural sector relating specifically to the Cultural and Creative Industries.

1.2. At least 10 years demonstrated work experience in at least one of the categories listed below:

#### Category 1. Creative Practice

- Performing arts
- Visual Arts
- Fashion
- Literature
- Indigenous, First Nations, Culture and Heritage Arts
- Film, TV, Screen and New Media
- Photography
- Design, Architecture, Industrial Landscape, and Interior
- Communications, Advertising and Media

#### Category 2. Venues, Places and Spaces

- Festival and Events
- Arts, Cultural, Heritage, Venues, Spaces and Places
- Culture and Art Organizations
- Institutions
- Museums, Archives and Libraries



- Archeological and Historic places
- Natural Heritage
- Cultural and Art Services

**Category 3. Arts and Cultural Development**

- Education and Training
- Archiving and Preserving
- Professional Development
- Community Arts

1.3. Have the ability to provide high level strategic advice across all art forms.

1.4. Provide unbiased expert advice and recommendations.

1.5. A good understanding and evidence of evaluating and assessing or managing projects, business, or community organisation or NGO especially in the creative and cultural industry.

**2. Very good interpersonal skills and cultural awareness**

3. **Language skills:** Good English communication skills (oral and written). An understanding of a Pacific Island Language is also desirable.

4. **Availability:** Be available to be called upon on short notice to be part of the Selection Committee for any of the evaluation rounds. The evaluations may be conducted virtually. Dates for remaining Evaluation rounds are shown below for ease of reference.

**4.1. Closing dates for each Evaluation Round is as follows:**

- **Round 3:** December 2022
- **Round 4:** February 2023

**2 Scope of Bid Price and Schedule of Payments**

- The value of the contract will be based on milestones/outputs outlined in the table below.
- The terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.
- There is no travel required for this consultancy.

Milestone/deliverables	Deadline	% Payment
Technical Evaluation Committee Report Finalised	2-3 weeks from signing of contract	100%
<b>TOTAL</b>		<b>100%</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>Mandatory requirements. Bidders will be disqualified if any of the requirements are not met</b>		
1. Knowledge and experience <ul style="list-style-type: none"> <li>i. Comprehensive industry knowledge of the Pacific Islands arts and cultural sector relating specifically to the Cultural and Creative Industries.</li> <li>ii. At least 10 years demonstrated work experience in at least one of the categories listed below:               <ul style="list-style-type: none"> <li>a. Category 1. Creative Practice</li> <li>b. Category 2. Venues, Places and Spaces</li> <li>c. Category 3. Arts and Cultural Development</li> </ul> </li> <li>iii. Have the ability to provide high level strategic advice across all art forms.</li> <li>iv. Provide unbiased expert advice and recommendations.</li> <li>v. A good understanding and evidence of evaluating and assessing or managing projects, business, or community organisation or NGO especially in the creative and cultural industry.</li> </ul>	80%	560
2. Interpersonal skills and cultural awareness with ability to work in a multicultural, inclusive, and equitable environment.	10%	70
3. Language skills	10%	70
<b>Total Score</b>	<b>100%</b>	<b>700</b>

## Part 5: TECHNICAL AND FINANCIAL SUBMISSION FORM

### PART A – Background of Bidder

	RESPONSE BY BIDDER
Name:	
Physical Address:	
Postal Address:	
Telephone Contact:	
Email:	
Two contacts of referees or references. Please also attached your CV and other additional details considered as relevant	

### PART B – RESPONSE BY BIDDER to the Evaluation Criteria

CRITERIA	RESPONSE BY BIDDER
Knowledge and experience	
Very good interpersonal skills and cultural awareness	
Language skills	
Availability	
Suggested Daily Rate/Fee (EUR)	

**Part C: Undertaking and Financial Proposal Submission Form: RFQ 22-4896-PRO**

**Declaration**

1. I agree that 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, I confirm that I have examined all the RFQ documents to provide technical services to support Capacity Building for the Hazard and Exposure Database for Pacific Catastrophe Risk Assessment and Financing Initiative (PCRAFI).
3. I agree to complete the services for the daily price agreed to with the project which will be commensurate to my qualifications, skills and experience presented in this RFQ.

Particulars	Amount (EUR)
Professional Fees (must be inclusive of operating costs)	