

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Feasibility study for the set-up of a Pacific regional insectary
Nature of the services	To conduct a feasibility study on the set-up of a Pacific regional insectary
Location:	Travel to PICTs according to approved itinerary
Date of issue:	7/02/2023
Closing Date:	22/02/2023
SPC Reference:	23-5013

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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 salanietas@spc.int and with the subject line of your email as follows: **Submission 23-5013**. 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
- CV (detailing work experience in the Pacific region)
- Work plan covering details of any required travel

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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 [23.59pm] FJT on **22/02/2023**.

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. Salanietta Saketa will be your primary point of contact for this RFQ and can be contacted at salanietas@spc.int. You should copy any communications into rfg@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	7/02/2023
RFQ Closing Date	22/02/2023
Award of Contract	28/02/2023
Commencement of Contract	31/03/2023
Conclusion of Contract	31/05/2023

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 Euros 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

Vector-borne diseases (VBDs) due to viruses (dengue fever, zika, chikungunya, Ross River fever) and parasites (malaria) transmitted by mosquitoes are an important cause of ill-health and death in Pacific Island countries and territories (PICTS). According to the 2022 World Malaria Report 87% of the 1.4million malaria cases reported in the Western Pacific region was reported from Papua New Guinea (PNG). Out of the three malaria endemic countries in the region (PNG, Vanuatu, and Solomon Islands) PNG and the Solomon Islands are considered high transmission countries. Since 2012 all four dengue serotypes have been circulating in the region and these have been unprecedented together with outbreaks of zika and chikungunya sweeping across the islands. They are a serious impediment to development and attainment of the SDG in these islands. These VBDs have a distinct epidemiology due to small populations scattered over thousands of tropical and sub-tropical islands on both sides of the equator in relative geographic isolation, coupled with significant people's mobility and thereby exposure to circulating arboviruses through the airline networks of the Asia-Pacific region.

The burden of VBDs has highlighted the deficiencies in vector surveillance and control capacities of many of the PICTs. Many of the PICTs are poorly resourced and not fully aware of the local mosquito population and whether these are susceptible or resistant to available insecticide classes.

The need for strengthening vector control was affirmed by the World Health Assembly in May 2017 when it adopted the Global Vector Control Response (GVCR) 2017-2030 and associated resolutions WHA70.16. The GVCR presents a strategy to strengthen vector control globally, with plans of action required at regional and sub-regional levels to reflect local specificities and settings.

Although efforts have been made through the project on 'Strengthening capacities of the Pacific Public health Surveillance Network (PPHSN) 2018-2022 'to support the upscaling of vector surveillance and control activities of countries which included the development of the 'Manual on surveillance and control of Aedes vectors in the Pacific' being available in both English and French versions and in working collaboratively with the PacMOSSI project led by James Cook University and WHO to develop an online entomology training course that was launched in 2022; there is more to be done. PICTs need to be aware of their local mosquito colonies and to be able to evaluate vector control tools such as the use of long-lasting insecticide nets (LLIN), indoor residual spraying (IRS) and susceptibility status of vectors to the recommended chemical insecticides. To undertake these activities, it's mandatory to have a well-established insectary.

Given the limited capacities and resources of many of the PICTs having a regional approach to strengthening vector surveillance and control is needed and thus the notion of the setup of a Pacific regional insectary or a consortium of insectaries in selected countries that can support and sustain these efforts.

B. Purpose, objectives, scope of services

The Pacific Community (SPC) seeks the service of a consultant or consortium of consultants to conduct a feasibility study on the set-up of a Pacific regional insectary or a consortium of insectaries. The goal of the consultancy is for the PICTs to have access to a standard for vector surveillance and control management via this regional insectary. Additionally, the consultant will consider this venture in view of its technical feasibility, legal feasibility, operational feasibility and financial or resource feasibility.

Specific Objectives

- i. To review existing infrastructure or explore the need for a new infrastructure that can support the set up of a regional insectary through the conduct of a SWOT analysis on its technical feasibility, legal feasibility, operational feasibility and importantly on its financial feasibility; and
- ii. To produce a 'Feasibility Study on Pacific Regional Insectary Report' detailing the review criteria, the study findings, and key recommendations.

C. Timelines

Under the guidance of SPC the consultant will facilitate an inception meeting to introduce the project objectives to garner feedback on the appropriate purpose and scope of the feasibility study. The consultant will then generate a draft and through SPC will solicit and incorporate two rounds of inputs for finalization of the report. It is anticipated that this whole process will take two months, with the consultant working on ad hoc basis as needed.

The key output of the consultancy is outlined below.

- Output: Final Feasibility Study on a Pacific Regional Insectary Report

Activity	Deliverables	Duration
1. Facilitate and participate in initial inception meeting with selected Member States and group of experts	1.1 Documented feedback on proposed scope and purpose of the feasibility study 1.2 Preliminary outline of the feasibility study contents	2 days
2. Consult with SPC to refine outline	2.1 Refined outline of feasibility study	3 days
3. Develop first draft of report based on recommendations of the expert group	3.1 Draft of feasibility study report in line with expert group guidance and SPC requirements	Up to 15 days
4. Solicit feedback from Member States and partners through SPC, and incorporate into report	4.1 Summary of feedback received from Member States and partners through first round of consultation 4.2 Revised draft of feasibility study report that adequately reflects inputs provided	Up to 5 days
5. Refine feasibility study report based on feedback and finalise	5.1 Summary of feedback received from Member States and partners through second round of consultation	Up to 10 days

	5.2 Finalised report in line with Member States and partners feedback	
Total days FTE		35 days

D. Reporting and contracting arrangements

The selected Consultant(s) will work under the supervision of:

Responsible Officer:	Senior Epidemiologist, SPRP, Public Health Division, SPC
Manager:	SPRP Team Leader, Public Health Division, SPC

The final report will be submitted to the Senior Epidemiologist, Surveillance, Preparedness and Response Programme, Public Health Division, SPC by 31 May 2023.

E. Skills and qualifications

The selected consultant(s) will be a vector control and entomology expert with experience working in Pacific countries and territories or small island developing states, with the proven ability to write, solicit feedback, generate consensus, and revise documentation accordingly.

- Qualifications required:

Health or biological sciences undergraduate degree, and master or higher-level degree in entomology and/or public health and/or epidemiology and/or business administration is essential. Formal training in medical entomology highly desirable.

- Experience required:

Minimum of seven years' progressive experience in vector control and entomology, or communicable disease prevention and control with a focus on vector-borne diseases. Experience working in multiple Pacific Island countries and territories is preferable. Experience with a research institute and insectary is desirable. Experience in conduct of feasibility study or epidemiology is an advantage.

- Skills / Technical skills and knowledge:

In-depth knowledge of vector-borne disease prevention and control including insectary experience. Demonstrated knowledge of the challenges of vector surveillance and control in Pacific Island countries and territories. Demonstrated ability to develop strategy, action plan, guidelines, or public health guidance documents. Excellent written and oral communication skills. Demonstrated ability to consult with stakeholders and facilitate an effective and productive feedback process.

- Language requirements:

Written and spoken fluency in English is essential. Working knowledge of French is desirable.

- Competencies

1. Teamwork
2. Respecting and promoting individual and cultural differences
3. Communication
4. Building and promoting partnerships across the organization and beyond
5. Producing results

F. Scope of Bid Price and Schedule of Payments

The consultant is to work part-time (35 days) over 2 months

Travel

The Consultant is expected to travel according to an approved itinerary with the Senior Epidemiologist and Team Leader, SPRP.

All travel and per diem expenses will be paid in accordance with SPC travel policy.

Milestone/deliverables	Deadline	% Payment
On the completion of the inception meeting and the first round of consultations	29 April 2023	40%
On the submission of the first draft of the report	5 May 2023	30%
On the completion of the last round of consultations and the final draft of the report	31 May 2023	30%
TOTAL		100%

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		
CV <i>Professional Certification</i> <i>Evidence of Work plan</i>	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: Qualification -professional certification or accreditation in field of expertise	20%	140
Technical requirement 2: Experience -demonstrated professional work experience and in working in the Pacific or small island developing states	25%	175
Technical requirement 3: Skills and knowledge - demonstrated experience in conduct of feasibility study, research, and evaluation, set up or running of insectaries, vector control strategies, guidelines, and SOPs	40%	280
Technical requirement 4: Publications in English or French, excellent oral, interpersonal and presentation skills	15%	105
Total Score	100%	700