

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>EU FSM SUSTAINABLE ENERGY ACCOMPANING MEASURES – FSM.SE Project</b>
<b>Nature of the services</b>	Consultant to provide technical assistance to EU FSM SEAM Project – FSM.SE in the Review of the 2012 FSM National Energy Policy
<b>Location:</b>	Remote
<b>Date of issue:</b>	10/02/2023
<b>Closing Date:</b>	10/03/2023
<b>SPC Reference:</b>	RFQ 23-5023-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 [koine@spc.int](mailto:koine@spc.int) and with the subject line of your email as follows: **Submission RFQ23-5023-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
- CVs of the consultants who will be involved
- Completed Proposal submission forms

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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 Fiji time, on 10/03/2023**.

### 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.

Koin Etuati will be your primary point of contact for this RFQ and can be contacted at [koine@spc.int](mailto:koine@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>	10/02/2023
<b>RFQ Closing Date</b>	10/03/2022
<b>Award of Contract</b>	24/03/2023
<b>Commencement of Contract</b>	27/03/2023
<b>Conclusion of Contract</b>	30/07/2023

### 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 USD 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 review of the 2012 FSM National Energy Policy (NEP) is one deliverable of the EU FSM SEAM Project under Component 2, Renewable Energy and Energy Efficiency known as FSM.SE. SPC is implementing the FSM.SE project in partnership with the Energy Division, Department of Resources and Development. The FSM.SE Project tagged this activity under Output 1, Activity 1.2, *Improving the policy, legislative and institutional frameworks at the National and State level.*

The consultant will work with the FSM.SE Project Management Team (PMT) to review the 2012 FSM NEP and formulate a Revised FSM NEP. The PMT based in Pohnpei will provide all necessary and required information and datasets and support the consultant in the write up and finalisation of new FSM NEP. The consultant will develop a methodology to conduct the review and finalise the Revised FSM NEP to be approved by the PMT and the Energy Division.

The Pacific Community through the EU SEAM FSM.SE project has signed a Letter of Agreement with the UN - ESCAP in developing the FSM SDG 7 roadmap. The national SDG7 roadmap will present some important state-level information to enable relevant planning and policy developments both at National and State levels. The goals and targets of the SDG 7 roadmap and the Revised FSM NEP are to be synchronized to ensure consistency in policy development both at the national and state levels. The PMT is currently compiling the FSM energy dataset to support the SDG 7 roadmap development and to support the review of the policy objectives, energy targets, thematic areas, and strategic action plans. There are updated reports and studies already available and have been developed as part of the FSM NEP review.

Type of Report	Title of Report	Date of Completion	Consultants	Status
Analysis	Gender Equality and Social Inclusion (GESI) and Rights Based Approach (RBA) Analysis and Integration Plan for FSM.SE Project	Aug 2021	Tetra Tech ES, Inc.	Completed
Gap Analysis	Review of the National Energy Policy and Energy Master Plan	Nov 2021	GEP- GEM	Completed
Gap Analysis	Minimum Appliance labelling and Standards Programme for FSM	Nov 2021	GEP-GEM	Completed
Assessments	Energy Demand and Energy Projects FSM	June 2022	University of New South Wales (UNSW)	Completed
	Renewable energy standards for the power sector – Situational analysis	June 2022	UNSW	Completed
	Energy performance standards for Vehicles – Situational Analysis	June 2022	UNSW	Completed
	FSM Energy Sector Capacity Building Diagnostic Needs Assessment Report	June 2022	UNSW	Completed

SDG 7 Roadmap	LOA with UN-ESCAP to support the review of NEP and develop SDG 7 Roadmap	July 2022	UN-ESCAP	Completed
	SDG 7 Roadmap and NEP review Inception meeting	Sept 2022		Completed
	NEXTSTEP Database develop-Energy Baseline Information available	February 2023	UN-ESCAP	Ongoing parallel activities to the review of the 2012 FSM NEP
	SDG 7 Draft Roadmap developed	March 2023	UN-ESCAP	
	SDG 7 & FSM NEP Revision and Finalisation	May - June 2023	UN-ESCAP	
	Submission to National and State Government	July 2023	EU FSM SEAM PMT	

## B. Purpose, objectives, scope of services

The 2012 FSM NEP is to be revised and updated to align with new targets established under the national, regional, and global policies such as the United Nation Sustainable Development Goals, the Nationally Determined Contributions, Framework for Energy Security and Resilience in the Pacific (FESRIP): 2021 – 2023 and others. There has been progress made in achieving the 2012 NEP outcomes however there are remaining key gaps and challenges as highlighted in the Gap analysis report.

1. The 2012 FSM NEP did not include baseline data; therefore, baselines and future energy demands against the energy targets should be included in the Revised NEP.
2. The 2018 Energy Master Plan provided updates only on four key national energy policy targets (not all energy policy targets) of electricity access, percentage of electricity generated from renewable sources, diesel use, and carbon dioxide (CO<sub>2</sub>) emissions up to 2037. These targets need to be captured in the Revised FSM NEP.
3. To align targets to other planning documents that include energy targets such as the SDP 2004-2023, Infrastructure Development Plan 2016-2025, and Nationwide Integrated Disaster Risk Management and Climate Change Policy 2013.
4. To include indicators that are measurable and tangible. For example, the PRIF Energy Indicators and the SDG indicators, FSM identified and prioritised 4 indicators for SDG 7.
5. Monitoring of the progress remains a challenge, therefore a monitoring mechanism for reporting should be established. The monitoring and evaluation framework should include gender-responsive indicators, such as women's representation in the energy sector, increased productive use of electricity, etc.
6. enhance the local capacity to plan, design, implement, manage, operate, and maintain installed energy technologies as the country moves into a carbon free electrification.

The scope of work includes.

- i. Through consultations, review the FSM NEP mission statements, goals and targets, thematic areas, cross cutting issues. Update the RE & EE and other targets based on current situations and future energy demands to align to the newly developed FSM SDG 7 roadmap and updated national policies.

- ii. Finalise the Revised FSM NEP with the focus on the following:
  - Increasing access to electricity in remote islands.
  - possible reduction in electricity demand through retrofits and uses of energy efficient appliances/equipment and energy conservation awareness and activities.
  - possible reductions in diesel power generation through renewable powered generators with and without battery storage.
  - Integrate work on RE standards to minimise operational and maintenance costs for RE grid connected and off grid systems.
  - Integrate minimum energy appliance labelling standards.
  - Integrate energy efficiency and energy conservation recommendations in public sector buildings.
  - Adopt guidelines and options for recycling and managing PV System components, including batteries.
  - Establish and integrate guidelines and standards to increase use of energy efficient vehicles and efficient public transportation.
  - Integrate activities identified on the new SDG 7 roadmap
  - Include activities relating to the development of the Energy Sector National and State Communication Action plan
  - Align with recent national and state commitments on gender equality in general in the energy sector priorities and goals.
  - Recognise the need for legislative reforms to strengthen the Energy Office and improving private sector participation
  - Integrate the need for tariff policy guidelines
  - Specific energy needs and directives of each of the four States and National Government
- iii. Present the Revised FSM NEP to National and State Governments stakeholders at a Validation Workshop to firm up the vision and mission objectives, goals & targets, thematic areas, timelines, strategies, activities and monitoring and evaluation indicators, and the subsequent steps to initiate deployment.
- iv. Submission of Revised FSM NEP with its Monitoring and Evaluation Framework to National Government.

### C. Timelines

The Consultant is to provide technical support to the SPC EU FSM.SE PMT in write up of the Revised FSM NEP. The work is to begin in March 2023 and conclude in mid- June 2023. The estimated number of days for the key activities for the consultants are as follows:

1	Activities	Deliverables	Estimated deliverable date	No. of days
2	Final Workplan and methodologies developed,	Workplan and methodologies presented to the PMT for approval.	7/4/2023	10 days
3	Revised NEP format developed, review of energy datasets and situational analysis completed	FSM NEP format, Situational analysis and the updated energy data reviewed. Energy baselines and targets with policy directives established and	19/5/2023	30 days



		aligned to the FSM SDG 7 Roadmap.		
4	Write up of the Revised NEP	Revised NEP with State Action Plans including timelines, policy vision, goals, targets, thematic areas, and strategies reviewed.	30/6/2023	30 days
5	Validation Workshop conducted	Present the Draft Revised FSM National Energy Policy and State Action plans	7/7/2023	5 days
6	Finalise and submit the Revised FSM NEP with Monitoring and Evaluation Framework	Final Presentation and Submission on the Revised FSM NEP	28/7/2023	15 days
	<b>Total number of working days for reviews and write up and presentations</b>			<b>90 working days</b>

#### D. Reporting and contracting arrangements

The Consultant will report to the FSM.SE Project Manager but work closely with the Project Implementation Adviser in the delivery of the works. The consultant will be based remotely and will work closely with FSM.SE team base in Pohnpei, FSM to support the review. The FSM.SE PMT will be responsible to provide energy datasets and conduct national and state consultations.

The consultant is to guide the development on the review, final write up and completion of the Revised FSM NEP and other tasks and documentations required to satisfy and complete the contract

#### E. Skills and qualifications

Bidders must have or demonstrate:

- At least 5 years of experience in the energy sector policy development, data analysis and forecasting.
- Tertiary qualification in energy, sustainable development, climate change or related field or comparable work experience.
- Experience and records of completed works in the planning and delivery of stakeholder's consultation
- Excellent communication (written and oral) skills including fluency in English language and facilitation skills

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

The bidder must include cost components in the computation of contract price with includes professional fees, technical costs, and other administrative costs. Due to the uncertainty of the FSM

boarder opening and restrictions to travel to FSM, this consultancy will be delivered through online and virtual mode.

<b>Milestone/deliverables</b>	<b>Deadline</b>	<b>% Payment</b>
1. Signing of Contract, submission of and approval by SPC of workplan and methodologies.	7 April 2023	20
2. Draft Revised FSM NEP format including Situational analysis, baselines and targets and policy directives, including draft State Action Plans available approved by SPC	19 May 2023	30
3. Presentation of the Draft Revised National Energy Policy at a Validation workshop	7 July 2023	30
4. Final National Energy Policy with M & E Framework available to present to National Government	28 July 2023	20
<b>TOTAL</b>		<b>100</b>

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

Available documents and data needed to support the review of the 2012 FSM National Energy Policy will be provided to the successful consultant.

## 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>Consultations CVs</b> <b>Completed Technical and Financial Proposal submission forms</b> <b>Draft Workplan</b>		<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met
<b>Technical requirement 1:</b> At least 5 years of experience in the energy sector planning, policy development, energy data analysis and forecasting	25%	175
<b>Technical requirement 2:</b> Tertiary qualification in energy, sustainable development, climate change or related field or comparable work experience.	25%	175
<b>Technical requirement 3:</b> Experiences in the planning and delivery of multi-stakeholder work environments and consultation process.	20%	140
<b>Technical requirement 4:</b> Excellent communication (written and oral) skills including fluency in English language and facilitation skills	20%	140
<b>Financial requirement 1 :</b> Rate/ day	10%	70
<b>Total Score</b>	<b>100%</b>	<b>700</b>

## PROPOSAL SUBMISSION FORM – SERVICES

### INSTRUCTIONS TO BIDDERS

The Proposal Submission Form is a table that includes the technical and financial criteria on which bidders will be scored and allows the bidder to respond to them. This table is then used by the technical evaluation committee to score the proposals received.

Technical Requirements	
Evaluation criteria	Response by Bidder
<b>Experience and specified personnel/sub-contractors</b>	
<b>Experience:</b>	<b>Experience:</b>
	<i>[insert details of relevant experience]</i>
	<b>Details for three references:</b>
	1. Client's name: <i>[insert name of client 1]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	2. Client's name: <i>[insert name of client 2]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
Value contract: <i>[insert value of contract]</i>	
<b>Personnel:</b>	<b>Details about personnel/sub-contractors</b>
	Manager's experience: <i>[insert details about manager's experience]</i>
	Consultants' experience: <i>[insert details about consultants' experience]</i>
<b>Technical Requirement 1</b>	
At least 5 years of experience in the energy sector planning, policy development, energy data analysis and forecasting	<i>[Bidder's answer]</i>
<b>Technical Requirement 2</b>	
Tertiary qualification in energy, sustainable development, climate change or related field or comparable work experience.	<i>[Bidder's answer]</i>
<b>Technical Requirement 3</b>	
Experiences in the planning and delivery of multi-stakeholder work environments and consultation process.	<i>[Bidder's answer]</i>
<b>Technical Requirement 4</b>	
Excellent communication (written and oral) skills including fluency in English language and facilitation skills	<i>[Bidder's answer]</i>
<b>Financial Requirement 1</b>	
Professional Fees (must be inclusive of operating costs)	<i>[Bidder's answer]</i>

**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]*