

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>Infection and Prevention Control</b>
<b>Nature of the services</b>	To develop standard operating procedures, training materials and surveillance tools for Blood Stream Infections (BSIs) including peripheral and central line associated bloodstream infections.
<b>Location:</b>	Home based with some travel required if needed
<b>Date of issue:</b>	15/03/2023
<b>Closing Date:</b>	5/04/2023
<b>SPC Reference:</b>	23-5156

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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 [margaretl@spc.int](mailto:margaretl@spc.int) and with the subject line of your email as follows: **Submission 23-5156**. 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
- Technical proposal form

- Experience at least 5 years in IPC program implementation including in development and design in surveillance of HAI and adult education (including developing, delivery, and evaluation for multi-disciplinary teams).
- At least 5 years' experience in HAI surveillance at healthcare facility level
- Financial Proposal

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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 **23.59 FJT** on **5/04/2023**.

### 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.

Margaret Leong will be your primary point of contact for this RFQ and can be contacted at [margaretl@spc.int](mailto:margaretl@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>	15/03/2023
<b>RFQ Closing Date</b>	29/03/2023
<b>Award of Contract</b>	14/04/2023
<b>Commencement of Contract</b>	21/04/2023
<b>Conclusion of Contract</b>	31/08/2023

## 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 AUD 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 Pacific Community (SPC) supports Pacific Island Country and Territories, health facilities to strengthen clinical services and build Infection Prevention Control (IPC) capacity including healthcare associated infection surveillance.

Healthcare Associated Infection (HAI) surveillance is one of the key functions of infection prevention and control (IPC) teams and are considered vital in addressing interventions to prevent HAIs.

Healthcare associated bacteraemia's are regarded as preventable infections that are associated with poor hand hygiene and inadequate care during insertion and care of medical devices such as peripheral intravenous and central venous catheters which are among the most common invasive procedures performed in health care. Central line-associated bloodstream infections (CLABSI) can be common; however they are largely preventable [1].

In Low Middle-Income Countries (LMIC), it has been estimated that for every 100 hospitalized patients, 10 to 15 acquire at least one HAI. This compares to five to seven HAI patients for every 100 hospitalized patients in high-income countries [2] This is true for the majority of the Pacific Islands, as we are unaware of the true burden of HAIs. This is mainly due to inadequate surveillance systems within IPC programs.

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

The Pacific Community (SPC) seeks the service of technical assistance provider(s) to develop HAI surveillance methodology, tools and training package for:

- Blood Stream Infections (BSIs) including peripheral and central line associated bloodstream infections.

The goal of the consultancy is to work in partnership and collaboration with an expert working group in the development and training of the surveillance standard operating procedures for Bloodstream Infections for adoption and implementation at national level for Fiji, Nauru, Palau and Solomon Islands

#### Specific Objectives

1. To standardize surveillance definitions and methodologies for conducting BSI surveillance for peripheral and central line infections.
2. To develop data collection tools for Peripheral and central line associated bloodstream infections and identify software or informatics systems options best suited to the pacific context.
3. To develop HAI surveillance report templates.
4. To develop power point slides and conduct training on the new methodology and tools to conduct surveillance.

#### Expected Outputs

1. Standard operating procedures and data collection tools developed for Peripheral and central line associated bloodstream infections and pilot tested in one of the four countries.
2. Training slides developed and training delivered on the SOP and use of data collection tools.

3. Deliver Pilot training workshop and combined countries workshop
4. Technical report on the consultancy work

### C. Timelines

40 days from contract commencement

### D. Reporting and contracting arrangements

- **The Contractor will be responsible to SPC's Team Leader – Clinical Services Program (CSP), Public Health Division for all aspects of the work, including the production of the required outputs. For logistic support and other management issues, the Infection prevention and control Adviser will coordinate.**

### E. Skills and qualifications

- IPC post-graduate qualification or equivalent IPC related certificates.
- Credentialed IPC at expert level would be desirable.

Experience required:

- Experience at least 5 years in IPC program implementation including in development and design in surveillance of HAI and adult education (including developing, delivery, and evaluation for multi-disciplinary teams).
- At least 5 years' experience in HAI surveillance at healthcare facility level
- Desirable experience working with low and middle-income settings.

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

Milestone/output	Deadline	% Payment
Standard operating procedures and data collection tools developed for Peripheral and central line associated bloodstream infections	28 <sup>th</sup> April 2023	20%
Submission of training slides and pilot training report on the SOP and use of data collection tools	May 20 <sup>th</sup> 2023	25%
Pilot training and combined countries workshop report	May 31 <sup>st</sup> 2023	25%

On completion and submission of final report.	09 <sup>th</sup> June 2023	30%
<b>Total EUROS</b>		<b>100%</b>

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

- [1] “IFIC Basic Concepts of Infection Control,” in Prevention of Intravascular Device-Associated Infection, Portadown, International Federation of Infection Control, 2016, pp. 1-9.
- [2] M. Curless, L. Forrester and P. Trexler, “Reference Manual for Health Care Facilities with Limited Resources,” in Module 1. Introduction to Infection Prevention and Control, Baltimore, Jhpiego Corporation, 2018.



## 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>		
<ul style="list-style-type: none"> <li>• Experience at least 5 years in IPC program implementation including in development and design in surveillance of HAI and adult education (including developing, delivery, and evaluation for multi-disciplinary teams).</li> <li>• At least 5 years' experience in HAI surveillance at healthcare facility level</li> </ul>		<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met
<b>Technical requirements</b>		
Technical requirement 1: IPC post-graduate qualification or equivalent IPC related certificates	10%	0
Technical requirement 2: Credentialed IPC at expert level would be desirable.	10%	0
Technical requirement: Experience at least 5 years in IPC program implementation including in development and design in surveillance of HAI and adult education (including developing, delivery, and evaluation for multi-disciplinary teams)	40%	0
Technical requirement: At least 5 years' experience in HAI surveillance at healthcare facility level	30%	0
Other: Desirable experience working with low and middle-income settings.	10%	0
<b>Total Score</b>	<b>100%</b>	<b>700</b>