

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	<i>Readvertisement</i> - Pacific Girl Creative Expression – Day of the Girl
Nature of the services	Creative expression for the synthesisation and communication of girls' lived realities in the Pacific
Location:	Suva, Fiji with local travel to Nadi, Fiji
Date of issue:	1/03/2023
Closing Date:	8/03/2023
SPC Reference:	RFQ23-5071-PRO

Contents

PART 1: INTRODUCTION	3
1.1 ABOUT THE PACIFIC COMMUNITY (SPC)	3
1.2 SPC'S PROCUREMENT ACTIVITIES	3
1.3 SPC'S REQUEST FOR QUOTATION (RFQ) PROCESS	3
PART 2: INSTRUCTIONS TO BIDDERS	3
2.1 BACKGROUND	3
2.2 SUBMISSION INSTRUCTIONS	3
2.3 EVALUATION & CONTRACT AWARD	4
2.4 KEY CONTACTS	4
2.5 KEY DATES	4
2.6 LEGAL AND COMPLIANCE	4
2.7 COMPLAINTS PROCESS	5
PART 3: TERMS OF REFERENCE	6
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	6
C. TIMELINES	6
D. REPORTING AND CONTRACTING ARRANGEMENTS	7
E. SKILLS AND QUALIFICATIONS	7
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	7
G. ANNEXES TO THE TERMS OF REFERENCE	ERROR! BOOKMARK NOT DEFINED.
PART 4: PROPOSAL EVALUATION MATRIX.....	9
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	9

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 pwl@spc.int and with the subject line of your email as follows: **Submission 23-5071**. 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
- Examples of work (in the chosen art form)
- Submission form completed

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 8/03/2023**.

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.

Sian Rolls will be your primary point of contact for this RFQ and can be contacted at sianr@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	1/03/2023
RFQ Closing Date	8/03/2023
Award of Contract	13/03/2023
Commencement of Contract	15/03/2023
Conclusion of Contract	31/10/2023

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](#) 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 FJD 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

Pacific Girl is a multi-country programme that supports adolescent girls in Pacific Island countries achieve their full potential. Designed for and by girls, Pacific Girl is the only regional programme in the Pacific dedicated to advancing the rights and opportunities of adolescent girls. The programme is managed through Pacific Women Lead at the Pacific Community (PWL at SPC) and funded by the Australian Government.

Creative expression services are being sought for activities being held in Suva, Fiji. The service provider will be expected to also undertake local travel to Nadi, Fiji, in April for a validation workshop as part of the conceptualisation process.

The service will facilitate the expression, synthesis, and communication of girls' lived realities in their Pacific Island country, as part of a multi-country programme mid-term review. The creative output will complement a mid-term review of the Pacific Girl programme and socialise the findings, with particular emphasis on girl beneficiaries of the programme. These services are being sought from local creatives in three countries – Fiji, Tonga and Vanuatu.

The successful service provider will be provided with child protection training and capacity support, to assist the review team to co-facilitate a reflection session with adolescent girls. The service provider will also be expected to participate in online peer-to-peer dialogue throughout the period of the consultancy and develop a piece of creative expression the commemoration of International Day of the Girl 2023.

B. Purpose, objectives, scope of services

The service provider will be provided with training and resource support to facilitate their major deliverable, a piece of creative expression for a multimedia campaign.

The service provider will:

- be supported by the Pacific Girl team to co-facilitate an in-country reflection session Suva, Fiji, with adolescent girls as part of the review of the Pacific Girl programme
- travel to Nadi, Fiji, to participate in a workshop, involving participants from Pacific Girl countries, to validate findings of the review process and develop their creative concept (travel will be arranged by SPC)
- engage in peer-to-peer dialogue online throughout the period of the consultancy
- source cultural information relevant to outcomes of the mid-term review to inform the final concept for the creative expression, with support from SPC
- produce the creative expression in their chosen art form, by early September 2023
- be supported by the Pacific Girl team to document ideas, activities and exercises conducted throughout the period of consultancy reflecting their creative process.

C. Timelines

Noting that the production time and required resources vary depending on art forms, interested bidders are expected to reflect this (including the feasibility of production and any further implications of the timeline) in their proposal.

The co-facilitation, conceptualisation and documentation work is expected to be conducted in February–October 2023, over up to 13 days in total, excluding travel time:

- Up to 2 days’ preparation for the in-country reflection session (including child protection training relevant to the evaluation, delivered by evaluators), with an additional 1 day of co-facilitation.
- 3 days to attend and engage in the in-person validation workshop in Fiji (not including the period of local travel to Nadi)
- Up to 2 days over the period of the consultancy for the preparation and participation for peer-to-peer dialogue (up to 8 x 2-hour sessions)
- Up to 3 days’ sourcing of cultural information and development of the final concept
- Up to 2 days’ preparation and participation in documentation exercises.

D. Reporting and contracting arrangements

The service provider will work from their home-base and report to the Communications Officer (Pacific Women Lead) for the sign off and approvals of deliverables – noting that additional advice may be sought from other staff time to time to evaluate deliverables before approval.

Administrative, local travel and technology access costs associated with the scope of work should be reflected in the quote provided. Bidders should have the capacity to travel internationally to attend the in-person validation workshop. Note that the return trip from Tonga to Fiji will be coordinated by SPC, in line with its relevant organisational policies.

E. Skills and qualifications

- At least 1 years’ experience in the chosen art form, which may include self-led learning.
- Ability to work independently and in a timely manner.
- Experience with youth groups, particularly adolescent girls (i.e. church groups, sports clubs, school-based activities).
- Experience conducting or facilitating workshops is advantageous, but not required.

In addition to the above skills and qualifications, preference will be given to young women artists seeking professional development opportunities (aged 18–24).

Bidders are welcome to submit a group application for up to 3 collaborating artists, on the provision that previous work has been done together.

F. Scope of Bid Price and Schedule of Payments

The contract will be paid on a milestone basis, with supervisor confirmation or acceptance of the associated deliverables required before payment. As part of solicitations, the consultant is expected to provide a confirmation of time required for the scope of services.

Terms of payment shall be in accordance with provisions of Article 10 of the SPC General Conditions.

Milestone/deliverables	Deadline	% Payment
On signing of contract – start-up costs to organise workshop materials and technology/connectivity needs to participate in dialogue sessions remotely (online)	March 2023	20

Supervisor confirms attendance at preparation sessions and conducts co-facilitatory role, Supervisor approves initial concept via email prior to attendance of in-person workshop in Fiji	April 2023	30
Supervisor approves finalised concept via email, reflecting sourced cultural information	June 2023	20
Supervisor receives complete documentation of the creative process, per agreed format in April 2023	November 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
Technical requirement 1: At least 1 years' experience in the chosen art form, which may include self-led learning	30%	210
Technical requirement 2: Experience with youth groups, particularly adolescent girls (i.e. church groups, sports clubs, school-based activities).	30%	210
Technical requirement 3: Experience conducting or facilitating workshops	20%	140
Other: Young woman artist / young women artists (aged 18-24) seeking professional development opportunities	20%	140
Total Score	100%	700