

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Review of the Pacific Plant Protection Organization (PPPO) governance, mandate and roles
Nature of the services	Consultancy services for the review of the PPPO governance, mandate and roles
Location:	Remote
Date of issue:	3/05/2023
Closing Date:	19/05/2023
SPC Reference:	RFQ 23-5303

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	5
2.7 COMPLAINTS PROCESS	5
PART 3: TERMS OF REFERENCE	6
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	6
C. TIMELINES	7
D. REPORTING AND CONTRACTING ARRANGEMENTS	7
E. SKILLS AND QUALIFICATIONS	8
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	8
PART 4: PROPOSAL EVALUATION MATRIX.....	10
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	10
PART 5: PROPSOAL SUBMISSION FORMS	11

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 azarial@spc.int and with the subject line of your email as follows: **Submission** RFQ 23-5303- the Review of the PPPO Governance, Mandate, and Roles. 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

- Part 5: Proposal Submission Forms (Bidders letter of application, Technical and Financial Proposal Forms)
- Business Registration Certificate (If available)

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 **11.59 pm Fiji time on 19/05/2023**.

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.

Azaria Lesa-Ah Kau will be your primary point of contact for this RFQ and can be contacted at azarial@spc.int. You should copy any communications into 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	3/05/2023
RFQ Closing Date	19/05/2023
Award of Contract	26/05/2023
Commencement of Contract	29/05/2023
Conclusion of Contract	1/09/2023

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 bidders' local currency 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

The Pacific Plant Protection Organization (PPPO) was founded in October 1994 by the South Pacific Conference (now the Pacific Community Conference) at its 34th Session in Port Vila, Vanuatu. The Land Resources Division (SPC-LRD) is the Secretariat of the PPPO and administers its affairs. The PPPO is tasked with coordinating regional plant quarantine activities, harmonization of phytosanitary measures and for fostering co-operation in plant protection and other phytosanitary matters among Members and acts for the Members in developing contacts with and where appropriate, provides input into other global and regional organizations that have authority in such matters. The PPPO is governed by a constitution and operates according to tri-annual (or longer) workplans set by its Members.

The short-term consultation is focused on reviewing the role, mandate and function of the PPPO and its secretariat in relation to other Regional Plant Protection Organisations (RPPOs) and in relation to its role within the International Plant Protection Convention (IPPC) structure. This will include consultation with the IPPC, PPPO Member Countries, PPPO Executive Committee (PPPO ExCo), Land Resources Division of SPC, relevant regional and international development partners and organizations.

This activity will make recommendations for clarifying the role, mandate and governance of PPPO including secretariat support role provided by the Pacific Community (SPC) and make recommendations for updating key governance documents such as the statutes/constitution. The review will consider and make recommendations with regard to PPPOs work in relation to relevant workstreams and Divisions within SPC and resourcing required to deliver secretarial services to PPPO.

B. Purpose, objectives, scope of services

Key responsibilities will include:

1. Undertake a review of the PPPO mandate and role as described in the current constitution and of the secretariat.
2. Undertake a review of the current work plan development process, and the programme of the PPPO in relation to the constitution and the related programmes of work within SPC. Eg Biosecurity and Plant Health
3. Undertake national-level consultation to ascertain members understanding of the role of the PPPO.
4. Consult and study operations of the International Plant Protection Commission (IPPC), various forums within the IPPC (such as the Commission on Phytosanitary Measures (CPM), Standards Committee (SC), Implementation and Capacity Building Committee (IC), with Regional Plant Protection Organisations (RPPOs), focus groups, etc.), and sister organizations (where relevant) to assist in clarifying a clear role and mandate for PPPO.
5. Build consensus amongst PPPO members on recommendations for clarifying role and mandate of the PPPO and secretariat

Expected Milestones/Outputs and Deliverables:

The consultant is expected to deliver the following products by the end of the consultancy:

1. **Consultancy workplan**, outlining schedule of consultations, methodologies and plans.
2. **Report** outlining findings of review process and with recommendations for changes to/clarifications of the current PPPO role, mandate and function. The report should also clearly delineate the work of PPPO in relation to other relevant SPC programmes of work.
3. Deliver **virtual or face to face workshop** with PPPO members and SPC to validate review findings and recommendations.
4. **Revise core documents** (constitution/statutes) reflecting agreed recommendations of the review and ensuring the Constitution is fit for purpose and updated, well structured and identifies clear mandate and role.
5. **A final report** at the end of the consultancy to provide lessons learnt, issues identified, risks, recommendations on resourcing requirements for delivery of PPPO secretariat services.

C. Timelines

- The consultancy will commence upon signing and will end no later than 1 September 2023, unless extended mutually by both parties.
- The consultant must propose a work plan, budget and activity schedule with timelines to achieve the expected outputs using the appropriate methodologies.
- The consultancy must be completed within the agreed timeliness and is strictly not subject to an extension.

D. Reporting and contracting arrangements

- The consultant will work collaboratively and closely with the SPC.
- The consultant cannot make a decision or commitment nor media representations for SPC.
- The consultant is expected to supply his/her own computer/laptop and other equipment.
- SPC will provide logistics and technical support for the virtual validation meeting
- The consultant shall be engaged to undertake the consultancy working according to a planned schedule to be completed no later than expiry of the contract.

Travel Arrangements:

If travel is required for the consultant, it will be approved and facilitated by SPC limited to payment of air/boat fare and Daily Subsistence Allowance (DSA) (covers meals, accommodation, incidentals and airport transfers) in line with SPC's travel policy.

SPC does not provide insurance for consultants travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes or duties for which the consultant may be liable.

It is assumed that the consultant has considered these conditions when submitting their bid.

E. Skills and qualifications

The successful applicant must possess:

- Advanced degree in Law, Environmental Law or International Affairs or Agriculture Science or Biosecurity (other relevant qualifications will also be considered).
- 5 or more years of related experience in biosecurity, legislation, natural or environmental sciences, and policy review work or other similar expertise.
- Previous experience in conducting review of legislations and policies, strategic work plans, implementation plans as well as conducting gap analysis is essential. Similar work undertaken in the region previously will be advantageous.
- Previous experience in national level consultation and producing technical reports.
- Previous experience in undertaking strategic workplan development and finalization.
- Strong understanding of biosecurity and SPS in the PICTs.
- Strong understanding of the IPPC , its mandate and its relationship with the PPPO.

Note: Consider consulting SPC’s Social and Environmental Responsibility helpdesk on the option to incorporate social and environmental responsibility as part of the qualifications.

Language requirements:

- Fluent in the English language (verbal and written)
- Understanding of local languages is advantageous

The following competencies are required:

- Demonstrate integrity and commitment to SPC principles, values and ethical standards
- Have strong interpersonal and communication skills and foster teamwork
- Possess ability to work well as part of a multi-cultural team and display gender, religion, race, nationality and age sensitivity and adaptability
- Be analytical and have strategic thinking, be results oriented

F. Scope of Bid Price and Schedule of Payments

The consultant will be paid in line with the payment schedule below

Milestone no.	Milestone/output	Deadline	% payment
1.	Signing of contract. Submission and acceptance of a workplan within 2 weeks of contract being signed.	30 May 2023	10
2.	Report outlining findings of review process and with recommendations for changes to/clarifications of the current PPPO role, mandate and function. The report should also clearly delineate the work of PPPO in relation to other relevant SPC programmes of work.	30 June 2023	30

3.	Deliver virtual workshop to validate review findings and recommendations.	30 July 2023	0
4.	Revise core documents (constitution/statutes) reflecting agreed recommendations of the review and ensuring the Constitution is fit for purpose and updated, well-structured and identifies clear mandate and role.	15 August 2023	30
5.	A final report at the end of the consultancy to provide lessons learnt, issues identified, risks, recommendations on resourcing requirements for delivery of PPPO secretariat services.	31 August 2023	30
	TOTAL		100

Payments will be made within 30 days upon receipt and acceptance of relevant reports, timesheets and invoice.

If there are any variations required to milestones and timelines, a formal amendment to contract will take place in line with the contract terms and conditions for amendment

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		
Provide a CV with the proposal submission form		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Technical requirement 1: Advanced degree in Law, Environmental Law or International Affairs or Agriculture Science or Biosecurity (other relevant qualifications will also be considered).	20%	140
Technical requirement 2: 5 or more years of related experience in, biosecurity, legislation, natural or environmental sciences and policy review work or other similar expertise.	20%	140
Technical requirement: Previous experience in conducting review of legislations and policies, strategic work plans, implementation plans as well as conducting gap analysis is essential. Similar work undertaken in the region previously will be advantageous.	20%	140
Technical requirement: Previous experience in national level consultation and producing technical reports.	20%	140
Technical requirement: Strong understanding of biosecurity and SPS in the PICTs.	20%	140
Total Score	100%	700

Financial Evaluation

Financial evaluation carries a total score of 300. These scores are calculated according to the formula below:

[Total financial component score] x [Lowest price]/ [Price under consideration] = Score for financial proposal

Part 5: PROPSOAL SUBMISSION FORMS

BIDDER'S LETTER OF APPLICATION FORM

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required *[Choose an item]* for the sum as may be ascertained in accordance with the Financial Proposal attached herewith and made part of this proposal.

We acknowledge that:

- SPC may exercise any of its rights set out in the RFP/RFQ documents, at any time;
- The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
- The RFP/RFQ documents are a summary only of SPC's requirements and is not intended to be a comprehensive description of them;
- Neither the lodgement of the RFP/RFQ documents nor the acceptance of any tender nor any agreement made subsequent to the RFP/RFQ documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the RFP/RFQ documents, or since the date as at which any information contained in the RFP/RFQ documents is stated to be applicable;
- Excepted as required by law and only to the extent so required, neither SPC, nor its respective officers, employees, advisers or agents will in any way be liable to any person or body for any loss, damage, cost or expense of any nature arising in any way out of or in connection with any representations, opinions, projections, forecasts or other statements, actual or implied, contained in or omitted from the RFP/RFQ documents.

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded on the basis of the Technical and Financial Components proposed.

For the Bidder: *[insert name of the company]*

Signature:

Name of the Bidder's representative: *[insert name of the representative]*

Title: *[insert title of the representative]*

Date: *[Click or tap to enter a date]*

TECHNICAL PROPOSAL SUBMISSION FORM

INSTRUCTIONS TO BIDDERS

The Technical Proposal Submission Form is a table that includes the technical 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 technical proposals received.

Technical Requirements	
Evaluation criteria	Response by Bidder
Experience and specified personnel/sub-contractors	
Referees	Experience: 5 or more years of related experience in natural or environmental sciences, biosecurity, legislation and policy review work or other similar expertise.
	<i>[insert details of relevant experience]</i>
	Details for three references:
	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>
	3. Client's name: <i>[insert name of client 3]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
Mandatory – CV	Please provide CV of all key personnel proposed
Technical Requirements	
Advanced degree in Law, Environmental Law or International Affairs or Agriculture Science or Biosecurity (other relevant qualifications will also be considered).	<i>[Bidder's answer]</i>
Demonstrate experience in conducting review of legislations and policies, strategic work plans, implementation plans as well as conducting gap analysis is essential. Similar work undertaken in the region previously will be advantageous.	<i>[Bidder's answer]</i>
Demonstrate experience in national level consultation and producing technical reports.	<i>[Bidder's answer]</i>
Demonstrate experience in undertaking strategic workplan development and finalization.	<i>[Bidder's answer]</i>
Strong understanding of biosecurity and SPS in the PICTs.	<i>[Bidder's answer]</i>
Should have strong experience in business and marketing of sustainability plan for an organization or entity.	<i>[Bidder's answer]</i>
Prove ability to produce high quality comprehensible reports and provide sound, practical recommendations.	<i>[Bidder's answer]</i>

(Where possible, please provide references or share copy of previous reports of similar nature delivered)	
Good reporting skills	<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]*

BIDDER'S FINANCIAL PROPOSAL

The contract schedule of payment will be based on milestones achieved on a monthly basis. Please provide a daily or monthly rate for your professional fees and total professional fees.

Services description	Lump sum Price <i>[Currency]</i>	Total Amount <i>[Insert currency]</i>
Professional Fees	Daily Rate	<i>[total amount]</i>
Total Professional Fees - <i>[Insert total days Bidding for]</i>	Total lump sum	<i>[total amount]</i>

The consultant is required to provide any additional costs including in country travel costs, per diems and any other related costs in the financial proposal submission form (if not already included in the consultancy fee) payable by SPC solely. This will be reimbursed by the SPC upon submission of receipts. The costs must solely be for the purpose of implementation of project activities will require approval from Project manager before it is incurred. Please include these costs here:

Other costs	
Item description	Total Amount <i>[Insert currency]</i>
<i>[Item description]</i>	<i>[total amount]</i>
<i>[Item description]</i>	<i>[total amount]</i>
<i>[Item description]</i>	<i>[total amount]</i>
<i>[Item description]</i>	<i>[total amount]</i>
Total Other costs	<i>[Total]</i>

Total Professional Fees	
Total other costs	<i>[total other costs]</i>
GRAND TOTAL IN <i>[Insert currency]</i>	

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, taking into account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

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]*