

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

### READVERTISEMENT

<b>Project Title:</b>	<b>Building Safety and Resilience in the Pacific Phase II</b>
<b>Nature of the services</b>	BSRP II Finance and Administration Assistant Fiji
<b>Location:</b>	Suva, Fiji
<b>Date of issue:</b>	10/09/2024
<b>Closing Date:</b>	24/09/2024
<b>SPC Reference:</b>	RFQ24-6656

Open only to individuals based in Fiji]

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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 an application 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 application and all supporting documents** in English and as an attachment to an email sent to [mitielin@spc.int](mailto:mitielin@spc.int) and with the subject line of your email as follows: **Submission RFQ24-6656**. 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 (including copies of academic qualifications)
- Completed Technical Proposal Submission Form

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 Fiji (+12 GMT)** on **24/09/2024**.

### **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 an applicant has met the prescribed requirements and the applicant's proposal has been determined to be substantially responsive to the RFQ documents, serve the interests of SPC.

#### **Technical**

All valid proposals will be assessed against the technical evaluation criteria set out in Part 4. The criteria are provided with weighted scores according to the relative importance of each. Candidates are expected to familiarise themselves with local conditions and take these into account in preparing their proposal. Where minimum qualifications are set as specific evaluation criteria (which may include educational qualification, professional accreditation or certification, licensing, experience and expertise), proposals submitted must necessarily meet these criteria.

#### **Financial**

This RFQ does not require the submission of a financial offer, as the cost of each service is defined by SPC on the monthly basis as stated on Part F, Page 8 of this document.

These rates do not include tax, in accordance with applicable legislation, and may be re-evaluated at SPC's initiative.

**The purpose of this RFQ is to implement a Preferred Supplier Agreement (PSA).**

**PSAs are drawn up for an initial period of 1 (one) year and may be renewed for a period not exceeding 3 (three) years, depending on the results and quality of the services rendered.**

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.

Mr Mitieli Naucabalavu will be your primary point of contact for this RFQ and can be contacted at [mitielin@spc.int](mailto:mitielin@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
RFQ sent to potential vendors	10/09/2024
RFQ Closing Date	24/09/2024
Award of Contract	TBC
Commencement of Contract	TBC
Conclusion of Contract	TBC

## 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.

**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), through the Building Safety and Resilience in the Pacific Phase II (BSRP II) project, is seeking a Finance and Administration Assistant to be based at the Fiji National Disaster Management Office to coordinate the project's activities in Fiji.

BSRP II is a component of the EU Intra-ACP Natural Disaster Reduction (NDRR) Programme funded under the 11th European Development Fund (EDF). BSRP II operates in 14 Pacific Island Countries and in Timor-Leste. The EUR 14 million project started in September 2022 with implementation scheduled to end in October 2026.

The project has a number of regional and national activities arranged around four expected outputs:

- i. Increased availability of reliable disaster and climate risk data, information and knowledge;
- ii. Enhanced integration of risk-informed regulations, planning and financing;
- iii. Strengthened capabilities, collaboration and coordination for risk reduction, response and recovery;
- iv. Increased risk awareness and risk reduction actions with sub-national, community and local stakeholders.

BSRP II is managed and administered by a Project Management Unit (PMU) based at SPC in Suva. The PMU consists of a Project Manager, two Project Implementation Officers, a Finance Officer, Project Administrator and a Communications Officer. A Project Steering Group (PSG) has been established to provide project over-sight at the regional level. National Project Steering Committees (NPSC) have been established in all participating countries. The project partners with, and operates through, National Disaster Management Offices (NDMOs) at the national level.

With a country allocation of **EUR 740,000**, Fiji has identified eleven national activities under seven Key Result Areas (KRAs) to be implemented under the project.

#### **KRA 1: DRM/CC Information Management Governance**

- 1.1. Establish a Centralised Risk Database system.

#### **KRA 2: Oceania Regional Seismic Network**

- 2.1. Upgrade Oceania Regional Seismic Network (ORSNET) capacity.

#### **KRA 3: Sub-National Risk Assessments, Risk Profiles and Tools**

- 3.1. Support Integrated Vulnerability Assessment (IVA) process.
- 3.2. Strengthening collaborative governance and systems for forecasting and Early Warning Systems information.

#### **KRA 4: Legislative, Policy, and Institutional Arrangements Reviewed and Operationalised**

- 4.1. Develop online tracker system to monitor implementation of the National Disaster Risk Reduction Policy 2018 – 2030.

**KRA 5: Infrastructure and Equipment**

- 5.1. Assessment, refurbishment and standardisation of District/Divisional EOCs, including fit out (4-5) DEOCs subject to assessments and prioritisation), including SOPs.

**KRA 6: Stakeholder Communications, Engagement and Awareness**

- 6.1. Development and testing of multi-hazard multi-media warning platform in negotiation with telecommunication companies.
- 6.2. Communications, engagement, awareness along with visibility.

**KRA 7: Coordination of Project Activities**

- 7.1. Country Coordinator
- 7.2. Project Steering Committee

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

The Project is seeking the services of a Finance and Administration Assistant to support the Fiji National Disaster Management Centre in the implementation on the project activities. The Finance and Administration Assistant will be based at the NDMO and work closely with the BSRPII Project Coordinator, the NDMO Finance Unit and the BSRP II Finance Officer. Management of project finances will need to take place within the framework of SPC financial management policies and procedures.

The BSRP II Finance and Administration Assistant Fiji will conduct the following tasks:

**Financial and procurement support services**

- Support the Project Coordinator in preparing costings and requests for funds to support project activities;
- Manage all project-related requisition and procurement processes;
- Monitor contracts with vendors and ensure timely payment of invoices;
- Maintain a record of all financial transactions pertaining to project activities;
- Collect and review financial data for acquittals;
- Ensure that all acquittals are submitted to SPC Finance in good order and on a regular basis;
- Follow up on outstanding documentations required for acquittals.
- Prepare and submit timely requests for funds disbursements aligned to Grant Agreements;
- Ensure financial transactions and project procurements comply with SPC's Financial and Procurement guidelines

**Administration and Operations Support**

- Managing day-to-day administration and operations work.
- Managing and monitoring project filing systems, including the archiving and backup of project documents, information and data
- Effectively managing project assets records.

**Travel and Logistics Management**

- Support the Project Coordinator, NDMO and other Implementing Agency staff in arranging travel;

- Provide facilitation and logistical support to Workshops, including securing workshop venues, accommodation and other services.
- Support the development of budgets for regional workshops and field travel needs.

### **C. Timelines**

The Finance and Administration Assistant will work five days a week in accordance with official Republic of Fiji government office hours.

The work will commence on the signing of the contract.

The position is needed for the duration of the project implementation phase which ends in October 2026. The contract will be for a period of 1 year initially and may be extended subject to performance.

Extension beyond October 2026 is subject to funding availability and extension of the project timeline.

### **D. Reporting and contracting arrangements**

The Finance and Administration Assistant will be supervised by Fiji NDMO Director, or delegated senior manager.

The Finance Administration Assistant will report through the Project Coordinator to both the NDMO Director and the BSRP II Finance Officer at the PMU in Fiji.

Six-monthly financial statement for inclusion in the six-monthly progress report to be submitted by the Project Coordinator.

The Finance and Administration Assistant will be required to complete monthly timesheets to be signed off by the Project Coordinator and NDMO Director and submitted to SPC with monthly financial overview reports.

The Finance and Administration Assistant will be provided with a laptop and have access to a communications budget.

The consultant is responsible for their own personal income tax arrangements.

### **E. Skills and qualifications**

#### **Qualifications**

- A relevant tertiary qualification (e.g. accounting, financial management, business administration) from a recognised higher education provider

#### **Experience**

- 3 years demonstrated experience in donor project finance and administration.
- Experience in logistics management inclusive of travel for workshops and training programs.
- Experience in managing procurement processes. Knowledge of government procurement processes will be an advantage.
- Demonstrated skills in record keeping and storage of acquittal documents.

#### **Language skills**

- Good written and spoken English.



### Computer skills

- Demonstrated proficiency in using Microsoft Excel and familiarity with using teleconferencing software such as Microsoft Teams and Zoom.

### Other

- Ability to travel to remote project locations in challenging travel conditions, if required.

## F. Schedule of Payments

Remuneration for this consultancy is FJD1,667 per month all inclusive.

Payments will take place monthly on receipt of an invoice accompanied by a signed timesheet and progress report.

SPC will endeavour to make payment within 30 days of receipt of invoices.

## G. Annexes to the Terms of Reference

BSRP II Project Factsheet

BSRP II Fiji Country Implementation Plan

## 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>• The Conflict-of-Interest Declaration form completed</li><li>• CV (Including copies of academic qualifications)</li><li>• Completed Technical Proposal Submission</li></ul>		<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met
<b>Technical requirements</b>		
<b>Technical requirement 1:</b> A relevant tertiary qualification (e.g. accounting, financial management, business administration) from a recognised higher education provider	20%	140
<b>Technical requirement 2:</b> 3 years demonstrated experience in donor project finance and administration.	20%	140
<b>Technical requirement 3:</b> Experience in logistics management inclusive of travel for workshops and training programs	20%	140

<b>Technical requirement4:</b> Experience in managing procurement processes. Knowledge of government procurement processes will be an advantage.	20%	140
<b>Technical requirement 5:</b> Demonstrated skills in record keeping and storage of acquittal documents.	20%	140
<b>Total Score</b>	<b>100%</b>	<b>700</b>