



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Accreditation Committee
Nature of the services	The Accreditation Committee is established as an independent committee reporting to the Pacific Board for Education Quality (PBEQ) through the Director of EQAP
Location:	Pacific Region
Date of issue:	12/09/2024
Closing Date:	26/09/2024
SPC Reference:	RFQ24-7059

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	7
D. REPORTING AND CONTRACTING ARRANGEMENTS	7
E. SKILLS AND QUALIFICATIONS	8
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	8
G. ANNEXES TO THE TERMS OF REFERENCE	8
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 shimald@spc.int and with the subject line of your email as follows: **Submission Accreditation Committee**. 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
- Curriculum Vitae
- Technical form

- Conflict of interest 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 **11.45pm Fiji Time on 26/09/2024**.

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 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.

Shimal Devi will be your primary point of contact for this RFQ and can be contacted at shimald@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	11/09/2024
RFQ Closing Date	26/09/2024
Award of Contract	30/08/2024
Commencement of Contract	1/11/2024
Conclusion of Contract	31/10/2027

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.

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 **Accreditation Committee** was established to ensure rigorous and transparent accreditation processes within the Pacific region, supporting the Pacific Board for Education Quality (PBEQ). The committee is integral to the **Educational Quality and Assessment Programme (EQAP)**, providing an independent platform for evaluating and endorsing various accreditation applications. These applications include training providers, provider qualifications, regional qualifications, and micro-qualifications.

Accreditation plays a critical role in maintaining and enhancing the quality of education and training across the Pacific Islands. By ensuring that providers and qualifications meet established regional standards, the Accreditation Committee contributes to the broader mission of improving education outcomes and fostering capacity development in the region. This is particularly significant as the region seeks to align educational quality with global standards, while addressing local needs and contexts.

Given the increasing demand for high-quality education and the growing complexity of the accreditation landscape, the Accreditation Committee must work independently and impartially, ensuring that all applications are evaluated based on merit and adherence to established quality assurance frameworks. The committee's role is vital in upholding transparency, accountability, and credibility in the accreditation process, which ultimately strengthens the region's education systems and their ability to meet future challenges.

B. Purpose, objectives, scope of services

The **Accreditation Committee** is a key independent body responsible for overseeing accreditation processes within the Pacific region's education sector. It reports to the **Pacific Board for Education Quality (PBEQ)** through the Director of EQAP. The committee is separate from the Qualifications Unit to ensure impartiality and unbiased decision-making in the accreditation process. SPC intends to award RFQ to more than 1 bidder.

The types of accreditation include:

- Accreditation of training providers
- Accreditation of provider qualifications
- Accreditation of regional qualifications
- Accreditation of micro-qualifications

Purpose, Objectives, and Scope of Services

The Accreditation Committee serves three primary purposes:

1. **Evaluate and Endorse Reports:** Deliberate on evaluators' reports and recommendations regarding accreditation applications.
2. **Make Accreditation Recommendations:** Provide recommendations on accrediting training providers, qualifications, and micro-qualifications to PBEQ.
3. **Ensure Quality Standards:** Safeguard the integrity and quality assurance of training providers, qualifications, and micro-qualifications throughout the accreditation process.

The committee ensures that all accreditation processes align with established quality standards, thereby enhancing the credibility of education and training in the region.

Secretariat Responsibilities

The **Qualifications Unit** will act as the secretariat for the Accreditation Committee, managing all logistical and administrative duties, including:

- Scheduling meetings and preparing agendas.
- Organizing meeting venues (virtual and in-person) and preparing materials.
- Recording and circulating meeting minutes.
- Liaising with evaluators and facilitating communication with committee members.

F. Meeting Procedures

- A quorum will consist of two members.
- Meetings may be held virtually, with in-person meetings convened when necessary.
- Accreditation submissions will be reviewed either via email or during meetings. Members will provide feedback and recommendations through discussions and email exchanges.
- The Chairperson will oversee meetings and endorse the outcomes.

G. Chairperson's Duties

- Set the meeting agenda in coordination with the secretariat.
- Lead the committee meetings and ensure discussions remain focused.
- Endorse minutes and meeting outcomes.

H. Conflict of Interest and Confidentiality

Members must disclose any conflict of interest before discussions begin on accreditation applications and recuse themselves if necessary. Strict confidentiality must be maintained regarding all committee activities and decisions during and after members' terms of office.

C. Timelines

Term of Appointment

- Members are appointed for a term of up to three years, with a possible extension of one to three years. The maximum term is six years, and extensions are staggered for continuity.

D. Reporting and contracting arrangements

Responsibilities

- The committee deliberates on and makes recommendations to PBEQ regarding the accreditation of training providers, qualifications, and micro-qualifications.
- The committee acknowledges receipt of submissions within three days and provides feedback within seven days.
- Address accreditation matters referred by PBEQ.

Committee Membership

- The committee will consist of a Chairperson and two other members.
- At least two of the three members must be external to SPC.

- Members will be appointed by the Director of EQAP, and external advisors may be invited to provide additional insights.

Selected applicants will undergo mandatory training facilitated by EQAP's Qualifications and Standards Team to ensure they are equipped for their role on the Accreditation Committee.

E. Skills and qualifications

For appointment to the Committee, a person must have:

- At least a Master's degree;
- substantial knowledge and experience in the design, development and delivery of education and training;
- Experience as a senior staff of a training institution or higher education quality agency
- Knowledge and/or experience on the quality assurance of post-secondary education and training;
- Knowledge of higher education and TVET training in the Pacific region;
- No affiliation with training providers whose applications would come before the Committee; and
- Demonstrated Credibility and integrity.

F. Scope of Bid Price and Schedule of Payments

Total Consultancy Fees per Application to be paid to a Member is up to (Euro) € 135 by EQAP.

Milestone/deliverables	Deadline	% payment
Review and Endorsement of the accreditation submissions on a quarterly basis	Within 5 days of receipt of document	100

G. Annexes to the Terms of Reference

[Annex I - Accreditation Committee TOR.pdf](#)
[Annex II - Regional Accreditation Process.pdf](#)

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		
<p>An evaluation committee will assess the proposal received against the pre-established evaluation criteria listed below:</p> <p>To facilitate the selection, a bidder must submit the following:</p> <ul style="list-style-type: none"> • Copies of qualifications certificates; and • Curriculum Vitae. <p>The competencies which will be evaluated are detailed in Part 3.</p>		<p>Mandatory requirements. Bidders will be disqualified if any of the requirements are not met</p>
Technical requirements		
Technical requirement 1: At least a master's degree	25%	25
Technical requirement 2: Substantial knowledge and experience in the design, development and delivery of education and training;	15%	15
Technical requirement 3: At least 5 years' experience as a senior staff of a training institution / higher education quality agency;	20%	20
Technical requirement 4: Knowledge and/or experience on the quality assurance of post-secondary education and training;	20%	20
Other: Knowledge of higher education and TVET training in the Pacific region	20%	20
Total Score	100%	100