

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>Assessment of the Impacts of Drifting Fish Aggregating Devices on Marine Environment in Pacific Island Countries: Recommendations for Mitigation Strategies</b>
<b>Nature of the services</b>	Pacific drifting Fish Aggregating Device (dFAD) Retrieval Feasibility Study
<b>Location:</b>	Remote with travel in the Pacific region
<b>Date of issue:</b>	1/10/2024
<b>Closing Date:</b>	15/10/2024
<b>SPC Reference:</b>	RFQ24-7031

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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 [laurianee@spc.int](mailto:laurianee@spc.int) and with the subject line of your email as follows: **Submission RFQ24-7031**. 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
- Copy of business registration
- Cover letter

- Cv(s)
- Proposed workplan and methodology

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 **4.00PM Noumea time on 15/10/2024**.

### 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.

Dr Lauriane Escalle, Senior Fisheries Scientist (Fish Aggregation Devices) will be your primary point of contact for this RFQ and can be contacted at [laurianee@spc.int](mailto:laurianee@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>	1/10/2024
<b>RFQ Closing Date</b>	15/10/2024
<b>Award of Contract</b>	11/10/2024
<b>Commencement of Contract</b>	21/10/2024
<b>Conclusion of Contract</b>	30/09/2025

## 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 EURO 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

Drifting Fish Aggregating Devices (dFADs) are used in oceanic areas by the purse seine fishery, with 40,000-65,000 dFADs deployed annually in the tropical area of the Pacific Ocean. DFADs are used to aggregate tuna schools, that are then captured by purse seiners. Modern dFADs are equipped with a satellite buoy and an echosounder, allowing fishers to follow the position of their dFADs and have an estimation of the tuna biomass aggregated underneath. When they drift outside fishing areas, dFADs are considered lost or abandoned by fishers, who deactivate the satellite buoys, which removes the ability to monitor and determine the dFADs' fate. In the Western and Central Pacific Ocean (WCPO), one recent study estimated that 9.6% of dFADs were retrieved; 6.6% were beached; 18.4% were sunk, appropriated or had a malfunctioning buoy; 44.1% were abandoned outside fishing grounds; and 21.3% were deactivated and left drifting unmonitored at sea. A large uncertainty therefore exists regarding the actual fate of many dFADs.

Lost and abandoned dFADs represent a negative economic externality imposed by the purse seine fishery on the environment and local communities. Negative outcomes associated with stranded dFADs and their associated satellite buoys include damage to ecosystems, potential for interaction with coastal and artisanal fisheries, navigational hazard and aesthetic impacts that may diminish cultural and tourism values. The social licence of purse seine fishing companies and their credibility in environmental sustainability can be eroded if they are viewed to be contributing to marine litter and pollution. There is clearly a range of beneficiaries from reduction of the incidence of lost and abandoned dFADs.

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

The Fisheries, Aquaculture and Marine Ecosystems Division (FAME) of the Pacific Community (SPC) is seeking a qualified and experienced consultant with a strong understanding of fishing and dFAD operations (including their retrieval) to support SPC in a study to assess the feasibility and cost-effectiveness of a range of different dFAD recovery options within the Pacific Ocean.

A range of options for the recovery of lost and abandoned dFADs in the Pacific Ocean have been identified by industry, scientists, and managers. These include:

- Modification of the deployment areas to limit dFAD losses.
- A greater emphasis on owner collection before dFAD loss and abandonment (including collaboration between fishing companies).
- Charter of local vessels for at-sea collection of lost or abandoned dFADs at the edge of fishing grounds.
  - At-sea collection of vessels (e.g., longliners) already present at-sea.
  - A 'FAD watch' system that enables community collection of dFADs prior to stranding events in sensitive areas.

Other systems or solutions to address the issue of lost and abandoned dFADs can also be envisaged and could be developed and refined through consultation with industry, fisheries managers, regional institutions and local communities.

The consultant will be required to provide key elements, through surveys and stakeholders consultations, to inform a feasibility assessment, including economic consideration of dFAD retrieval options in the Pacific Ocean (with a focus on the WCPO). Specific Pacific Islands Countries and Territories (minimum of French Polynesia, Solomon Islands, American Samoa/Samoa, and Federated Stated of Micronesia) will also be targeted as case studies for the options involving communities. The consultant will lead the data collection and support in the feasibility assessment and economic study, in close collaboration with SPC and advice from the Pacific Islands Forum Fisheries Agency (FFA). For the recovery options outlined above (focus will be made on 2 to 3), consideration will be given to:

- The nature and distribution of costs and benefits
- Administrative, logistical, financial and other considerations (technical, operational, schedule, legal, etc.)
- Overall outcomes and rationale for participation by industry, NGOs and communities.

The project will also explore the potential for any unintended (positive or negative) outcomes from dFAD recovery programmes, including safety considerations for communities involved in at-sea collection options. The costs associated with mitigating any unintended outcomes would be assessed. For example, in the case of the safety concerns identified above, this might include costing of appropriate training and equipment.

The work will include:

- The contractor and the SPC team will review the options proposed to limit dFAD loss and abandonment, and promote retrieval. The contractor may also propose potential alternative options that may be developed through discussion and consultation with industry, manager (including the Parties to the Nauru Agreement PNA Office and members), and NGO partners. The contractor and SPC will identify 2 to 3 options to focus on during this contract, depending feasibility for the duration of the contract.
- The contractor will review the surveys developed by SPC for data collection and can propose additional surveys and other methodology where necessary with a list of key stakeholders needed to be consulted.
- The contractor will identify gaps in knowledge/data that need to be filled to help identify and assess candidate options.
- The contractor will list the data requirements and other necessary elements (as listed under considerations) in the developed methodology framework to assess the feasibility and cost-effectiveness of each option. This would include a regional and local component, where needed.
- The contractor and SPC will list potential travel and other aspects that would be needed to achieve collection of relevant data and consultation of stakeholders identified.
- With the help of project leads at SPC and their networks of partners in the region and worldwide where appropriate (industry, FFA, PNA, WCPFC, fisheries departments in Pacific Islands country and territories, NGOs, etc.), the contractors will run surveys and other stakeholders' consultations. This will include identification of, and effective liaison with potential charter providers and/or port facilities.
- From data collected on the ground using surveys and consultations, the contractor will then support the analysis and reporting led by SPC and FFA. In doing so, the consultant will provide preliminary findings along the way from initial meetings with stakeholders identified and surveys performed including all other data collected.

### C. Timelines

This short-term contract will have a maximum duration of 50/60 working days during the period from October 2024 to September 2025.

### D. Reporting and contracting arrangements

**Institutional Arrangement:** The contractor will work under the direct supervision of Dr. Lauriane Escalle, Senior Fisheries Scientist (Fish Aggregation Devices) at SPC's Fisheries Aquaculture and Marine Ecosystems division (FAME). The consultant will be required to maintain regular contact with the line manager in order to monitor the contract. He/she will also have to work closely with other SPC and FFA staff.

**Deliverables:** As outlined in the scope of service, the contractor will produce the following key deliverables:

- List of options to limit dFAD loss and abandonment and promote retrieval.
- Surveys developed to gather key data requirements and list of key stakeholders needed to be surveyed and consulted, by area.
- Summary of meetings with industry, manager, and NGO partners
- List of data requirements to undertake study that will assess the feasibility and cost-effectiveness of each option including other administrative and logistical considerations where necessary.
- Database with results from all surveys performed, and other data collected. And summary of each stakeholder consultations, with list of participants.
- Final report including summary from diverse consultations and surveys, and recommendations for next steps.

The consultant is expected to work in close collaboration with SPC (FAME and regional offices), FFA, and fisheries departments in SPC member countries and territories, as well as other key stakeholders (PNA, purse seine industry). Effective and transparent communication and cooperation with these partners are essential for the success of the project.

**Place of Work:** The consultant will be home-based with teleconferencing facilities, with the possibility of travel as required. The consultant is also expected to cover any operating costs.

### E. Skills and qualifications

The successful consultant will have the qualifications, skills and experience:

#### Education

- University degree in in fisheries, economic, social, environmental, statistics or related fields.

#### Skills and experience

- Strong knowledge of fisheries, fishing operations, including practical experience, and good network with industry, in particular in the tuna fishing industry and the WCPO context.
- Knowledge of the Pacific region.



- Demonstrated experience, running survey and stakeholder consultation, including remotely. As well as training enumerators and other stakeholders.
- Demonstrated experience with undertaking industry consultation through quantitative surveys, interviews, or other tools identified.
- Strong ability to communicate in English (written and verbal).
- Proficiency in the main IT tools.
- Ability to work independently.
- Good communicator to various audiences.

**Desirable:**

- Demonstrated experience analysing quantitative data, summarising key results and proposing evidence-based recommendations.

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

The bidder is expected to provide a breakdown of consultancy fee and operating costs. Payments will be made upon completion and endorsement of each deliverable as listed and provision of invoice.

Bidder is requested to specify the preferred schedule of payments and terms acceptable, noting that generally, SPC will not enter into arrangements requiring a 100% advance payment.

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

Milestone/deliverables	Deadline	% payment
List of options to limit dFAD loss and abandonment and promote retrieval and list of data required. Surveys developed and stakeholder consultations listed	Within 1 month of start of contract signature	40%
Database (excel) with results (preliminary) from initial meetings with industry, manager, and NGO partners including all surveys performed and other data collected.	Within four months of contract signature	40%
Final report from consultations and surveys, and recommendations	September 2025 at the latest	20%
<b>TOTAL</b>		

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

Papers of interest:

Banks, R. and Zaharia M. (2020). Characterization of the costs and benefits related to lost and/or abandoned Fish Aggregating Devices in the Western and Central Pacific Ocean. Report produced by Poseidon Aquatic Resources Management Ltd for The Pew Charitable Trusts.

Davies, T., Curnick, D., Barde, J., & Chassot, E. (2017). Potential environmental impacts caused by beaching of drifting fish aggregating devices and identification of management solutions and uncertainties. In A paper submitted to the 1st meeting of the joint t-RFMO FAD Working Group, Madrid, Spain.

Escalle, L., Hamer, P., & PNA Office, N. (2023). Spatial and temporal description of drifting FAD use in the WCPO derived from analyses of the FAD tracking programmes and observer data. WCPFC Scientific Committee SC19-2023/EB-WP-05.

Herrera, M., Adam, P. A., Beetle, N., Santiago, J., Murua, H., Zudaire, I., ... & Staff, I. F. (2019). FAD-Watch: turning the tide on FAD-beaching. JT-RFMO FAD WG\_Herrera\_S, 11.

Mourot, J., Escalle, L., Thellier, T., Lopez, J., Wichman, J., Royer, S. J., Hood, L., Bigler, B., Jaugeon, B., Nicholas, T.-R., Pollock, K., Prioul, F., Lercari, M., Marks, A., Kutan, M., Jones, J., Lynch, J. M., Tait, H., Hamer, P., & PNA Office, N. (2023). Analyses of the regional database of stranded drifting Fish Aggregating Devices (dFADs) in the Pacific Ocean. WCPFC Scientific Committee SC19-2023/EB-WP-04.

## 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>- Declaration of conflict of interest</li> <li>- Copy of business registration</li> <li>- Cover letter</li> <li>- Cv(s)</li> <li>- Proposed workplan and methodology</li> <li>- University degree in fisheries, economic, social, environmental, statistics or related fields</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> Strong knowledge of fisheries, fishing operations, including practical experience, and good network with industry, in particular in the tuna fishing industry and the WWCPPO context.	15%	105
<b>Technical requirement 2:</b> Knowledge of the Pacific region.	10%	70
<b>Technical requirement 3:</b> Demonstrated experience, running survey and stakeholder consultation, including remotely. As well as training enumerators and other stakeholders.	20%	140
<b>Technical requirement 4:</b> Demonstrated experience with understanding industry consultation through quantitative surveys, interviews, or other stakeholders.	20%	140
<b>Technical requirement 5:</b> Strong ability to communicate in English (written and verbal).	10%	70
<b>Technical requirement 6:</b> Proficiency in the main IT tools	10%	70
<b>Technical requirement 7:</b> Ability to work independently	5%	35
<b>Technical requirement 8:</b> Good communicator to various audiences	5%	35
<b>Technical requirement 9:</b> Demonstrated experience analysing quantitative data, summarising key results and proposing evidence-based recommendations.	5%	35
<b>Total Score</b>	<b>100%</b>	<b>700</b>