



# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>HRSD Annual Planning Workshop</b>
<b>Nature of the services</b>	Facilitation and Documentation of the HRSD Annual Planning Workshop
<b>Location:</b>	Suva, Fiji
<b>Date of issue:</b>	15/10/2024
<b>Closing Date:</b>	25/10/2024
<b>SPC Reference:</b>	24-7203

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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 [tarac@spc.int](mailto:tarac@spc.int) and with the subject line of your email as follows: **Submission 24-7203**. 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

- A Cover Letter and filled technical proposal form on provided template, responding to the RFQ Scope of Services.

- Filled Financial Proposal outlining all costs, in line with the milestones of this RFQ (refer to Section F).
- A copy of CV with at least names of two referees with contact details.
- Business Registration (if applicable)
- Tax Registration (if applicable)

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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 FJT on 25/10/2024**.

### 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.

The Deputy Director - HRSD will be your primary point of contact for this RFQ and can be contacted at [tarac@spc.int](mailto:tarac@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>	15/10/2024
<b>RFQ Closing Date</b>	25/10/2024
<b>Award of Contract</b>	30/10/2024
<b>Commencement of Contract</b>	1/11/2024
<b>Conclusion of Contract</b>	31/01/2025

## 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 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](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) is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. It is an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people.

SPC works across more than 20 sectors and is known for our knowledge and innovations. The Human Rights and Social Development (HRSD) Division leads SPC's work programme in providing culturally and contextually grounded technical assistance to supports the 22 Pacific Island Countries and Territories (PICTs) that are SPC members to advance human rights, gender equality, disability and social inclusion (GEDSI), youth development and cultural development. HRSD also provides technical assistance across SPC to help implement the SPC Social and Environmental Responsibility (SER) policy through a people-centred approach (PCA). PCA places people and their environment at the centre of development planning, implementation, decisions, monitoring and reporting.

HRSD is in its fourth year of implementing its 2021-2026 business plan. The annual planning workshop provides an opportunity to reflect on implementation and plan delivery of the remaining workplan, on an annual basis.

The HRSD Annual Planning Workshop will take place from November 18 to 22, 2024, at the Grand Pacific Hotel in Suva, Fiji. The key goals of the workshop are to:

1. Reflect on key achievements and lessons learned from implementation in 2024
2. Prepare the HRSD 2025 annual workplan
3. Strengthen team collaboration across HRSD

***(The consultancy services necessitate travel to the SPC office in Suva, Fiji, for the briefing meeting and actual conduct of the workshop to be held at the Grand Pacific Hotel, Suva, Fiji.***

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

This consultancy requires the services of a facilitator and documenter. Specifically, the consultant(s) shall:

1. In consultation with HRSD leadership, prepare a facilitation plan for the HRSD annual planning workshop
2. Facilitate the HRSD annual planning workshop using participatory methodologies to engage the 90 participants.
3. Document workshop outcomes and prepare and finalise a workshop report.

### C. Timelines

The vendor will commence work as soon as the contract has been signed. The vendor will work directly with the HRSD's Event Coordinator.

1. <b>Preparation:</b> A briefing meeting will be held to ensure clarity of this terms of reference and these corresponding milestone outputs.	3 Days
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Based on the briefing meeting, the consultant shall prepare and submit a draft facilitation plan for review. The finalised facilitation plan and all other preparations should be completed by <b>14 November</b> .	
2. <b>Workshop facilitation:</b> Working closely with the senior HRSD team to facilitate a participatory, engaging and meaningful workshop that fosters team cohesion and effective planning from 18-21 November.	4 Days
3. <b>Workshop report:</b> Document the workshop discussions and prepare a report on the workshop, according to an agreed table of contents. This may include highlights of issues discussed, and decisions or agreements reached. This may also include documentation of the high-level overview annual workplan. Draft report due on <b>2 December</b> . Following HRSD feedback and any changes, final report and invoicing to be submitted by <b>24 January 2025</b> .	5 Days
<b>Maximum number of days for this consultancy</b>	12 Days

#### D. Reporting and contracting arrangements

- The consultant will work closely with the HRSD Deputy Director and senior staff to deliver this consultancy
- HRSD will offer administrative and logistics support as necessary.
- Should it be required, SPC/HRSD will arrange travel in economy class and accommodation as per the SPC travel policy. SPC will not be responsible for any visa fees nor meals and incidentals during travel, which will need to be met by the consultant.
- SPC/HRSD will not cover separate budget lines for overheads/running costs or contingencies. If these apply, the costs are to be considered in the fees charged for the delivery of the specific services.

#### E. Skills and qualifications

- Relevant tertiary qualifications, preferably in international development, political and/or social sciences, communications or other relevant field.
- Minimum of 10 years relevant professional experience, including experience in capacity building and workshop facilitation and planning.
- Relevant skills and expertise in facilitation, participatory techniques and working with multi-disciplinary teams across diverse socio-cultural backgrounds
- Ability to clearly and effectively communicate among diverse audiences.

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

- The contract price will be based on lump sum payments tied to the milestones (in previous section) set out below.
- The cost components must be inclusive of professional fees.
- The terms of payment shall be in accordance with the provisions of Article 10 of SPC's General Conditions.
- The consultant is to submit an invoice, together with evidence of milestone completion, to receive payment

Milestone/deliverables	Deadline	% payment
Submission of final facilitation plan and approved by HRSD	November 14	20%
Submission of draft workshop report	December 2	60%

Finalised and approved workshop report submitted	24 January 2025	20%
<b>TOTAL</b>		100%

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

SPC Website: <https://www.spc.int/>  
 HRSD Website: <https://hrsd.spc.int/home>  
 Current Projects: <https://hrsd.spc.int/current-projects>  
 HRSD’s Business Plan:  
[spc.int/DigitalLibrary/Doc/HDP/Update\\_Business\\_Plan/Updated\\_HRSD\\_Business\\_Plan\\_2021\\_26\\_Version1.1.html](https://www.spc.int/DigitalLibrary/Doc/HDP/Update_Business_Plan/Updated_HRSD_Business_Plan_2021_26_Version1.1.html)  
 SPC’s Strategic Plan: <https://www.spc.int/strategic-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>		
1) A Cover Letter and filled technical proposal form on provided template, responding to the RFQ Scope of Services. 2) Filled Financial Proposal outlining all costs, in line with the milestones of this RFQ (refer to Section F). 3) A copy of CV with at least names of two referees with contact details. 4) Business Registration (if applicable) 5) Tax Registration (if applicable)		<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> Minimum of 10 years relevant professional experience, including experience in capacity building, and workshop and planning facilitation. To provide examples to demonstrate experience and quality delivery.	50%	500
<b>Technical requirement 2:</b> Relevant skills and expertise in facilitation, participatory techniques and working with multi-disciplinary teams across diverse socio-cultural backgrounds.	20%	200
<b>Technical Score</b>	<b>70%</b>	<b>700</b>
<b>Financial</b>		
<b>Price and Payment Terms</b>	30%	300
<b>Total Score</b>	<b>100%</b>	<b>1,000</b>