

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

| | |
|-------------------------------|--|
| Project Title: | EQAP Reflection and Planning Team Bonding Activity |
| Nature of the services | Team Building Activity: to provide a team bonding activity focusing on the theme “Excel Together” during the divisional year end reflection and planning session ensuring on improving team dynamics, communication, work culture, relationship and bonding. |
| Location: | Nadi, Fiji |
| Date of issue: | 25/10/2024 |
| Closing Date: | 4/11/2024 |
| SPC Reference: | RFQ 24-7236 |

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 | 6 |
| D. REPORTING AND CONTRACTING ARRANGEMENTS | 7 |
| E. SKILLS AND QUALIFICATIONS | ERROR! BOOKMARK NOT DEFINED. |
| F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS | 7 |
| G. ANNEXES TO THE TERMS OF REFERENCE | ERROR! BOOKMARK NOT DEFINED. |
| PART 4: PROPOSAL EVALUATION MATRIX..... | 8 |
| 4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT | 8 |

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 adharsank@spc.int and with the subject line of your email as follows: **Submission EQAP Reflection and Planning Team Building Activity** .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
- Proposal and Quote

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 **4pm Fiji Time on 4/11/2024**.

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.

3370733 will be your primary point of contact for this RFQ and can be contacted at adharsank@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 | 25/10/2024 |
| RFQ Closing Date | 4/11/2024 |
| Award of Contract | 8/11/2024 |
| Commencement of Contract | 25/11/2024 |
| Conclusion of Contract | 18/12/2024 |

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. 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 Educational Quality and Assessment Programme, better known by its acronym EQAP, is the region's technical support organisation on education. It is mandated to work with all SPC member countries to support their efforts to build a robust education system. EQAP focuses on four key outcomes to fulfil SPC's development objective of improving quality education in the Pacific. The first 3 outcomes are key goals that relate to education quality outcomes and the fourth strengthens its knowledge and capacity to realise the three key education quality goals. EQAP is a regional public good that supports the quality of regional and national education in the Pacific in two ways, firstly providing support to SPC member countries efforts to strengthen their education system. Secondly, providing education services where necessary systems, process and capabilities are absent. To effectively accommodate the requests and support of these 15 countries, annual work plan activities is developed and is timely executed by divisional staff. The planning and progress of these activities are reviewed and discussed through divisional reflection and planning session, identifying on the improvement actions and building on staff bonding to maintain a dynamic and purpose driven work culture enhancing through team work.

B. Purpose, objectives, scope of services

Over the past year EQAP has expanded in human resourcing in accordance with the need to deliver effectively, efficiently and purposefully. In maintaining a balanced team dynamics and work culture amongst the team, the year end reflection and planning session provides a great platform for team bonding exercise. The vendor to provide the scope of service for the team bonding activity with facilitation and resources to:

- a) Improve team dynamics
- b) Improve team bonding
- c) Promotes to teamwork enhancing through communication
- d) Strengthen team relationships and drive creative thinking
- e) Reflect purposefully on the roles and contributions of team members

C. Timelines

1. The reflection and planning session is scheduled to be conducted on the 11th to 13th December 2024 and team bonding activity is planned on the first day session starting from 2:30pm to 4:00pm.
2. The entire afternoon session after lunch has been planned for the team bonding activity which begins with the introduction of the 2025 divisional theme 'Excel Together' followed by the team bonding activity based on the theme.

D. Reporting and contracting arrangements

The vendor should be able to provide the service in Nadi, Radisson Blu Hotel in Denarau. We are looking at accommodating a total of 60 participants for the team building activity. The team building activity is planned to be carried out in the conference facilities of the hotel.

The activity materials and resources utilized are to be in adherence with the SPC's Social Environment Policy.

The vendor will directly report to the following staff at EQAP:

- *Monitoring, Evaluation and Learning Officer*
- *Finance Team Leader*

E. Criteria and Requirements

The vendor should possess the following qualification in order to be successful

- *Provide best value for money with cost effectiveness practice and innovative approaches as far as possible.*
- *Provide a meaning full team building activity based on the divisional theme 'Excel Together'*
- *Experience in facilitating large scale team bonding activities*
- *Provide the service as per given time and date*

F. Scope of Bid Price and Schedule of Payments

The contract payment is based on milestones. Upon signing of the contract 20% of the total fee will be paid upfront and the remaining 80% will be paid upon completion of the activity including submission of any required documentation or feedback reports.

| Milestone/deliverables | Deadline | % payment |
|---|-----------------|------------------|
| Upon signing of contract | TBC | 20 |
| Upon completion of the team building activity | TBC | 80 |
| TOTAL | | 100 |

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. Bidders will be disqualified if any of the requirements are not met | | |
| Technical requirements | | |
| Technical requirement 1: <u>A Team Bonding Activity</u> – How will this activity contribute to enhancing on team dynamics, bonding, communication and fostering creative thing to achieve the goals. | 50% | 350 |
| Technical requirement 2: <u>Safety and Wellbeing</u> – Please provide details in your proposal on how this activity will ensure the on the safety and wellbeing on the participants as a priority. | 30% | 210 |
| Technical requirement 3: <u>Client Feedback and Review</u> – Please provide any reviews or feedback from past clients showing satisfactory feedback or review on the team’s performance improvement from similar team bonding activity. | 20% | 140 |
| Total Score | 100% | 700 |

ANNEX II
Technical and Financial Proposal Submission Form

PART A – Background

| | RESPONSE BY BIDDER |
|--|--------------------|
| Name: | |
| Physical Address: | |
| Postal Address: | |
| Telephone Contact: | |
| Email: | |
| Two contacts of referees or references. Attach additional details considered as relevant | |

PART B – Evaluation Criteria**Qualification**

| CRITERIA | RESPONSE BY BIDDER |
|--|--------------------|
| <u>A Team Bonding Activity</u> – How will this activity contribute to enhancing on team dynamics, bonding, communication and fostering creative thing to achieve the goals | |
| <u>Safety and Wellbeing</u> – Please provide details in your proposal on how this activity will ensure the on the safety and wellbeing on the participants as a priority. | |
| Technical requirement 3: Please provide any reviews or feedback from past clients | |

| | |
|---|--|
| showing satisfactory feedback or review on the team's performance improvement from similar team bonding activity. | |
|---|--|

Remuneration:

| PARTICULARS | AMOUNT (FJD) |
|--|--------------|
| Fees (lump sum) | |
| All other Costs related to professional services (provide description) | |
| Total financial offer (inclusive of all taxes) | |

DUE DILIGENCE AND UNDERTAKINGS FORM

RFQ Bidders/Vendors

Please complete the following questionnaire and provide supporting documents where applicable.

| 1- VENDOR INFORMATION | | |
|---|---|--|
| Are you already registered as an SPC vendor? | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <i>If 'No', please also complete SPC Vendor Registration Form in addition to this due diligence questionnaire.</i> | | |
| <i>If 'Yes', do you have any information to update?</i> | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <i>If 'Yes', please complete the form. If 'No', sign directly the form without completing it</i> | | |
| 1. Please provide information related to your entity. | | |
| Company name | <i>[Enter company name]</i> | |
| Status of the entity: | | |
| <input type="checkbox"/> For-profit entity (company), <input type="checkbox"/> NGO, <input type="checkbox"/> International organisation, <input type="checkbox"/> Government body, <input type="checkbox"/> University, <input type="checkbox"/> Association, <input type="checkbox"/> Research Institute, <input type="checkbox"/> Other: <i>[insert details]</i> | | |
| 2. How many employees does your company have? | <i>[provide answer]</i> | |
| 3. Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| <i>If 'No', what type o insurance do you have?</i> | <i>[provide answer]</i> | |
| 4. Are you up to date with your tax and social security payment obligations? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| <i>If 'No', please explain the situation:</i> | <i>[Provide details]</i> | |
| 5. Is your entity regulated by a national authority? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| <i>If 'Yes', please specify the name:</i> | <i>[Insert name of the national regulation authority]</i> | |

| 2- DUE DILIGENCE | | |
|---|--|--|
| 6. Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect fraud, corruption and money laundering or terrorist financing activities? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| <i>If 'Yes', please send SPC your policy in English.</i> | | |
| <i>If 'No', what process does your entity have in place to prevent and detect money laundering or terrorist financing activities?</i> | <i>[provide answer]</i> | |
| 7. Does your entity have an officer responsible for anti-corruption, anti-money laundering and counter-terrorism financing policy? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| <i>If 'Yes', please state that officer's contact details:</i> | <i>[Insert name and contact details]</i> | |
| 8. Has your entity or any of its current or former directors or CEOs ever filed for bankruptcy? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| <i>If 'Yes', please provide details:</i> | <i>[Provide details]</i> | |
| 9. Has your entity or any of its current or former directors or CEOs ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of any laws or regulations, including those | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| | | | |
|---|--------------------------|--|--|
| relating to money laundering or terrorism financing? | | | |
| <i>If 'Yes', please provide details:</i> | <i>[Provide details]</i> | | |

3- SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)

| | | |
|--|------------------------------|-----------------------------|
| 10. Does your entity have a written policy, controls and procedures to implement its Social and Environmental Responsibility (SER) commitments? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|--|------------------------------|-----------------------------|

If 'Yes', please send SPC your policy in English.

| | |
|---|-------------------------|
| <i>If 'No', what process does your entity have in place to ensure your social and environmental responsibility?</i> | <i>[provide answer]</i> |
|---|-------------------------|

Does your Policy or Process cover the followings?

Child protection Human rights Gender equality Social inclusion

Sexual harassment, abuse or exploitation Environmental responsibility

| | | |
|--|------------------------------|-----------------------------|
| 11. Does your entity have an officer responsible for Social and Environmental Responsibility (SER)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|--|------------------------------|-----------------------------|

If yes, please state that officer's contact details: *[Insert name and contact details]*

4- SUPPORTING DOCUMENTS (where relevant)

| | |
|---|--------------------------|
| • SPC Vendor Registration Form completed (with Business registration/license proof and Bank account details document) | <input type="checkbox"/> |
| • Fraud, corruption, anti-money laundering and counter terrorist financing Policy | <input type="checkbox"/> |
| • Social and Environmental Policy | <input type="checkbox"/> |

I declare that the particulars given herein above are true, correct and complete to the best of my knowledge, and the documents submitted in support of this form are genuine and obtained legally from the respective issuing authority.

I declare that none of the funds received or to be received by my company will be used for criminal activities, including financing terrorism or money laundering.

By sending this declaration to SPC, I agree that my business and personal information may be used by SPC for due diligence purposes. I also understand and accept that SPC will treat any personal information it receives in connection with my proposal in accordance with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

| |
|---|
| For the vendor: <i>[insert name of the company]</i> |
| Signature: |
| Name of the vendor's representative: <i>[insert name of the representative]</i> |
| Title: <i>[insert Title of the representative]</i> |
| Date: <i>[Click or tap to enter a date]</i> |

CONFLICT OF INTEREST DECLARATION FORM

INSTRUCTIONS TO BIDDERS

What is a conflict of interest?

A conflict of interest may arise from economic or commercial interests, political, trade union or national affinities, family, cultural or sentimental ties, or **any other type of relationship or common interest between the bidder and any person connected with the contracting authority** (SPC staff member, consultant or any other expert or collaborator mandated by SPC).

Always declare a conflict

The existence of a potential or apparent conflict of interest does not necessarily prevent the bidder involved from taking part in a procurement process. **However, the declaration of the existence of such a conflict by the persons involved is essential and allows SPC to take appropriate measures to mitigate it and prevent the associated risks.**

Bidders are therefore invited to declare any situation, fact or link which, to their knowledge, could generate a real, potential or apparent conflict of interest.

Declaration at any time

Conflicts of interest may arise at any time during the procurement process or the implementation of a contract (e.g. new partner in the project) or as a result of a change in personal life (e.g. marriage, inheritance, financial transaction, creation of a company). If such a relationship is found and could be perceived by a reasonable person as likely to influence a decision, a declaration of the situation is necessary. In case of doubt, a conflict situation must be declared.

Declaration for any person involved

A declaration must be completed for each person involved in the tender (principal representative of the bidder, possible subcontractors, consultant, etc.).

Failure

Failing to declare a potential conflict of interest may result in the bidder being refused a contract or placed on SPC's list of non-responsible suppliers.

DECLARATION

I, the undersigned, *[name of the representative of the Bidder]*, acting in the name and on behalf of the company *[name of the company]*, declare that:

| | |
|--------------------------|--|
| <input type="checkbox"/> | To my knowledge, I am not in a conflict-of-interest situation |
| <input type="checkbox"/> | There is a potential conflict of interest with regard to my <i>[Choose an item]</i> . relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>[mention position/role/personal or family link with the person concerned]</i> , although, to the best of my knowledge, this person is not directly or indirectly involved in any stage of the procurement process |
| <input type="checkbox"/> | I may be in a conflict of interest with regard to my <i>[Choose an item]</i> relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned]</i> , as this person is, to the best of my knowledge, directly or indirectly linked to the procurement process |
| <input type="checkbox"/> | To my knowledge, there is another situation that could potentially constitute a conflict of interest: <i>[Describe the situation that may constitute a conflict of interest]</i> |

In addition, I undertake to:

- declare, without delay, to SPC any situation that constitutes a potential conflict of interest or is likely to lead to a conflict-of-interest;
- not to grant, seek, obtain or accept any advantage, whether financial or in kind, to or from any person where such advantage constitutes an unfair practice or an attempt at fraud or corruption, directly or indirectly, or constitutes a gratuity or reward related to the award of the contract;
- to provide accurate, truthful and complete information to SPC in connection with this procurement process.

I acknowledge that I and/or my company and/or my business partners who are jointly and severally bidding on the *[Select RFQ or RFP]* *[SPC Reference number]* may be subject to sanctions such as being placed on SPC's list of non-responsible vendors, if it is established that false statements have been made or false information has been provided.

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]*