

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Feasibility study on the integration of AIS data for enhancing Pacific trade statistics
Nature of the services	The objective of the consultancy is to assess the feasibility of using AIS data to enhance trade statistics in the Pacific region.
Location:	Home based
Date of issue:	16/10/2024
Closing Date:	30/10/2024
SPC Reference:	RFQ24-7237

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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

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 denisg@spc.int and sandrag@spc.int and with the subject line of your email as follows: **Submission RFQ24-7237 - Feasibility study on the integration of AIS data for enhancing Pacific trade statistics**. 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
- Technical proposal and financial bid forms completed and signed including:

- Description of your company and your experience in the requested field;
- Description of up to 3 samples of similar projects in the past 5 years;
- Qualification of the staff allocated to this project (please provide CVs);
- Responses to the technical requirement questions.

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 **23H45 Noumea Time (GMT+11 on 30/10/2024)**.

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.

SPC's Statistics Adviser (Process Modernisation) will be your primary point of contact for this RFQ and can be contacted at denisg@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	16/10/2024
RFQ Closing Date	30/10/2024

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 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. 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), in the context the Pacific Data Hub programme and its ongoing statistical modernisation initiatives is exploring the use of new data sources and their integration into regular statistical products to enhance the availability, relevance, and timeliness of Pacific statistics.

One area of focus is maritime traffic, which plays a critical role in trade and other social and economic activities in the Pacific Island Countries and Territories (PICTs), given the region's unique geographical setup.

Maritime traffic data, such as that derived from the Automatic Identification System (AIS), offers significant potential for enhancing trade statistics by providing insights into vessel movements, port activities, and freight transportation.

The Pacific Commodity Trade Database project, currently piloting the use of administrative customs data, presents an opportunity to explore how AIS data can further support the production of detailed and timely trade statistics for the region.

B. Purpose, objectives, scope of services

The purpose of the study is to assess the feasibility of using AIS data to enhance trade statistics in the Pacific region.

The contractor will carry out four key tasks:

Task 1: Document the data model, quality and accessibility of Pacific AIS data

- Review existing AIS data sources relevant to the Pacific region, including both satellite and land-based data.
- Document the AIS data model, including data fields, formats, frequency of updates, and coverage.
- Assess the quality of the data in terms of completeness, accuracy, and temporal and spatial resolution.
- Evaluate the accessibility of AIS data for statistical purposes, considering legal, technical, and cost-related factors.

The deliverable of this task is a comprehensive report on the AIS data model, quality, and accessibility for the Pacific region.

Task 2: Assess the linkability of AIS data with Pacific trade statistics and customs data

- Identify potential linkages between AIS data and Pacific trade statistics derived from customs data, particularly focusing on statistics to be produced as part of the Pacific Commodity Trade Database, which consists of an extension of the International Merchandise Trade Statistics (IMTS).
- Assess the feasibility of linking AIS data with customs data from the ASYCUDAWorld application and other available trade data sources, considering common data fields (e.g., vessel identifiers, port of entry/exit, time stamps).

- Identify any challenges or limitations in data linkage, such as missing or mismatched identifiers.

The deliverable of this task is a technical report detailing the potential and challenges of linking AIS data with Pacific trade and customs data, including an evaluation of key data fields and linkage methodologies.

Task 3: Propose use cases for extending trade statistics with AIS data

- Based on the findings from Task 2, propose a series of use cases where AIS data can enhance or extend Pacific trade statistics.
- Explore potential new indicators, such as freight transportation volumes, port activity and efficiency metrics, and environmental impact measures (e.g., CO2 emissions from shipping).
- Provide a roadmap for implementing these use cases, highlighting potential benefits, data requirements, and analytical methodologies.

The deliverable of this task is a proposal document outlining feasible use cases for extending Pacific trade statistics using AIS data, along with implementation roadmaps.

Task 4: Produce a final report and present the results

- Compile the findings from the previous tasks into a final report, including an executive summary, detailed analyses, and recommendations.
- Present the results to SPC and key stakeholders through a virtual presentation, highlighting the feasibility of the proposed use cases and the potential benefits for Pacific trade statistics.

The deliverable of this task is a final report, incorporating feedback from SPC, and a presentation to key stakeholders.

C. Timelines

We expect that approximately 4 months will be required to complete this work, commencing at the signature of contract and to conclude by end of March 2025.

Task	Activities	Expected time of delivery
0	Kick off meeting	At signature of contract
1	Document the data model, quality and accessibility of Pacific AIS data	13.12.2024
2	Assess the linkability of AIS data with Pacific trade statistics and customs data	24.01.2025
3	Propose use cases for extending trade statistics with AIS data	21.02.2025
4	Produce a final report and present the results	21.03.2025

D. Reporting and contracting arrangements

The contractor will work under the direct supervision of Mr Denis Grofils, Statistics Advisor Process Modernisation at the Statistics for Development Division of the Pacific Community.

Kick off and Weekly progress meetings will be held.

The work will be desk-based at the consultant's usual work location. No travel will be required.

E. Skills and qualifications

The successful contractor will have:

- Education: A university degree in statistics, mathematics, information technology, or a related discipline.
- Knowledge and Experience:
 - At least 10 years of proven experience in data and metadata management within the fields of official statistics.
 - Advanced computer literacy, especially regarding the modernisation of statistical production processes using state-of-the-art tools and methodologies.
 - Demonstrated experience in data analytics, with a particular focus on AIS (Automatic Identification System) or geospatial data.
 - Extensive knowledge of trade statistics, customs data, and data linkage methodologies, with the ability to integrate diverse data sources into statistical products.
 - Experience with Pacific region's unique geographical, economic, and statistical systems, especially working with small island developing states (SIDS), with a strong ability to collaborate and work effectively in a multicultural environment, including partnerships with regional agencies involved in statistical development is highly valued
 - Strong time management skills, ensuring the ability to meet deadlines and deliver high-quality results within the agreed timelines.
 - A thorough understanding of the ToRs and the specific outputs required for this consultancy by providing up to 3 samples of similar projects

F. Scope of Bid Price and Schedule of Payments

The contract is lump sum payments based on deliverables of the 4 tasks.

The bidder must include all costs including professional fees, management and operating costs, and any other administrative costs in the contract price.

SPC shall make payments to the contractor according to the following payment schedule and associated milestones:

Task	Milestone/deliverables	Deadline	% payment
1	Submission of the comprehensive report on the AIS data model, quality, and accessibility for the Pacific region and acceptance by SPC.	13.12.2024	20%
2	Submission of the Technical report detailing the potential and challenges of linking AIS data with Pacific trade and customs data, including an evaluation of key data fields and linkage methodologies and acceptance by SPC.	24.01.2025	25%
3	Submission of the Proposal document outlining feasible use cases for extending Pacific trade statistics using AIS data, along with implementation roadmaps is provided and acceptance by SPC.	21.02.2025	25%
4	Submission of the final report, incorporating feedback from SPC, and a presentation to key stakeholders and acceptance by SPC.	21.03.2025	30%
	TOTAL		100%

G. Annexes to the Terms of Reference

Strategic Framework for Pacific Statistics 2022-2030

https://sdd.spc.int/digital_library/strategic-framework-pacific-statistics-2022-2030

6th Regional Conference of Heads of Planning and Statistics, WP10 Modernisation of Official Statistics

<https://purl.org/spc/digilib/doc/zdq36>

Generic Statistical Business Process Model (GSBPM), version 5.1

<https://unece.org/statistics/documents/2019/01/standards/gsbpm-v51>

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 (%)
Mandatory requirements	
<ul style="list-style-type: none"> - The Conflict-of-Interest Declaration form completed - Technical proposal and financial bid forms completed and signed including: <ul style="list-style-type: none"> - Description of your company and your experience in the requested field; - Description of up to 3 samples of similar projects in the past 5 years; - Qualification of the staff allocated to this project (please provide CVs); - Responses to the technical requirement questions. 	<p>Mandatory requirements. Bidders will be disqualified if any of the requirements are not met</p>
Technical requirements	
Diploma: A university degree in statistics, mathematics, information technology, or a related discipline.	5%
At least 10 years of proven experience in data and metadata management within the fields of official statistics.	10%
Advanced computer literacy, especially regarding the modernisation of statistical production processes using state-of-the-art tools and methodologies.	15%
Demonstrated experience in data analytics, with a particular focus on AIS (Automatic Identification System) or geospatial data.	20%
Extensive knowledge of trade statistics, customs data, and data linkage methodologies, with the ability to integrate diverse data sources into statistical products.	20%
Experience with Pacific region's unique geographical, economic, and statistical systems, especially working with small island developing states (SIDS), with a strong ability to collaborate and work effectively in a multicultural environment, including partnerships with regional agencies involved in statistical development is highly valued	5%
Strong time management skills, ensuring the ability to meet deadlines and deliver high-quality results within the agreed timelines.	5%
Total Score	80%
Financial Requirement (maximum 20%)	
Financial Proposal score = (Lowest Price / Price of the submitted offer) x 200	
Total Score	20%
Final Score	100%