

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Sea vegetables recipes booklet
Nature of the services	Collect recipes and photos of sea vegetables recipes in Fiji
Location:	Fiji
Date of issue:	18/10/2024
Closing Date:	31/10/2024
SPC Reference:	RFQ 24-7251

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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 soleneb@spc.int and with the subject line of your email as follows: **Submission sea vegetables recipes booklet**. 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
- A cover letter outlining experience and approach to the assignment.
- A CV highlighting previous relevant work, particularly in nutrition and within communities

- A financial proposal, detailing estimated costs, including fieldwork and travel.

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 **Thursday, 11.59pm Fiji Time on 31/10/2024.**

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.

Solene Bertrand-Protat will be your primary point of contact for this RFQ and can be contacted at soleneb@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	18/10/2024
RFQ Closing Date	31/10/2024
Award of Contract	5/11/2024
Commencement of Contract	15/11/2024
Conclusion of Contract	31/03/2025

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](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.

Currency, validity, duties, taxes: Unless specifically otherwise requested, all proposals should be in euros 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

Coastal communities in Fiji have long used sea vegetables (also known as seaweeds) in their traditional diets. These sea vegetables are highly nutritious and play a crucial role in food security, health, and local culinary heritage. In an effort to document and promote these traditional recipes, a project is being initiated to collect sea vegetable recipes and high-quality photographs of the dishes. Information collected will be used to update an existing booklet produced by SPC 20 years ago and to support the consumption of sea vegetables all over the Pacific region.

B. Purpose, objectives, scope of services

Objectives are listed below :

- Identify, document, and collect traditional recipes that utilize sea vegetables from coastal communities in Fiji.
- Capture high-resolution photographs of these recipes, including ingredients, preparation steps and final dishes.
- Provide culturally sensitive insights into the traditional use and significance of these sea vegetables within the communities where relevant.

Scope of work :

- Identify coastal communities in Fiji where sea vegetables are traditionally used in cooking.
- Conduct fieldwork and interviews with local households, elders, and cooks to gather recipes and related information.
- Collect and document recipes, ensuring accuracy in measurements, ingredients, and preparation methods.
- Photograph the cooking process and final dishes, ensuring clear and high-quality images suitable for publication.
- Provide context on the cultural significance of sea vegetables in the community's diet and way of life.
- Ensure that all gathered information respects the community's cultural practices and adheres to ethical research standards.

C. Timelines

The consultancy is expected to last for 3 months, beginning from the contract signing date. A final report (with recipes) in Word version and a photo portfolio should be submitted by the end of this period.

D. Reporting and contracting arrangements

The consultant will deliver the following:

1. **A detailed report** containing:
 - A minimum of 30 unique sea vegetable-based recipes.
 - A description of the communities visited and methods used in data collection.
 - Cultural insights into the use of sea vegetables.
2. **A photo portfolio** of at least 30 high-quality photographs:
 - Including preparation steps, ingredients, and final plated dishes.
 - Each photograph should be captioned, indicating the recipe and step of the process.
3. **Rights and permissions** documentation, ensuring that all photos and recipes can be used for educational and promotional purposes by the project.

E. Skills and qualifications

The consultant should possess the following qualifications:

- **Knowledge of Fijian culture** and experience working within Fijian communities, especially coastal communities.
- Strong **culinary/nutrition interest or background**, preferably with knowledge of sea vegetables.
- Proficiency in **photography** and the ability to provide high-quality images suitable for publication.
- Fluency in **English** and at least one of the local Fijian languages.

F. Scope of Bid Price and Schedule of Payments

Milestone/deliverables	Deadline	% payment
Mapping of communities using sea vegetables in Fiji	December 2024	20%
Field work	February 2025	30%
Final report + recipes and photos	March 2025	50%
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		
<ul style="list-style-type: none"> - A cover letter outlining experience and approach to the assignment. - A CV highlighting previous relevant work, particularly in nutrition and within communities - A financial proposal, detailing estimated costs, including fieldwork and travel. 		<p>Mandatory requirements. Bidders will be disqualified if any of the requirements are not met</p>
Technical requirements		
Technical requirement 1: Knowledge of Fijian culture and experience working within Fijian communities, especially coastal communities	30%	300
Technical requirement 2: Strong culinary/nutrition interest or background, preferably with knowledge of sea vegetables	30%	300
Technical requirement: Proficiency in photography and the ability to provide high-quality images suitable for publication	20%	200
Technical requirement: Fluency in English and at least one of the local Fijian languages	20%	200
Total Score	100%	1000