

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	FAO-BSF4-PR363- “Safeguarding Threatened Coconut Diversity within the upgraded ICG-SP”
Nature of the services	Consultancy to provide educational and publication services to Pacific Island Partners under Project FAO-BSF4-PR363- Safeguarding Threatened Coconut Diversity within the upgraded ICG-SP”
Location:	Remote based
Date of issue:	14/04/2025
Closing Date:	23/04/2025
SPC Reference:	RFQ25-7906

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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 carmelp@spc.int and with the subject line of your email as follows: **Submission RFQ25-7906-Consultancy to provide educational and publication services to Pacific Island Partners under Project FAO-BSF4-PR363- Safeguarding Threatened Coconut Diversity within the upgraded ICG-SP**. 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

- Annex 1 – Bidders Letter of Application Form
- Annex 2- Conflict of Interest Declaration Form
- Annex 3 – Technical Proposal Submission Form
- Annex 4 – Financial Proposal Submission Form
- CV of all specified personnel in the proposal
- Business registration certificate

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 **11.59pm Fiji time on 23/04/2025**.

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.

Carmel Pilotti will be your primary point of contact for this RFQ and can be contacted at carmelp@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	14/04/2025
RFQ Closing Date	23/04/2025
Award of Contract	25/04/2025
Commencement of Contract	28/04/2025
Conclusion of Contract	7/06/2025

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 bidders' local currency 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

Coconuts are an integral part of Pacific Islands culture and lifestyle and represent an abundant, essential and wholesome dietary supplement as well as a source of regular income for Pacific communities. The Pacific region probably has the most diverse range of coconut varieties and cultivars, some of which are conserved in multiple coconut field gene banks in a number of countries (COGENT).

Diverse coconut cultivars of national significance for Papua New Guinea and the Pacific are currently conserved in the International Coconut Genebank for the South Pacific at Stewart Research Station in the Madang Province. This Genebank was established and managed with the support of the Government of PNG, COGENT and the International Treaty for Plant Genetic Resources for Food and Agriculture (ITPGRFA). Notification of a threat to the collection by the disease known as Bogia coconut Syndrome in 2010, prompted intervention and assistance by several international groups including COGENT and The Crop Trust who subsequently secured support under the DEFRA funded Darwin Initiative Project to relocate the ICG-SP to a new site at Punipuni in PNG. This Project established a basis for prospecting, collection and transfer of priority coconut accessions to Punipuni which continues with support from the Government of PNG. Further duplication is envisaged under this project at both Fiji and Samoa National Genebank sites should phytosanitary clearance be met for ex-situ field conservation or *in vitro* conservation at CePaCT.

Outcomes of this project include the training and dissemination of information on coconut varietal characterisation and in situ conservation. This will be achieved through the publication of educational materials for future reference.

Publications are required as references for further training and development of farmers in situ conservation by research and extension personnel to enable their participation in the conservation of unique coconut genetic resources in the Partner countries of the project and to the wider Pacific community.

Main Objective

The overall role of the consultant engaged on this project contract will be to complete the final editing of the Coconut Farmers Manual for publication and produce four factsheets as excerpts from the manual for farmers on the different aspects of coconut breeding.

B. Purpose, objectives, scope of services

Specifically, the following activities will be undertaken under this contract:

The consultant will undertake the following:

1. Review the draft coconut farmers manual following external editing and provide any editing on figures submitted for publication
2. Draft and prepare with figures, 4 two-page factsheets derived from the coconut farmers manual in collaboration with project personnel
3. Participate in weekly meetings to discuss the progress of the work

Expected Outputs

- Coconut farmers and agricultural extension officers in Fiji, PNG and Samoa will strengthen skills in coconut biology and breeding
- Educational materials on coconut biology and breeding will be available for farmers and extension officers for future reference

Coconut farmers and agricultural extension officers in Fiji, PNG and Samoa will use these publications to train farmers and agricultural personnel to expand the level of *in situ* conservation and use of coconut germplasm in these countries and elsewhere in PICTs

The assignment will commence on 28th April 2025, and require a **minimum** of 13 working days in total (including editing, development of publications, adaptation of visual aids for the training and report writing). The assignment should be completed in 4 weeks and be completed by June 7, 2025. Submission dates for deliverables will be finalized upon contract signing. All deliverables must be approved by Project Management.

The work shall be monitored by outputs and the contractor(s) is/are expected to work the appropriate hours to meet each deadline according to the Schedule in **Section H**.

C. Timelines

The assignment will commence on 28th April 2025, and require a **minimum** of 13 working days in total (including editing, development of publications, adaptation of visual aids for the training and report writing). The assignment should be completed in 4 weeks and be completed by June 7, 2025. Submission dates for deliverables will be finalized upon contract signing. All deliverables must be approved by Project Management.

The work shall be monitored by outputs and the contractor(s) is/are expected to work the appropriate hours to meet each deadline according to the Schedule below.

The schedule of activities will be as follows:

Tasks	Duration days	Timeframe and deliverables
10 th May 2025	2	Outline of 4 x factsheets
11 th -27 th May 2025	10	Final editing of Coconut Farmers Manual and completion of factsheets ready for publication
28 th May	1	Final meeting and hand over of fact sheets
Maximum workdays	13 days	

D. Reporting and contracting arrangements

The Contractor(s) will complete the work at their place of domicile.

Any subsequent publications produced from the training and will be the copyright of SPC, but authorship shall be shared by SPC staff contributing and the contractor.

Responsibilities

Consultant will be responsible for provision of services for the production and publication of four factsheets on the following topics:

1. What is a (coconut) Hybrid
2. Creating coconut seed gardens
3. Coconut reproductive biology
4. Coconut and pollination

The contractor(s) shall report to (1) Dr Carmel Pilotti and (2) Ms Logotonu Waqainabete and/or any other persons delegated in the absence of (1) and (2) above.

The contractor will be in regular contact by email to resolve any queries or consult with Dr Carmel Pilotti on the preparation of training materials or documents.

The contractor will provide a progress report and update at a virtual weekly meeting, beginning one (1) week after signing of the contract.

E. Skills and qualifications

The consultant should have:

- Relevant University qualifications - advanced university degree to MSc. or Ph. D. level.
- At least 10 years of relevant experience in training in subject areas of coconut characterisation, cataloguing, genetics and breeding and coconut data collection and management
- Ability to prepare and deliver clear instructions and methodology during training activities
- Experience in working in the Asia-Pacific region is preferred
- Demonstrated experience in conducting field-based training and assessments in the coconut sector
- Experience and understanding of standard coconut descriptors
- Experience and understanding of database management required for coconut conservation and breeding in the Pacific region
- Extensive research and knowledge in coconut characterisation, breeding, nursery management and selection for improved traits
- Demonstrated experience in *in situ* conservation and farmer participatory training
- Proven ability to produce high quality comprehensible reports and publications and provide sound, practical recommendations.
- Excellent command of English and good writing skills
- Availability on the dates specified for the training/workshops

F. Scope of Bid Price and Schedule of Payments

Publications

Professional fees will be for editing of the farmers manual, preparation and editing of four factsheets and other awareness materials if required.

- The contract price will be paid out based on milestones/outputs achieved
- The monitoring of the work and accomplishments are to be endorsed by Logotonu Waqainabete and/or Carmel Pilotti

SPC accepts no liability for any taxes, duty or other contribution payable by the contractor.

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

Failure to meet deadlines will result in suspension of payments and possible termination of contract.

Milestone/deliverables	Deadline	% payment
Completion of workplan and inception meeting	On or before 28 th April 2025	20%
First draft of 4 Factsheets	10 th May 2025	50%
Editing of farmers manual and completed drafts of 4 Factsheets	25 th May 2025	30%
Handover of Factsheets and final meeting	28 th May 2025	
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"> - Annex 1 – Bidders Letter of Application Form - Annex 2- Conflict of Interest Declaration Form - Annex 3 – Technical Proposal Submission Form - Annex 4 – Financial Proposal Submission Form - CV of all specified personnel in the proposal 		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Technical requirement 1: Relevant University qualifications - advanced university degree to MSc. or Ph. D. level	15%	105
Technical requirement 2: At least 10 years of relevant experience in training in subject areas of coconut characterisation, cataloguing, genetics and breeding and coconut data collection and management Demonstrated experience in conducting field-based training and assessments in the coconut sector Experience and understanding of standard coconut descriptors Experience and understanding of database management required for coconut conservation and breeding in the Pacific region Demonstrated experience in <i>in situ</i> conservation and farmer participatory training Experience in working in the Asia-Pacific region is preferred	20%	140
Technical requirement 3: Ability to prepare and deliver clear instructions and methodology during training activities	15%	105
Technical requirement 4: Extensive research and knowledge in coconut characterisation, breeding, nursery management and selection for improved traits	20%	140
Technical requirement 5: Proven ability to produce high quality comprehensible reports and publications and provide sound, practical recommendations. Excellent command of English and good writing skills	15%	105

Technical requirement 6: Availability on the dates specified for the training/workshops and meet the timelines provided in PART 3 Section C	15%	105
Total Score	100%	700