

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	Science to Media Training
<b>Nature of the services</b>	Development and implementation of Science to Media Training to SPCs Science and Technical teams to drive increased understanding and tools for technical teams to engage with media and policy officials in non-technical arenas.
<b>Location:</b>	Remote work for the Pacific Region.
<b>Date of issue:</b>	22/05/2025
<b>Closing Date:</b>	24/06/2025
<b>SPC Reference:</b>	RFQ25-7994

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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 **Antonina Rokosuli antonionar@spc.int** and with the subject line of your email as follows: **Submission RFQ25-7994**. 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
- Proposal including CVs of staff involved and experience in the Pacific in relevant areas of work and methodology / approach to be taken.

- Portfolio of existing examples of delivery / testimonials and a rough outline of the expected achievements attendees will obtain as a result of the training
- Optional dates of delivery for training before December 2025 for Fiji and New Caledonia and for the first 6 months of 2026 location TBC but most likely Fiji and New Caledonia or Pacific.

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 **11.59 pm Fiji time** on **24/06/2025**.

### 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.

Lisa Kingsberry, Director Strategic Communications, Outreach and Engagement will be your primary point of contact for this RFQ and can be contacted at [lisak@spc.int](mailto:lisak@spc.int) and CC: Antonina Rokosuli [antoninr@spc.int](mailto:antoninr@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>	22/05/2025
<b>RFQ Closing Date</b>	24/06/2025
<b>Award of Contract</b>	30/06/2025
<b>Commencement of Contract</b>	30/06/2025
<b>Conclusion of Contract</b>	31/06/2026

## 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 the preferred currency of the bidder 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. SPC covers more than 20 sectors and is renowned for its knowledge and innovation in areas such as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food security.

This SPC Science to Media training will work predominantly with technical practitioners alongside, early career ocean professionals and will be coordinated by SPC's Strategic Communications, Outreach and Engagement Team.

It will support staff initially across the organisation with diverse representatives from early career staff to senior level management in diverse and collaborative ways to support effective science to policy translation and to prepare technical teams to better respond in timely, effective and clear manners to media.

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

This RFQ will support the development and delivery of a specific media science training program for SPC with a specific focus on the below key areas and areas of success:

The training aims to support SPC scientists in translating technical and scientific information for media and policy audiences to drive understanding and impact.

The training should be developed and implemented to drive increased understanding and provide tools for technical teams to engage with media and policy officials in non-technical arenas

The success criteria for the SPC Science Media Training for science professionals include:

1. **Effective Communication:** SPC subject matter experts should be able to effectively communicate their work to broader audiences, including media and policy officials.
2. **Increased Understanding:** The training should result in increased understanding of scientific and technical information among non-technical audiences, whilst also fostering greater appreciation of the roles and timelines required by both media and scientific teams. This includes helping scientists understand media deadlines and information needs, and enabling media professionals to recognise the processes, approvals, and timeframes necessary for scientists to clear and communicate accurate information. Ultimately the training will strengthen media engagement with officials and support the effective translation and interpretation of information for and with diverse audiences to enhance comprehension and impact.
3. **Engagement Tools:** Participants should be equipped with tools and techniques to engage with media and policy officials in non-technical arena.

**Practical Application:** The training should include practical components that allow participants to apply their skills in real-world scenarios.

The selected vendor will work with SPC’s Strategic Communications, Outreach and Engagement Team to co-develop the finalised format and approach to ensure collective and effective approaches are anchored in the areas of specific interest.

This can be a 1-2 week training in person based on the required need and may also include pre-training requirements as needed.

**It is also proposed that training is run face-to-face in Fiji and New Caledonia and dependent on budget we would also like to run this training again in early 2026.**

The vendor should also provide structure of training including timing, pre-training needs online, any accredited or certificates that participants can receive and how this training will be anchored in Pacific and regional ways of engaging.

**Methodology for vendors to provide:**

1. Face-to-face training with virtual pre or post training if required
2. Training of groups from 12-20 maximum across diverse science areas
3. Training should be for up to two days in duration to be held in Fiji and Noumea
4. Pre-reading or preparation if relevant should also be included.

Note: the final detailed training will be co-designed with SPC’s Strategic Communications Team and the selected vendor but for clarity the above style and/or format should be the broad reaching scope.

If training is accredited this would also be welcomed but is not a necessary requirement for vendors to submit.

**C. Timelines**

The consultancy is expected to require 12 weeks with the proposed timelines as follows:

Timeline	Milestone
2-4 weeks Co develop training, dates and participant structure	<ul style="list-style-type: none"> <li>• Develop a clear training approach with specific teams in SPC across a 2-4 week period that outlines the approach, training structure/s, pre-training needs and desired outcomes/ approaches</li> <li>• Training could be 1-2 weeks and include multiple trainings with different teams or could be one large training – this will be determined by the consultants based on need</li> <li>• <b>It is proposed that training is run face-to-face in Fiji and New Caledonia and dependent on budget we would also like to run this training again in early 2026.</b></li> </ul>
4-8 weeks	<ul style="list-style-type: none"> <li>• Preparation and pre training completed in terms of required pre-readings etc</li> </ul>
8-12 weeks	<ul style="list-style-type: none"> <li>• Pre-evaluation of trainees</li> <li>• Training across 1-2 weeks as determined</li> <li>• Post evaluation</li> <li>• Report and recommendations for future training and learnings</li> </ul>
12 weeks to 1 year	<ul style="list-style-type: none"> <li>• Repeated training and learning from the approach to run a total of up to four courses.</li> </ul>

## **D. Reporting and contracting arrangements**

The selected firm will report to the Communications Division Finance, Administration and Media Archival Assistant in close collaboration with the SPC Strategic Communications, engagement and outreach team Director.

The Director SCOE will be key sign off for approving payments which will be monitored via the delivery of the Consultancy Outputs as detailed in Section B. The firm will be expected to work closely with relevant staff within SPC.

The Consultant will have primary responsibility for the completion of documented outputs. The provision of data from SPC (if necessary) will be subject to strict data confidentiality agreements and data provided to the consultant cannot be retained at the end of the contract.

The consultant(s) and or their team including those contractors in country will generally be home based. Depending on the nature and extent of work, travel to Noumea, New Caledonia, or other sites within the Pacific Islands region, may be required. Economy class airfares and per diems at SPC rates, consistent with SPC Travel policy, may be covered separately by SPC where required unless included in consultancy submission of successful bidder for travel already.

However, any travel should be discussed first with the project manager and shall only be carried out with prior approval.

A Contract for service will be issued for this RFQ.

## **E. Skills and qualifications**

SPC seeks to engage a consultant or consultancy team must demonstrate the following expertise and experience. Skills required are as follows:

- At least 5 years' proven experience in science to media training and methodologies that support and align to Pacific audiences and scientists.
- Knowledge of Pacific Island contexts and the challenges facing fisheries management and climate change adaptation in the region and broader scientific media understanding.
- Strong understanding of fisheries science and climate change issues, with the ability to translate complex scientific information into clear, accessible messaging.
- Ability to work independently and/or in a small team and provide deliverables in a timely manner.
- A degree in science, journalism and/or related fields AND/OR equivalent experience in the field of media training and journalism.

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

The bid should contain a total lumpsum amount for an estimated 3-4 months. The bid should provide a breakdown of the total costs associated with producing the deliverables to the requisite standard.

- Payment will be based on the milestones
- Consultants are invited to submit their terms and conditions
- Please note that SPC does not generally contract with a sign on fees and when 100% advance payment is required.
- Terms of payment shall be in accordance with the provisions of Article 10 of the General Conditions

- The quote should confirm the acceptance of the payment terms stated below or an alternative proposal.

The deadlines for each milestone are detailed below:

Timeline	Milestone	Percentage
15 July 2025	structure of training co-developed and finalised including dates, structure, pre-training and approaches for one or multiple training over 1-2 weeks	50
30 August 2025	Pre-training management and follow up completed	-
30 December 2025	First two trainings completed and implemented and evaluation report and recommendations  Dates for 2026 training confirmed in quarter 1 and EOI finalised	-
30 June 2026	Final two trainings completed and implemented with evaluation report and recommendations	50

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

[www.spc.int](http://www.spc.int)  
[www.spc.int/members](http://www.spc.int/members)  
<https://spc.int/updates>

## 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>		
<b>1) Declaration of Conflict of Interest</b>  <b>2) A bid / proposal comprising:</b> <ul style="list-style-type: none"> <li>• A cover letter</li> <li>• A description of the proposed service, approach and methodology including CV or team structure</li> <li>• <b>Evidence of prior work</b> of a similar nature (Portfolio)</li> </ul> <b>3) Financial quote</b>		<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met
<b>Technical requirements</b>		
<b>Quality of the offer:</b> Overall presentation and quality of the technical proposal and supporting documentation.	20%	140
<b>Skills and qualifications:</b> Demonstrate expertise in science media training with understanding and methodologies aligned to the Pacific context.	30%	210
<b>Work experience:</b> At least 5 years of experience in the related field. Prior working experience in the Pacific with good understanding in developing <b>science to media training working with highly technical teams.</b>	20%	210
<b>Subtotal technical</b>	70%	700
<b>Financial and Payment</b>		
<b>Price and payment terms</b>	30%	300
<b>Total Score</b>	<b>100%</b>	<b>1,000</b>

## Financial proposal Form

All costs indicated on the Financial Proposal should be **inclusive** of all applicable taxes.

The format shown below should be used in preparing the price schedule. All prices in the proposal must be presented in the preferred the currency of the bidder.

Particulars	Amount (EUR)
Development of training structure and planning of actual training	
Pre-training management	
Implementation of training	
Evaluation and report of training	
<b>TOTAL</b>	

SPC will not cover separate lines for overheads/running costs, contingencies... If these apply, the costs are to be considered in the fees charged for the delivery of the specific services.

SPC does not provide or reimburse insurance for consultants travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes or duties for which the consultant may be liable.

The Contractor's duty station/s are their home countries with travel required for running of workshops and trainings of 1-week workshops (2 x 2 day trainings and 1 x day planning and all staff sessions) face to face meetings/workshops in New Caledonia and Fiji.

SPC will not cover any IT and communication equipment for the duration of the assignment. The consultant is to ensure stable internet connection for virtual interactions when necessary.

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, taking into account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*