

## REQUEST FOR QUOTES

RFQ: 2023/051\_DS  
File: AP\_2/18/19  
Date: 27 April, 2023  
To: Interested consultants  
From: James Fakaua, IT and Administration Officer

**Subject: Request for quotes (RFQ): Data Entry Services for the Pacific Regional Invasive Species Management Support Services (PRISMSS) Business System**

### 1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
  - We value the Environment
  - We value our People
  - We value high quality and targeted Service Delivery
  - We value Integrity
- 1.3. For more information, see: [www.sprep.org](http://www.sprep.org).

### 2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for quotes from qualified and experienced consultants who can offer their services to provide Data Entry Support Services
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: [https://www.sprep.org/attachments/Publications/Corporate\\_Documents/sprepororganisational-values-code-of-conduct.pdf](https://www.sprep.org/attachments/Publications/Corporate_Documents/sprepororganisational-values-code-of-conduct.pdf). Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.4. SPREP Standard Contract Terms and Conditions are non-negotiable

### 3. Conditions: information for applicants

- 3.1. To be considered, interested consultants must meet the following conditions:
  - i. The consultant must currently reside in Samoa and have legal status to work in Samoa.
  - ii. Provide three referees relevant to this tender submission, including the most recent work completed;
  - iii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience.

- iv. Complete the tender application form – *Consultants are required to complete all areas of the form in full. Statements to demonstrate how your skills and experience meet the selection criteria should be comprehensive and avoid referring the reader to your CV.*

*Failure to complete the tender application form will result in the application **NOT** being considered.*

- v. Additional information to support your application can be attached separately.
- vi. Fluency in English

3.2 Tenderers must declare any areas that may constitute conflict of interest related to this activity and sign the **conflict of interest form** provided.

3.3 **Tenderer is deemed ineligible due to association with exclusion criteria, including** bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.

3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall into any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

#### 4. Submission guidelines

4.1. Documentation should demonstrate that the interested consultant satisfies the conditions stated above and in the Terms of Reference and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.

4.2. Documentation should be submitted in English and outline the interested consultant's complete proposal:

- a) **SPREP Tender Application form and conflict of interest form.** *(Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered).*

*For the Technical and Financial proposals you may attach these separately.*

- b) **Honour form**
- c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
- d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
- e) **Financial Proposal** –provide a detailed outline of the costs involved in successfully delivering this project submitted in Samoan Tala (WST) and inclusive of all associated taxes.

4.3. Provide three referees relevant to this submission, including the most recent work completed.

- 4.4. Tenderers/bidders shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 4.5. The tenderer/bidder might be requested to provide additional information relating to their submitted proposal if the Evaluation Committee requests further information for the purposes of the evaluation process. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
- 4.7. The Proposal must remain valid for 90 days from date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of proposal.

#### 5. Clarification

- 5.1.
  - a. Any clarification questions from applicants must be submitted by email to [procurement@sprep.org](mailto:procurement@sprep.org) before 5<sup>th</sup> May 2023. A summary of all questions received complete with an associated response will be shared with all Tenderers by 10<sup>th</sup> May 2023.
  - b. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
  - c. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFQ or any other information given or made available by SPREP, the Tenderer should promptly notify the Requesting Officer setting out the error in sufficient detail so that SPREP may take the corrective action, if any, it considers appropriate.

#### 6. Evaluation criteria

- 6.1. SPREP will select a preferred consultant on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the proposal satisfies the following criteria:
- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

##### I. Technical Score – 85%

- a. A bachelor's degree or diploma related to Data Management, Information System, Development Studies, or any similar field. (10%).
- b. Must have experience in record keeping or any database system. Has good data analysis and data visualization skills, critical thinker with the ability to work both independently and with a team. (10%).
- c. Communication: Exhibits interest in consultative approaches; demonstrates openness in sharing information and keeping people informed. (15%).
- d. Professionalism: High level of interpersonal skills, diplomacy, and tact; Ability to apply judgement in the context of assignments given, plan own work and manage conflicting priorities. (15%).
- e. Teamwork: Work collaboratively within a multi-disciplinary and multi-cultural environment with a demonstrated ability to motivate teams and achieve goals. (15%).

- f. Research, Planning and Organizing: Ability to undertake research and develop clear goals that are consistent with agreed strategies; identify priority actions and assignments; adjust priorities as required; allocate appropriate amount of time and resources for completing work; foresee risks and allow for contingencies when planning; monitor and adjust plans and actions as necessary. (20%).

**II. Financial Score - 15%**

Financial proposal to outline all costs associated with the undertaking of project activities including professional fees and miscellaneous costs (all costs to be inclusive of all applicable taxes in Samoa).

Financial proposal	WST
A. Professional fees (Inclusive of all applicable taxes)	
B. Miscellaneous costs (provide examples/details)	
C. Total	
D. Daily rate	

Note - the terms of reference specify a total of 138 days, 40 hours a week, for 6 months. Applicants are required to provide a daily rate, this being the Total (C) divided by 138 (number of working days). The daily rate must be rounded to the nearest whole number.

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:

- a = maximum number of points allocated for the Financial Score
- b = Lowest bid amount
- c = Total bidding amount of the proposal

**7. Variation or Termination of the Request for Quotes**

- 7.1 a. SPREP may amend, suspend or terminate the RFQ process at any time.
- b. In the event that SPREP amends the RFQ or the conditions of tender, it will inform potential Tenderers.
- c. If SPREP determines that none of the Tenders submitted represents value for money, that it is otherwise in the public interest or SPREP’s interest to do so, SPREP may terminate this RFQ process at any time. In such cases SPREP will cancel this process and inform unsuccessful bidders accordingly.

**8. Deadline**

- 8.1. The due date for submission is 15<sup>th</sup> May 2023, midnight (Apia, Samoa local time).
- 8.2. Late submissions will be returned unopened to the sender.



Sustainable, transformative and resilient for a Blue Pacific

8.3 Please send all quotes clearly marked '**RFQ Data Entry Services for PRISMSS**'

Mail: SPREP

PO Box 240

Apia, SAMOA

Email: [james.f@sprep.org](mailto:james.f@sprep.org) (MOST PREFERRED OPTION)

Fax: 685 20231

Person: Submit by hand in the tenders' box at SPREP reception,  
Vailima, Samoa.

Note: Submissions made to the incorrect portal will not be considered by SPREP. If SPREP is made aware of the error in submission prior to the deadline, the applicant will be advised to resubmit their application to the correct portal. However, if SPREP is not made aware of the error in submission until after the deadline, then the application is considered late and will be returned unopened to the sender.

SPREP reserves the right to reject any or all proposals and the lowest or any proposal will not necessarily be accepted.

SPREP reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award/awards and to consider localized award/awards between any proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.

**A binding contract is in effect, once signed by both SPREP and the successful tenderer. Any contractual discussion/work carried out/goods supplied prior to a contract being signed does not constitute a binding contract.**

**For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website <http://www.sprep.org/accountability/complaints>**

**Annex A**

**TERMS OF REFERENCE**

**for Data Entry Support – Consultant**

**for the Pacific Regional Invasive Species Management Support Service  
(PRISMSS) Business System**

**2023**

## 1. Background

The PRISMSS team is establishing a comprehensive business system required to support the PRISMSS administration structure. The proposed system includes six modules which store, manage, and retrieve information to support the PRISMSS operationally. These six modules require great amount of data and information to be uploaded after thorough review and research from all sources of PRISMSS correspondence.

Thus, the Invasive Species Programme at SPREP is seeking the services of a consultant in data entry and management for the PRISMSS Business System. This requires bulk upload from various sources of the PRISMSS services across the SPREP platform as well as paper-work that requires sorting and uploading. Note the services do not include web design or development; however basic understanding would be beneficial to implement and navigate on the business system.

## 2. Objectives:

This contract is for the provision of technical services for the Managing Invasive Species for Climate Change Adaptation in the Pacific (MISCCAP) Project at SPREP to conduct data entry services for the PRISMSS Business System and provide technical support in liaison with the SPREP Invasive Species Team.

## 3. Scope of Work

Reporting to the Invasive Species Adviser, the consultant will work closely with the PRISMSS team to gather, enter, and upload accurate data into the PRISMSS Business System (PBS).

Specifically:

- Data Entry and Management
  - Enter new data and updated information into the PBS with reference to the available PBS user-manuals.
  - Collect and extract relevant data from regional and national policies/instruments using the Battler Resources Base (BRB) and other existing relevant SPREP portals and sources.
  - Scan and store e-copies of all manual sources of data entered in the system, and compile them into one folder, and sort them out by the system's criteria/frameworks.
  - Track data assets within modules and frameworks of the PBS to ensure data is up to date.
  - Liaise closely with the PRISMSS/SPREP Invasive species team and other internal SPREP programmes on relevant data sources for the Business System based on module requirements.
  - Source further clarification for incomplete information entered for resolution.
  - Review data entry work for errors, inconsistencies, deficiencies and more.
- Data Interpretation and management
  - Ensure correct data is entered on the system and keeping up with timeline.
  - Carry out light research necessary to fulfil the purpose and use of data entered.
  - Maintain integrity and accuracy of data.
  - Provide update reports to the PRISMSS on the status of the business system and gaps to be addressed.
- Assistance and support to PRISMSS related projects
  - Assist PRISMSS team in extracting and entering data/reports from and into the Finance Management System (FMIS), SPREP Information Management System (SIMS) and others.
  - Carry out other data management duties as required by PRISMSS.

#### 4. Composition and Qualifications

<b>Qualification and Requirements:</b>	<ul style="list-style-type: none"> <li>• A bachelor’s degree or diploma related to Data Management, Information System, Development Studies, or any similar field.</li> </ul>
<b>Knowledge/Experience:</b>	<ul style="list-style-type: none"> <li>• <b>Experience:</b> Must have some experience in data entry, record keeping or any database system. Has good data analysis and data visualisation skills, critical thinker with the ability to work both independently and with the team.</li> <li>• <b>Communication:</b> Speaks and writes clearly and effectively in English; exhibits interest in consultative approaches; demonstrates openness in sharing information and keeping people informed.</li> <li>• <b>Professionalism:</b> High level of interpersonal skills, diplomacy, and tact; Ability to apply judgement in the context of assignments given, plan own work and manage conflicting priorities.</li> <li>• <b>Teamwork:</b> Works collaboratively within a multi-disciplinary and multi-cultural environment with a demonstrated ability to motivate teams and achieve goals.</li> <li>• <b>Research, Planning and Organizing:</b> Ability to undertake research and develop clear goals that are consistent with agreed strategies; identifies priority actions and assignments; adjusts priorities as required; allocated appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary.</li> </ul>
<b>Language Requirements:</b>	Fluency in English (oral and written) is a requirement, with sound written and presentation skills.

#### 5. Working Arrangements

The consultant will be based with the Invasive Species team at SPREP, PRISMSS office.

The hours of work will be 800-1635 Monday to Friday, for 6 months.

The consultant will work under the direction of the SPREP Invasive Species Adviser with fortnightly updates against agreed tasks and output(s) delivered.

The consultant will need to demonstrate that he/she is legally entitled to work.

#### 6. Project Management

The execution of this consultancy work requires the capacity to manage several tasks simultaneously and to ensure coordination between all parties involved, where needed.

The consultant is expected to interact with the PRISMSS partners and relevant stakeholders via teleconference and other virtual platforms (Zoom, Microsoft Teams, etc.).

#### 7. Duration of the Consultancy

This consultancy will commence upon signing and all deliverables shall be delivered and approved by December 2023.