

REQUEST FOR TENDERS

RFT: 2024/001
File: AP_9/4/1/15
Date: 17 January, 2024
To: Interested service providers
From: Rachel Nunn-Crichton, Technical Adviser, Information, Knowledge Management and Brokerage, Pacific Climate Change Centre, SPREP

Subject: Request for tenders (RFT): Digitisation of SPREP's Audio-Visual Information Resources.

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation 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.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to digitise all our audio-visual information resources.
- 2.2. The Terms of Reference for 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://library.sprep.org/sites/default/files/sprep-organisational-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 for this tender, interested consultants must meet the following conditions:
 - i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - ii. Provide three referees relevant to this tender submission, including the most recent work completed;
 - iii. Complete the **tender application form** provided (*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).*

Provide examples of past related work outputs

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

iv. Provide a copy of valid business registration/license.

3.2 Tenderers must declare any areas that may constitute conflict of interest related to this tender 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. Tender 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. Tender 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).*
Provide examples of past related work outputs
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 United States Dollars (USD) and inclusive of all associated taxes.

4.3. Provide three referees relevant to this tender 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 Tender Evaluation Committee requests further information for the

purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.

- 4.6. The submitted tender 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 tender.

5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 31 January 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 01 February 2024.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
- c. SPREP will determine what, if any, response should be given to a Tenderer question. SPREP will circulate Tenderer questions and SPREP's response to those questions to all other Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>) without disclosing the source of the questions or revealing any confidential information of a Tenderer.
- d. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- e. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by SPREP, the Tenderer should promptly notify the Procurement 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 tender 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 – 80%

Criteria	Detail	Weighting
Experience	<ol style="list-style-type: none"> i. More than 10 years of experience digitisation of audio-visual resources such as CDs, DVDs, videotapes, audio cassettes, slides etc. including brief description and references for at least three (3) similar projects that the vendor has performed in the past three year ii. Possess the current equipment necessary to receive, digitise, and deliver the final digital files to SPREP, including brands 	50%

	and model numbers of equipment that will be used on this project	
	iii. Necessary human capacity and expertise of team to be able to undertake this project. Please include resumes of all proposed personnel.	
	iv. Experience working in the Pacific Islands region	
Technical Proposal / Methodology	v. A thorough and detailed technical proposal of the methodology for digitisation of resources, including timelines, regular scheduled check-ins and a final report	30%

II. Financial Score – 20%

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 Tender

- 7.1 a. SPREP may amend, suspend or terminate the RFT process at any time.
- b. In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>).
- c. Tenderers are responsible to regularly check the SPREP website Tenders page for any updates and downloading the relevant RFT documentation and addendum for the RFT if it is interested in providing a Tender Response.
- d. 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 RFT process at any time. In such cases SPREP will cancel the tender, issue a cancellation notice and inform unsuccessful bidders accordingly.

8. Deadline

- 8.1. **The due date for submission of the tender is: 16 February 2024, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3. Please send all tenders clearly marked 'RFT 2024/001: **Digitisation of SPREP's Audio-Visual Information Resources**

Mail: SPREP
 Attention: Procurement Officer
 PO Box 240
 Apia, SAMOA



Sustainable, transformative and resilient for a Blue Pacific

Email: tenders@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 tenders and the lowest or any tender 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 localised 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

1. Background

The Secretariat of the Pacific Regional Environment Programme (SPREP) is seeking a qualified service provider to digitise its audio-visual collection. In the past, SPREP produced a lot of videotapes, CDs, DVDs, audio cassettes, slides, etc through its programmes and projects.

As we know, digital technologies are undergoing rapid and continuing development and therefore SPREP is investing in ways to keep up with these developments. More importantly, SPREP's past knowledge through music, stories, oral meetings, live recordings of meetings, footages of community events, publication videos and more must be digitised to ensure its preservation and continuous accessibility now and for future generations.

2. Objective

The primary objective of this project is to digitise SPREP's current audio-visual collection to ensure it remains accessible to anyone, anywhere, anytime. It is also to ensure that our past knowledge is preserved for continuous access by future generations,

This project is a collaboration effort between the SPREP Information and Knowledge Management Centre (IKMC), and the Pacific Climate Change Centre (PCCC) through its knowledge brokerage component.

3.Scope of Work

This project has a combined volume of over 168 Videotapes, 103 Audio cassettes and 316 CDs & DVDs, 297 slides, etc of audiovisual items to be digitised.

4. Deliverables

The following are a list of preliminary deliverables for this project:

1. Provide an estimated schedule for the work to be undertaken (*must be within the timeframe given below*);
2. A comprehensive list of items that were able to be digitised, with justification for those that were not able to be digitised;
3. Schedule regular meetings with the SPREP PCCC and IKM Teams;
4. Return all digitised files through SPREP's online storage and backup hard drive.
5. Return all originals
6. End of contract report.

5. Timeframe

Deliverables are expected to be completed within 6 months.

Ship to Vendor: 14 March 2024

Ship Files to Client: 01 August 2024

Client QC Completed:

Rework Completed:

Project complete: 27 September 2024

6. Vendor Qualifications and Past Performance

Interested vendors should provide the following:

- a. Resumes of all personnel that will be working on this project
- b. Brands and model numbers of equipment that will be used on this project
- c. Brief description and references for at least three similar projects that the vendor has performed in the past three years

7. Project Oversight and Reporting

This work is expected to be delivered remotely, where possible, in close consultation with SPREP. The consultant will work closely with the Pacific Climate Change Centre (PCCC) and SPREP Information and Knowledge Management (IKM) Teams on a regular basis.

The primary point of contact for this project will be Manager Knowledge Management. As the project progresses additional points of contact may be established as necessary and appropriate.

- i. Communication Protocol

Vendors are required to contact SPREP:

- a. Within 24 hours of receiving the originals with confirmation of receipt at the item level.
- b. Weekly via phone and/or email, as agreed upon, to provide a project status.
- c. 48 hours prior to shipping the deliverables with an item level detailed shipping manifest.

8. Financial Proposal

Interested parties should provide a detailed budget estimate for the entire project. SPREP will pay for shipping costs to send files to the successful vendor, however, the vendor must include in their financial proposal shipping costs to send files back to SPREP. Proposals over USD 15,000 will not be considered.