

REQUEST FOR TENDERS

RFT: 2023/009
File: AP_3/28/2
Date: 25 May, 2023
To: Interested consultants
From: Mr. Sunny Kamuta Seuseu, Acting Manager, CISRDP/Van-KIRAP Project

Subject: Request for tenders (RFT): Provision of graphic design services for the Climate Information Services for Resilient Development in Vanuatu (VanKIRAP) Project.

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
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- 1.3. The Climate Information Services for Resilient Development in Vanuatu (CISRD) or *Vanuatu Klaemet Infomesen blong Redi, Adapt mo Protekt* (VanKIRAP) Project, is a four and a half year, full size Green Climate Fund project implemented through the Secretariat of the Pacific Environment Programme (SPREP). The VanKIRAP Project is implemented in the Republic of Vanuatu and managed by the Vanuatu Meteorological and Geohazards Department (VMGD) and SPREP Climate Change Resilience Programme (SPREP CCR), the Project Executing Agencies, in partnership with multiple partners in Vanuatu, Australia and South Korea.
- 1.4. The VanKIRAP Project Objective (PO) is to “increase the ability of decision makers, development partners, communities and individuals across five target sectors (agriculture, fisheries, infrastructure, tourism and water) to plan for and respond to the long- and short-term impacts of climate variability and change”. The Project is responding to priorities identified in the Vanuatu Framework for Climate Services (2016) and the VMGD Strategic Development Plan 2014–2023, developed through a national consultation and design process.
- 1.5. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified professionals and experienced consultants to provide graphics design services to the Vanuatu Klaemet Infomesen blong Redy, Adapt mo Protekt (Van-KIRAP) project.
- 2.2. The objective of the consultancy is to produce graphic design for the VanKIRAP Project on a retainer basis. The services to be provided include, but are not limited to, the graphic design of print and digital products such as infographics, flyers, factsheets, brochures,

PowerPoint templates, posters, advertisements, pull up banners, reports, promotional materials, broadcast graphics, website banners, and social media graphics.

- 2.3 The Terms of Reference of the consultancy are set out in Annex A.
- 2.4. 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. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.5. 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) **Portfolio** (printed, PDF or website) that demonstrates the Tenderer's technical and creative ability to produce the deliverables specified in the Terms of Reference.
- e) **Three Testimonials** or references from Tenderer's past clients (including most recent clients) that demonstrate the Tenderer's ability to respond to a creative brief, ability to take instruction, ability to meet deadlines and ability to complete design work to a high quality.
- f) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference. The technical proposal should demonstrate the Tenderer's ability to produce the deliverables specified 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 should be exclusive of Vanuatu VAT (the VanKIRAP Project is a Vanuatu VAT-exempted entity).

- 4.3. 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.
- 4.4. 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.
- 4.5. 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. Partially completed tender proposals will not be considered.
- 4.6. No tender proposal may be modified after the deadline for submission of proposals.
- 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 07 June 2023. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 09 June 2023.
- 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:

Evaluation Criteria	Weighting
a. Quality of work, creativity and technical proficiency Comprehensive technical proposal for the deliverables listed in the Terms of Reference and a portfolio of 2-3 examples of each kind of requested product (including most recent work) that demonstrates the Tenderer's technical and creative ability to produce the deliverables.	40%
b. Professional work ethic Evidence of the Tenderer's professional work ethic in the form of three testimonials or references from previous clients (including most recent clients) that demonstrate the Tenderer's ability to respond to a creative brief, ability to take instruction, is responsive when contacted, ability to meet deadlines, and ability to complete design work to a high quality.	20%
c. Previous professional experience Evidence that the Tenderer has at least 10 years' professional experience in graphic design.	10%
d. Previous Pacific Islands regional experience Evidence of experience working in the Pacific Islands region producing similar deliverables.	5%
e. Language Fluency Demonstrated fluency in English and Bislama (oral and written).	5%
f. Financial Component Based on completed Financial Offer Form (Annex B)	20%
TOTAL	100%

I. 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: 23 June 2023, 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 2023/009: Provision of graphic design services for the Climate Information Services for Resilient Development in Vanuatu Project**' via one of the following methods:

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

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.



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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

Assignment Information

Assignment Title:	Provision of graphic design services for the Climate Information Services for Resilient Development in Vanuatu (VanKIRAP) Project
Project:	Climate Information Services for Resilient Development in Vanuatu (CISRDP) / Vanuatu Klaemet Infomesen blong Redi, Adapt mo Protekt (VanKIRAP)
Post Level:	Specialist
Contract Type:	Individual Contractor or consultancy firm
Contract Duration:	Until 8 December 2023

1. Project background

1.1. The 'Climate Information Services for Resilient Development in Vanuatu' project known in Bislama as Vanuatu Klaemet Infomesen blong Redi, Adapt mo Protekt (VanKIRAP) — is supporting a change in thinking towards the standardized and mainstreamed use of science-based climate information services (CIS), at multiple timescales to support resilient development pathways in Vanuatu. The project focuses on five target sectors: agriculture, fisheries, infrastructure, water resources and tourism.

VanKIRAP's goal is increase the ability of decision-makers, communities, and individuals in Vanuatu, including those in the five project target sectors, to plan for and respond to the long and short-term impacts of climate variability and change, using CIS.

Climate information services are defined as those related to the generation, interpretation, transmission and application of climate knowledge and information for decision making and further planning. Climate services provide the most recent knowledge about climate science, in support of national and sectoral adaptation and mitigation strategies. VanKIRAP's executing partner, VMGD, is Vanuatu's key provider of climate information services to both sectoral and general audiences.

VanKIRAP is building technical capacity in Vanuatu to harness and manage climate data; develop and deliver practical CIS tools and resources; support enhanced coordination and dissemination of tailored information; enhance CIS information technology infrastructure; and support the application of relevant CIS through real-time development processes.

The VanKIRAP project seeks to address information gaps and priority needs of national, provincial, and local community target audiences across the five priority sectors through four core areas:

- A.** Strengthening the VMGD platform to provide quality climate data for CIS.
- B.** Demonstrating the value of CIS at the sectoral and community levels.
- C.** Developing CIS resources and engaging with stakeholders through outreach and communications.
- D.** Strengthening the institutional capacity for long-term implementation of CIS in decision-making.

1.2. This project is funded by the Green Climate Fund (GCF) and is managed by the Secretariat of the Pacific Regional Environment Programme (SPREP) in partnership with the

Vanuatu Meteorology and Geohazards Department (VMGD).

- 1.3. SPREP is publishing this tender for the provision of graphic design services for the Climate Information Services for Resilient Development in Vanuatu (VanKIRAP) Project. The VanKIRAP Project wishes to retain the services of a professional graphic designer or agency to produce a range of print and digital products.

2. Scope of Works

- 2.1. The Project requires the set of deliverables outlined in 2.4 below. Please note that these quantities and specifications may be subject to variations of type and quantity over the course of the contract. Every attempt will be made to keep the total amount of work required approximate to the requirements expressed below, but it will not be possible to vary the total value of accepted bid once a tender has been accepted and the contract awarded. Tenderers are therefore advised to build in a small contingency amount into their quotations to allow for any small deviations.
- 2.2. The consultant is NOT required to source quotes or procure printing services.
- 2.3. Any travel or communications costs should be incorporated by the Tenderer into their proposal.
- 2.4. The list of required deliverables are as follows:

2.4.1 – A4 products (booklets, flyers etc)

<i>One-offs</i>	<i>Quarterly</i>	<i>Monthly</i>
2 x 4pp	10 x 4pp	7 x 4pp
1 x 2pp		
3 x 2pp		
30 x 4pp		
2 x 24pp		
1 x 128pp		
8 x 36pp		
1 x 4pp form		

2.4.2 – Posters

20 x A3

4 x A2

2.4.3 – Newspaper advertisements

24 x various dimensions

2.4.4 – Misc. print and event products

1 x street banner

1 x billboard

8 x pull up banners

2 x media banner/backdrop

4 x social media frame props

4 x decals

2.4.5 – Digital

8 x maps – national, provinces, Efate

20 x UI/UX mockups for website & mobile app

24 x social media 1x1 templates

24 x web banner ads

12 x mockups for broadcast weather & climate bulletin motion graphics

2.4.6 – Technical advice

2hrs per calendar month

3. Project Management

- 3.1. SPREP is the contracting entity.
- 3.2. The vendor will work under the direction of the VanKIRAP Project's Communications Coordinator, who based in SPREP's Vanuatu office.
- 3.3. A production timeline including delivery deadlines for each item will be established by the vendor and VanKIRAP Project's Communications Coordinator no later than two (2) weeks after contract signing.

4. Intellectual Property

The vendor is required to note and acknowledge the following:

- 4.1. SPREP retains all intellectual property and other proprietary rights, including but not limited to patents, copyrights, and trademarks, with regards to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected under any contract that may result from this invitation to tender.
- 4.2. Any artwork, photographs, graphics, videos, electronic files or other physical or electronic media (including preparatory, intermediate, and final work) produced under any contract that may result from this invitation to tender shall be property of SPREP and must be surrendered to SPREP upon request.
- 4.3. In case that it is necessary or requested to use third party-materials (e.g., footage, stock photos, stock graphics, templates etc.) the contractor shall have or obtain the necessary licenses to use them for SPREP's needs.

5. Requirements

The vendor is required to:

- 5.1. Demonstrate that they are legally entitled to work in Vanuatu, and that their business has a current registration with Vanuatu Financial Services Commission as well as a valid Vanuatu TIN number;
- 5.2. Demonstrate that they can produce designs in Bislama;
- 5.3. Possess the capacity to manage concurrent production workflows and to coordinate revision processes;
- 5.4. Provide all equipment and services needed to produce the deliverables, including internet access;
- 5.5. Work from their own premises, unless requested to attend the SPREP Vanuatu office for in person meetings;
- 5.6. Ensure all designed products conform to the VanKIRAP corporate identity style guide and the climate brand identity developed by the Project;
- 5.7. In addition to 5.6 above, adhere to style guides provided by GCF, SPREP and other VanKIRAP Project partners as required;
- 5.8. Provide at their own cost any third-party material including (but not limited to) software, photographic images, illustrations, graphics, typefaces, templates, etc. that the vendor deems necessary to produce any deliverable under this contract;
- 5.9. Respond to VanKIRAP Project and/or SPREP staff email and phone queries and accept any virtual meeting invitations within one (1) workday or sooner;



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- 5.10. Upload all deliverables (including original design files and their dependencies) by the agreed deadline for each item to VanKIRAP's nominated document management system(s);
- 5.11. Allow for up to two rounds of amendments after submission of each initial draft;
- 5.12. Liaise with printers to ensure correct prepress specifications are applied to the final versions of files used to output each deliverable;
- 5.13. Liaise with print vendors to ensure correct versions of deliverables are produced,
- 5.14. Request from print vendors—and sign on SPREP's behalf—contract proofs that verify that final printer-supplied versions of deliverables will accurately colour match the proofs provided by the printer.

6. Duration of the Consultancy

- 6.1. This consultancy is to commence as soon as practicable and ends on 8 December 2023.

7. Maximum Value of Consultancy

- 7.1. The maximum value of this consultancy is USD 60,000.

8. Quotation

- 8.1. Tenderers must include their quotation using the attached **Financial Offer Form** (provided in Annex B below).
- 8.2. The amount specified in the Financial Offer Form should be based on the Tenderer's cost to produce all of the deliverables specified in the Terms of Reference (specified in Annex A above).
- 8.3. The quotation should include (a) a project **total** amount, and (b) a monthly **retainer** amount.
- 8.4. The VanKIRAP Project is a VAT-exempted entity, so all quoted prices must exclude VAT.
- 8.5. Quotations should be expressed in United State dollars (USD).

ANNEX B — FINANCIAL OFFER FORM

**Climate Information Services for Resilient Development in Vanuatu (VanKIRAP) Project
Graphic Design Service Contract**

Part 1: Estimated cost and delivery times

No.	Description of deliverables	Estimated number of workdays required	Daily rate (USD)	Estimated Cost (USD)
2.3.1	A4 products (booklets, flyers etc)			
2.3.2	Posters			
2.3.3	Newspaper advertisements			
2.3.4	Misc. print and event products			
2.3.5	Digital			
2.3.6	Technical advice			
TOTAL:				

Part 2: Monthly retainer fee

Monthly retainer fee (USD): \$ _____ **Workdays included:** _____

Part 3: General Rates*

Details	Hourly rate (USD)
General graphic design rate (per hour, ex-VAT))	
General consultancy rate (per hour, ex-VAT)	

**You may also provide a separate supplementary pricelist for any other related services your business is capable of providing. These extra services and their costs may also be included in the contract, subject to further negotiation.*