

REQUEST FOR TENDERS

RFT: 2023/036_ReAd
File: AP_2/18/11
Date: 12 July, 2023
To: Interested consultants
From: Isabell Rasch, Project Manager GEF 6 Regional Invasive Species

Subject: Request for tenders (RFT): Pacific Regional Invasive Species Management Support Service (PRISMSS) Event Coordinator, READVERTISEMENT

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 organise PRISMSS Regional Events within the SPREP Invasives Species Team,
- 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/spreporganisational-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. Currently reside in Samoa and be able to demonstrate that he/she is legally entitled to work in Samoa
 - ii. Have at least three years' experience on projects, event planning and management

- iii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - iv. Provide three referees relevant to this tender submission, including the most recent work completed;
 - v. 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.
 - vi. 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) **Financial Proposal** – provide a detailed outline of the costs involved in successfully delivering this project submitted in New Zealand Dollars (NZD) 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 19 July 2023. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 21 July 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:
- 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
Qualification	Qualification from a recognised tertiary institution in a field related to event management project management or environmental management	5
Experience	At least three years' experience in event and project planning and implementation. Records of successfully working with multiple stakeholders	25
	Strong track record in finance and administration including work planning, budget development, financial management, and reporting across diverse audiences in a multicultural and multi-disciplinary environment, monitoring, and evaluation. Demonstrated experience with management tools is an advantage.	25
	Demonstrated experience in systems, policies, and procedures.	10
	Strong experience in ensuring relevant and adequate information flow, discussion and correspondence between the different event partners, participants and team members.	15

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: 27 July 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 2023/036_ReAd: **PRISMSS Event Coordinator**'

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.

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 PRISMSS EVENT COORDINATOR

Services Required:

SPREP is seeking the services of a suitably qualified Event Coordinator to be appointed on a full-time service consulting basis to organise PRISMSS Regional Events within the SPREP Invasives Species Team.

Scope of Consultancy:

The Event Coordinator will coordinate PRISMSS Regional Event planned until June 2024.

Specific Responsibilities for this include but are not limited to the following:

Logistical, administrative, and organisational support:

- Organise and arrange travel requirements in line with SPREP's Travel and Procurement Policies.
- Arrange and organise logistics for PRISMSS Events, visits, monitoring, and evaluation activities.
- Work with country counterparts to organise local transport field work and monitoring visits, including activities of the events that require local transportation.
- Liaise with local PRISMSS counterparts on logistics and organisation of events.
- Provide administrative and secretariat support required for events.
- Set up, maintain, and update e-filing and record keeping.
- Prepare meeting notes and reports for events as necessary.

Finance Assistance and Support

- Prepare budgets for PRISMSS Events for approval
- Procure goods and services required for the PRISMSS Events in line with SPREP Procurement Policy
- Ensure all relevant supporting documents are prepared and filed to enable the supply of goods and services
- Monitor service and goods contracts and necessary payments for delivery of required services and goods
- Maintain records and files of all financial documents, invoices, and purchase orders, including supporting documentation for all Events expenditures.

Project Management Support & Communications

- Coordinate the engagement of PRISMSS partners, technical expertise, and national stakeholders for the delivery of Event Programmes.
- Contribute and organise team planning meetings and progress updates of events.
- Prepare relevant information and delegate information package for dissemination.
- Ensure information is verified and uploaded to SPREP. Relevant project/program data and information are verified and provided to the SPREP Information Management System (SIMS)

Deliverables

The Event Coordinator will provide a monthly activity report according to the requirements of this consultancy.



Sustainable, transformative and resilient for a **Blue Pacific**

Work Arrangements

The Event Coordinator will:

- Be based at the SPREP Headquarters in Apia, within the SPREP Invasives Project Team, on a full-time basis.
- Provide monthly reports to the SPREP Invasives Team, reporting against agreed work plans.

Duration of the Consultancy

The service consultancy will run **until June 2024**.