# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

| | |
|---|---|
| **Project Title:** | **Pacific Centre for Renewable Energy and Energy Efficiency** |
| **Nature of the services** | Support the implementation of the PCREE Electric Mobility Programme |
| **Location:** | Nuku'alofa, Tonga |
| **Date of issue:** | 12/02/2026 |
| **Closing Date:** | 25/02/2026 |
| **SPC Reference:** | RFQ26-9840 |

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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

## 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 solomonef@spc.int and with the subject line of your email as follows: **Submission RFQ25-9840**.The email should also be copied to **rfq@spc.int.**

The supporting documents expected in this RFQ are:

- The Conflict-of-Interest Declaration form completed
- Cover letter and Updated CV with 3 references
- Completed Proposal Submission Forms

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 **11.59pm Tonga Time** on **25/03/2026**.

## 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.

Solomone Fifita will be your primary point of contact for this RFQ and can be contacted at solomonef@spc.int . You should copy any communications into **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 |
|---|---|
| **RFQ sent to potential vendors** | 12/02/2026 |
| **RFQ Closing Date** | 25/02/2026 |
| **Award of Contract** | 4/03/2026 |
| **Commencement of Contract** | 6/03/2026 |
| **Conclusion of Contract** | 23/07/2026 |

## 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 USD 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. 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's (SPC) Georesources and Energy Programme (GEP) is one of the three technical programmes under the SPC's Geoscience, Energy and Maritime (GEM) Division.

The Pacific Centre for Renewable Energy and Energy Efficiency (PCREEE) was established in 2017 as an arm of the GEP with its headquarter in Nukualofa, Tonga. The Centre has a strong focus on private sector and industry, while supporting targeted Renewable Energy and Energy Efficiency programs to enhance the productivity and competitiveness of key industries with high job leverage in the Pacific (e.g. agriculture, tourism, fishery, manufacturing, creative industry).

The PCREEE is seeking a consultant to bolster the technical capacity of the PCREEE team in order to effectively deliver on the e-mobility component of its 2026 Annual Work Programme.

## B. Purpose, objectives, scope of services

The purpose of this Consultancy is to strengthen the technical capacity at the PCREEE to be able to effectively deliver on the e-mobility component of its 2026 work programme.

The objective is to effectively and efficiently respond to and deliver on the e-mobility priorities and needs of SPC members.

The specific tasks for the Consultant will be to assist on:

- Providing technical advice
- Conducting training workshops
- Reviewing reports and studies
- Supporting awareness and promotional events

in relation to the four key result areas of the PCREEEE e-mobility programme:

- e-mobility policy and regulatory frameworks
- e-mobility standards and guidelines
- awareness raising and promotion
- demonstration and upscale

## C. Timelines

The Consultancy will be a total of 30 person days delivered over a period of 5 months commencing in March 2026 ,with completion by July 2026.

## D. Reporting and contracting arrangements

The consultant will be under the overall supervision of the Manager of the Pacific Centre for Renewable Energy and Energy Efficiency

- The consultant will be required to submit a monthly progress report on the last working day of every month.

## E. Skills and qualifications

The successful bidder will have:

- A Degree in energy or a field relevant to specific tasks of the consultancy service
- Minimum 3 years of demonstrated experience in delivering technical assistance and advice on sustainable transport and e-mobility
- Proven history of successfully planning and coordinating e-mobility training workshops, awareness and promotional events
- Experience in multi-cultural and multi-disciplinary environments and with good networking in the Pacific Islands
- Experience in working with Pacific people, familiarity with the key development issues facing the region, understanding of and ability to relate with a specific culture

**Women and girls are encouraged to bid**

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

- The bid price must include the professional fees, taxes, management and operating costs.
- The contract price will be paid in lump sums based on the satisfactory delivery of milestones as outlined in the table below with supervisor confirmation or acceptance of the associated deliverables required before payment.
- As part of solicitations, the consultant is expected to provide a confirmation of time required for the scope of services.
- Bidder is requested to specify the preferred schedule of payments and terms acceptable, noting that generally, SPC will not enter into arrangement requiring a 100% advance payment.
- The terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.

| Milestone/deliverables | Deadline | % payment |
|---|---|---|
| Progress Report annexing works completed on editing the E-mobility Stocktake report and awareness and promotional materials | 1 month after signing contract (31 March) | 16.7% |
| Progress Report annexing works completed on designing an e-mobility demonstration project in Tonga | 2 months after signing contract (30 April) | 16.7% |
| Report on the review of the Cook Is e-mobility charging demonstration and conduct of a regional e-mobility workshop | 3 months after signing contract (29 May) | 33% |

| | | |
|---|---|---|
| Progress Report annexing works completed on delivering Technical Advice to the PCREEE and members' requests | 4 months after signing contract (30 June) | 16.7% |
| Progress Report annexing works completed on delivering Technical Advice to the PCREEE and members' requests | 5 months after signing contract (31 July) | 16.7% |

## G. Annexes to the Terms of Reference

**H.** More details about the work and activities of the PCREEE can be found here - Welcome to PCREEE | PCREEE

## 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 and financial requirements) which indicates the relative significance or weight of the items in the overall evaluation process.

| Evaluation criteria | Score Weight (%) | Points obtainable |
|---|---|---|
| **Mandatory requirements** | | |
| **- The Conflict-of-Interest Declaration form submitted online**<br>**- Cover Letter and Updated CV with 3 references**<br>**- Completed Proposal Submission Forms** | **Mandatory requirements.** Bidders will be disqualified if any of the requirements are not met | |
| **Technical requirements** | | |
| **Technical requirement 1:** Academic Qualification in Energy or a field relevant to specific tasks of the TOR | 15% | 105 |
| **Technical requirement 2:** Minimum 3 years of demonstrated experience in delivering technical assistance and advice on sustainable transport and e-mobility | 25% | 175 |
| **Technical requirement 3:** Proven history of successfully planning and coordinating e-mobility training workshops, awareness and promotional events | 25% | 175 |
| **Technical requirement: Demonstrated e**xperience in multi-cultural and multi-disciplinary environments and with good networking in the Pacific Islands | 15% | 105 |
| **Technical requirement 5:** Experience in working with Pacific people, familiarity with the key development issues facing the region, understanding of and ability to relate with a specific culture. | 20% | 140 |
| **Subtotal Technical Requirements Score** | **70%** | **700** |
| **Financial** | | |
| **Price and payment terms** | 30% | 300 |
| **Total Score** | **100%** | **1,000** |

# Part 5: PROPOSAL SUBMISSION FORMS

## 5.1 TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

### INSTRUCTIONS TO BIDDERS

The Technical Proposal Submission Form is a table that includes the technical criteria (set out in Part 3) on which bidders will be scored and allows the bidder to respond to them. This table is then used by the technical evaluation committee to score the technical proposals received.

| Technical Requirements | | |
|---|---|---|
| *Evaluation criteria* | | *Response by Bidder* |
| **Experience and specified personnel/sub-contractors** | | |
| **Referees** | **Experience:** | |
| | *[insert details of relevant experience]* | |
| | **Details for three references:** | |
| | 1. Client's name: *[insert name of client 1]* | |
| | Contact name: | *[insert name of contact]* |
| | Contact details: | *[insert contact details]* |
| | Value contract: | *[insert value of contract]* |
| | 2. Client's name: *[insert name of client 2]* | |
| | Contact name: | *[insert name of contact]* |
| | Contact details: | *[insert contact details]* |
| | Value contract: | *[insert value of contract]* |
| | 3. Client's name: *[insert name of client 3]* | |
| | Contact name: | *[insert name of contact]* |
| | Contact details: | *[insert contact details]* |
| | Value contract: | *[insert value of contract]* |
| **Mandatory – CV** | Please provide updated CV | |
| **Technical Requirements** | | |
| **Technical requirement 1:** Academic Qualification in Energy or a field relevant to specific tasks of the TOR | | *[Bidder's answer]* |
| **Technical requirement 2:** Minimum 3 years of demonstrated experience in delivering technical assistance and advice on sustainable transport and e-mobility | | *[Bidder's answer]* |
| **Technical requirement 3:** Proven history of successfully planning and coordinating e-mobility training workshops, awareness and promotional events | | *[Bidder's answer]* |

| | |
|---|---|
| **Technical requirement 4:** Experience in multi-cultural and multi-disciplinary environments and with good networking in the Pacific Islands | *[Bidder's answer]* |
| **Technical requirement 5** : Experience in working with Pacific people, familiarity with the key development issues facing the region, understanding of and ability to relate with a specific culture. | *[Bidder's answer]* |

**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]*

## 5.2 FINANCIAL PROPOSAL SUMBISSION FORM – SERVICES

INSTRUCTIONS TO BIDDERS

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 **USD**.

| Particulars | Amount (USD) |
|---|---|
| Professional fees | Daily rate: _____ |
| Total professional fees (lumpsum) | |
| Other expenses (if any please specify) | |
| **TOTAL [USD]** | |

Professional fees: Staff salaries, consultant fees and any other professional costs (with details on the level of effort of each person on the team if applicable. i.e., 50% full time, full-time, etc.).

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

SPC does not provide or reimburse insurance for consultant's 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.

If travel is required, SPC will pay semi flexible economy airfares, meals, incidentals, and accommodation (DSA).

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, considering 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]*