

Request for quotation (RFQ) – goods or services

RFQ Title:	RFQ-FJ24-048 Landscape Assessment of Accelerators and Incubators in Fiji
RFQ Issue Date:	Friday, 24 May 2024
Terms of Reference Specifications:	/The Goods and/or Services to be delivered are detailed in the attached Schedule
Project	Market Development Facility Phase II
The Company	Palladium Group Consulting (Fiji) Pte Ltd
<b>Registration of Interest</b>	Register your interest to submit an offer by sending your organization name, contact person and contact details to the Contact Person by email on or before <b>Thursday, 6 June 2024, 5:00pm Fiji Time</b>
<b>Last date for Queries</b>	Send all queries to the Contact Person by email on or before <b>Thursday, 6 June 2024, 5:00pm Fiji Time</b> . Indicate the <u>RFQ-FJ24-048 Landscape Assessment of Accelerators and Incubators in Fiji</u> in the subject line.
Closing Date and Time	<b>Thursday, 13 June 2024 / 5:00PM Fiji Time</b>
Contact Person	Lusiana Kuinikoro: <a href="mailto:lusiana.kuinikoro@thepalladiumgroup.com">lusiana.kuinikoro@thepalladiumgroup.com</a>
Details for Submission	Submit completed <b>Response Form</b> by email to the contact person on or before the Closing Date and Time. Indicate the <u>RFQ-FJ24-048 Landscape Assessment of Accelerators and Incubators in Fiji</u> in the subject line.

Thank you for your interest in the above procurement. As managing contractor for the Project, the Company invites you to submit a quote for the Goods or Services listed below. Your quote will be valid for the Validity Period.

Please forward your quote in accordance with the Details for Submission above by the Closing Date and Time.



Yours sincerely,  
Kelera Cavuilati  
Country Director – MDF Fiji

## Terms and conditions

### 1. Quote Conditions

By submitting a quote, potential suppliers are bound by these terms and conditions. Potential suppliers must submit offers with all details provided in English and with prices quoted in a single currency.

### 2. Quote Lodgment

The Company may grant extensions to the Closing Time at its discretion. The Company will not consider any quotes received after the Closing Time specified in the RFQ unless the Company determines to do so otherwise at its sole discretion.

### 3. Evaluation

The Company may review all quotes to confirm compliance with this RFQ and to determine the best quote in the circumstances.

### 4. Alterations

The Company may decline to consider a quote in which there are alterations, erasures, illegibility, ambiguity or incomplete details.

### 5. The Company's Rights

The Company may, at its discretion, discontinue the RFQ; decline to accept any quote; terminate, extend or vary its selection process; decline to issue any contract; seek information or negotiate with any potential supplier that has not been invited to submit a Quote; satisfy its requirement separately from the RFQ process; terminate negotiations at any time and commence negotiations with any other potential supplier; evaluate quotes as the Company sees appropriate (including with reference to information provided by the prospective supplier or from a third party); and negotiate with any one or more potential suppliers.

### 6. Amendments and Queries

The Company may amend, or clarify any aspect of the RFQ prior to the RFQ Closing Time by issuing an amendment to the RFQ in the same manner as the original RFQ was distributed. Such amendments or clarifications will, as far as is practicable be issued simultaneously to all parties. Any queries regarding this RFQ should be directed to the Contact Person identified on the cover page of this RFQ.

### 7. Clarification

The Company may, at any time prior to execution of a contract, seek clarification or additional information from, and enter into discussions and negotiations with, any or all potential suppliers in relation to their quotes. In doing so, the Company will not allow any potential supplier to substantially tailor or amend their quote.

### 8. Confidentiality

In their quote, potential suppliers must identify any aspects of their quote that they consider should be kept confidential, with reasons. Potential suppliers

should note that the Company will only agree to treat information as confidential in cases that it considers appropriate. In the absence of such an agreement, potential suppliers acknowledge that the Company has the right to disclose the information contained in their quote.

The potential supplier acknowledges that in the course of this RFQ, it may become acquainted with or have access to the Company's Confidential Information (including the existence and terms of this RFQ and the TOR). It agrees to maintain the confidence of the Confidential Information and to prevent its unauthorised disclosure to any other person. If the potential supplier is required to disclose Confidential Information due to a relevant law or legal proceedings, it will provide reasonable notice of such disclosure to the Company. The parties agree that this obligation applies during the RFQ and after the completion of the process.

### 9. Alternatives

Potential suppliers may submit quotes for alternative methods of addressing the Company's requirement described in the RFQ where the option to do so was stated in the RFQ or agreed in writing with the Company prior to the RFQ Closing Time. Potential suppliers are responsible for providing a sufficient level of detail about the alternative solution to enable its evaluation.

### 10. Reference Material

If the RFQ references any other materials including, but not limited to, reports, plans, drawings, samples or other reference material, the potential supplier is responsible for obtaining the referenced material and considering it in framing their quote. And provide it to the Company upon request.

### **11. Price Basis**

Prices quoted must be provided as a fixed maximum price and show the tax exclusive price, the tax component and the tax inclusive price. The contract price, which must include any and all taxes, supplier charges and costs, will be the maximum price payable by the Company for the Goods and/or Services.

### **12. Financial information**

If requested by the Company, potential suppliers must be able to demonstrate their financial stability and ability to remain viable as a provider of the Goods and/or Services over the term of any agreement.

If requested by the Company, the potential supplier must promptly provide the Company with such information or documentation as the Company reasonably requires in order to evaluate the potential supplier's financial stability.

### **13. Referees**

The Company reserves the right to contact the potential supplier's referees, or any other person, directly and without notifying the potential supplier.

### **14. Conflict of interest**

Potential suppliers must notify the Company immediately if any actual, potential or perceived conflict of interest arises (a perceived conflict of interest is one in which a reasonable person would think that the person's judgement and/or actions are likely to be compromised, whether due to a financial or personal interest (including those of family members) in the procurement or the Company).

### **15. Inconsistencies**

If there is inconsistency between any of the parts of the RFQ the following order of precedence shall apply:

- (a) these Terms and Conditions;
- (b) the first page of this RFQ; and
- (c) the Schedule

so that the provision in the higher ranked document will prevail to the extent of the inconsistency.

### **16. Collusion and Unlawful Inducements**

Potential suppliers and their officers, employees, agents and advisors must not engage in any collusive, anti-competitive conduct or any other similar conduct with any other potential supplier or person or quote any unlawful inducements in relation to their quote or the RFQ process.

Potential suppliers must disclose where quotes have been compiled with the assistance of current or former the Company employees (within the previous 9 months and who was substantially involved in the design, preparation, appraisal, review, and or daily management of this activity) and should note that this may exclude their quote from consideration.

Potential suppliers warrant that they have not provided or offered any payment, gift, item, hospitality or any other benefit to the Company, its employees, consultants, agents, subcontractors (or any other person involved in the decision-making process relating to this RFQ) which could give arise to a perception of bribery or corruption in relation to the RFQ or any other dealings between the parties.

### **17. Jurisdiction**

This Agreement shall be subject to the laws of the Jurisdiction.

The Supplier and the Company will use their best efforts to settle amicably any dispute, controversy, or claim arising out of, or relating to this Agreement or the breach, termination, or invalidity thereof.

If no agreeable settlement can be found, any dispute, controversy, or claim arising out of or relating to this Agreement or the breach, termination, or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules in effect on the date of this Agreement. The appointing authority shall be the Secretary-General of the Permanent Court of Arbitration. The Parties will be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute.

The place of arbitration shall be the headquarters location of Company at the time the claim is filed and the language of the arbitration will be English. The relevant laws shall be the laws of the Jurisdiction.

## Schedule - Terms of Reference

### 1. Background

Market Development Facility (MDF) is a multi-country Australian Government funded initiative, with locations in Fiji, Sri Lanka, Timor-Leste, Samoa, Tonga, and Vanuatu. MDF aims to stimulate economic growth – and hence employment and income earning opportunities for the poor and underprivileged – by making selected sectors of the economy more competitive and stimulating business innovation. MDF is implemented by Palladium Group and Swisscontact and started operations in Fiji in July 2011. MDF has been supporting the Micro, Small and Medium Enterprises (MSME) sector in Fiji since 2017, with the aim to stimulate sustainable private-sector-led MSME business development services. MDF's support included piloting business accelerator programs and incorporating business development services (BDS) into coworking business models, and it is committed to ensuring the sustainability of BDS in Fiji.

The Reserve Bank of Fiji (RBF) is established under the Reserve Bank Act, for the purposes of regulating the issue of currency, and the supply, availability, and international exchange of money; promoting monetary stability; promoting a sound financial structure; and fostering credit and exchange conditions conducive to the orderly and balanced economic development of the country.

In 2022, the RBF launched Fiji's National Financial Inclusion Strategy 2022 – 2030 which included a commitment to promoting economic growth that is broad-based, inclusive, and sustainable through improving access to finance for MSMEs and their financial resilience. RBF's strategic priorities include developing an enabling regulatory framework for MSMEs; establishing a specialized institution for MSME sector; developing value-chain financing programmes and initiatives; and developing suitable financial products and services to support start-ups and key target sectors.

The strategic focus of MDF and RBF intersect around promoting a long-term inclusive and sustainable MSME sector for Fiji. As such, MDF and RBF are seeking a suitable service provider to conduct a landscape assessment of accelerators and incubators in Fiji.

### 2. Objectives of the assignment

The objective of the study is to assess the landscape of accelerators and incubators in Fiji which will assist RBF and MDF in assessing the sustainability of BDS in Fiji and share the key findings with key national stakeholders, as a tool to improve BDS for MSMEs and inform policy and strategy development for MSMEs in Fiji. The landscape assessment should (but is not limited to):

- i. Investigate wider market changes in the MSME environment.
- ii. Assess the landscape of accelerator and incubator programs in Fiji which includes but is not limited to, operational models, outlook, trends, deep dive into key players (along with their revenue streams and product offerings), customer base, regulatory environment, consumer behaviour, accessibility, challenges, opportunities, and sustainability.
- iii. Assess the economic potential and growth levers in the BDS space.
- iv. Assess the impacts of BDS on the wider MSME sector and Fiji's economy.
- v. Assess successful accelerator programs such as the Fiji Enterprise Engine (FEE) and its impact on the wider MSME sector.
- vi. Outline key findings and recommendations that can be shared with key national stakeholders including the Ministry of Trade, Co-operatives, SMEs and Communications, as a tool to improve and inform policy and strategy development for MSMEs in Fiji.

To achieve these objectives, a mix of research methodologies (including but not limited to; desktop research, stakeholder consultations/meetings and interviews) will need to be implemented and the service provider will work closely with RBF and MDF throughout all stages of the project.

### 3. Scope of services

The successful service provider will:

- i. Develop a workplan outlining methodologies, approach and key activities with corresponding timelines, deliverables, resources and addressing all elements outlined in this RFQ.
- ii. Through qualitative and quantitative research, conduct a comprehensive assessment of the accelerator and incubator landscape in Fiji, addressing all elements outlined in this RFQ.

- iii. Develop the draft Landscape Assessment report and present the draft report to RBF and MDF.
- iv. Incorporate feedback from RBF and MDF and develop the final Landscape Assessment report.
- v. Present the final Landscape Assessment report to key national stakeholders (public, private and non-governmental organizations) in a national MSME stakeholder event.

#### **4. Experience and qualifications**

The service provider should demonstrate the following required skills and qualifications:

- Relevant qualifications and experience in market research, enterprise development and solutions, business and management or related fields.
- Sound understanding of the MSME, accelerator and incubator context in Fiji or similar developing countries.
- Demonstrated knowledge and experience working with programs/projects for private sector development and economic growth.
- Strong applied research and analytical skills with the ability to analyze different markets and trends.
- Experience in designing BDS solutions and/or conducting similar research on accelerators, incubators or MSME landscapes would be an added advantage.
- Experience in facilitating key national stakeholder events would be an added advantage.
- Excellent communication and organizational skills, including working according to tight deadlines while maintaining high product quality.

#### **5. Quote / Proposal format**

Interested service providers must complete the Response Form provided with this RFQ to submit an offer. Submissions that do not use the Response Form will not be considered for assessment due to non-compliance with RFQ format.

#### **6. Evaluation criteria**

##### **Technical criteria**

MDF will assess each submission based on compliance with this RFQ, ability to meet the requirements as specified and overall value for money. The technical response will be evaluated using the following criteria:

- A. Overall experience and demonstrated capability to deliver the requirements as described in this RFQ. (40%).
- B. Approach to delivery of services (40%).
- C. Qualifications and experience of proposed personnel (20%).

The technical score will account for 80% of the total score.

##### **Financial criteria**

Following the assessment of the technical response, MDF will undertake a like-for-like price comparison of all technically suitable offers. The Financial Score will account for 20% of the total score.

#### **7. Contracting details**

The successful service provider will be contracted by MDF and will work under the guidance of MDF and RBF at all times, providing regular updates to both parties on progress and any problems that may be encountered.

If your quote is successful, you will be required to enter into the Company's standard contract for the types of goods or services being provided. In the provision of the Goods and Services, you will be required to comply with the Company's policies, including (without limitation) its Business Partner Code of Conduct and any relevant Project Manual. Potential suppliers must also comply with the Company's Business Partner Code of Conduct in the submission of any quotes pursuant to this RFQ.

If you are bidding as part of a joint venture, partnership or similar, please make this clear in your submission. Likewise, if you propose to subcontract any part of the goods or services provision, then disclose this fact within your submission. The Company may require additional information from you and approval for subcontracting will not be automatic as subcontractors will be subject to Palladium's Due Diligence process.