

REQUEST FOR TENDERS

File: AP 6/4/6/1
Date: 22 May 2012
To: Interested suppliers
Contact: Stanley Ebelewicz, Team Leader
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Subject: Request for Tenders:

In-country waste oil audits for Fiji and Vanuatu, and audit of the waste oil management system operated by Fletcher Pacific Steel Fiji

1. Background

- 1.1. 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. For more information see: www.sprep.org
- 1.2. SPREP has received funding from the Agence Française de Développement (AFD) toward the cost of a Regional Solid Waste Management Initiative. A component of this Initiative is to minimise the negative impacts of waste oil on the environment of Pacific Islands through the development of appropriate frameworks for waste oil collection and disposal in participating Pacific Island Countries and Territories.

2. Specifications: Statement of Requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced consultants who can offer their services to carry out the following tasks:
 - a) In-country waste oil audits for Fiji and Vanuatu. This includes an audit of the waste oil management system operated by Fletcher Pacific Steel Fiji (Suva). With respect to Fletcher Pacific Steel, the consultant must at a minimum:
 - (i) Determine their compliance with existing operating permits issued by the Fiji Department of Environment;
 - (ii) Assess compliance against international standards for their flue stack emissions and off site discharge of surface water drainage and drainage through their water interceptor system;

- (iii) Assess the waste oil collection and transportation system from local sources to Fletcher Pacific Steel; and
- (iv) Assess the paperwork pertaining to the transportation of waste oil from Tonga and Cook Islands to Fletcher Pacific Steel in Fiji.

2.2 With respect to the in-country waste oil audits the consultant must at a minimum:

- (a) Visit each country to determine the information required for each audit;
- (b) Assess by major suppliers, the volume of hydraulic and lubricants oils imported into each country for internal use;
- (c) Identify volumes of waste oils generated by the major users;
- (d) Identify existing storage facilities and stored oil volumes;
- (e) Identify where possible, current waste oil disposal locations;
- (f) Identify possible end users in country or within the relevant distribution network for the waste oil;
- (g) Provide sufficient information to complete the summary attached table; and
- (h) Prepare an audit balance of new oils and waste oils.

3. Conditions: Information for Applicants

3.1. To be considered for this tender, interested suppliers must meet the following conditions:

- (a) Applicants should submit details of previous relevant experience;
- (b) Applicants should provide references as part of their tender application; and
- (c) Applicants should submit documentation to demonstrate financial capacity and evidence to show that they are a legal entity.

4. Submission Guidelines

4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the specifications and timeframes, and provide supporting examples to address the evaluation criteria.

4.2. Tender documentation should outline the interested supplier's complete proposal and include:

- (a) The applicant's CV highlighting related experience relevant to the tender;
- (b) A Technical Proposal, which contains the detailed methodology and workplan to achieve the tasks outlined in paragraph 2.1; and
- (c) A Financial proposal, which is to be priced on a lump sum basis with a price for each individual task (i.e Fiji Audit, Vanuatu Audit and Fletcher Pacific Steel Audit) that the applicant wishes to complete. An itemized breakdown of the lump sum must be submitted and should include, where applicable, all fees for reporting (two copies of all reports) and all travel and subsistence costs. In addition to individual task prices, a supplier may submit a lump sum price for all combined tasks if this offers a discount.

4.3 Tender submissions must be in United States Dollars (USD).

4.4 The Proposal must remain valid for 90 days from date of submission.

5. Evaluation Criteria

5.1. SPREP will select a preferred supplier on the basis of SPREP's evaluation of the extent to which their tender documentation demonstrates that they offer the best value for money, and that they satisfy the following criteria:

- (a) Previous experience of conducting waste oil audits in the Pacific;
- (b) Demonstrated experience of auditing and audit protocol;
- (c) Comprehensive knowledge and understanding hazardous waste management;
- (d) Provide additional information to assist completing attached table; and
- (e) Ability to complete assignment by 10th August 2012.

5.2 Assessment of proposals will be based on the evaluation of the Technical Proposal (70%) and Financial Proposal (30%).

5.3 The Financial Evaluation will award maximum points to the lowest priced bid. Subsequent bids will be awarded points calculated as a percentage of the lowest price.

6. Deadline

6.1. The due date for submission of the tender is: 4:00pm on 15th June 2012.

6.2. Late submissions will not be considered.

6.3 Please submit all tenders clearly marked as '**TENDER/QUOTATION: WASTE OIL AUDITS**' using one of the following methods:

By mail: Secretariat of the Pacific Regional Environment Programme (SPREP)

Attention: Mr. Stanley Ebelewicz

PO Box 240

Apia, SAMOA

By e-mail: stanleyej@sprep.org

In person: Submit by hand in the Tenders box at SPREP reception, Vailima, Samoa.