



REQUEST FOR TENDERS

RFT: PWP-128-CON
File: AP_6/5/8/4
Date: 21 February, 2022
To: Interested contractors
From: PacWastePlus Finance and Procurement Officer

Subject: Request for tenders (RFT): Remove and dispose of existing asbestos containing material (ACM) stockpiles at the NCR landfill and Regional processing centre in Nauru

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 is seeking to engage a qualified and experienced contractor to remove and dispose of existing ACM stockpiles at the NCR landfill and Regional processing centre in Nauru.
- 2.2. The Terms of Reference (TOR) and the specific statement of work for the service-based consultancy are set out in Annex A.
- 2.3. The successful contractor 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, tenderers must meet the following conditions:
 - Provide a valid business license.
 - Must work closely with the Nauru focal points and SPREP, regular progress meetings between all stakeholders will be required.
 - Be available to undertake the required works in the agreed timeframe.

- 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 contractor satisfies the conditions stated above 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, comprising:
 - 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).*
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) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
 - e) **Financial Proposal** – detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
- 4.3 Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4 Prospective consultants must commit to an agreed amount of time per month under this consultancy and be willing to set aside extra time if needed for particular tasks.
- 4.5 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.
- 4.6 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.
- 4.7 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.

- 4.8 Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.
- 4.9 Tenderers/Bidders proposal must remain valid for 90 days from date of submission.

5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to pwprocurement@sprep.org before 14 March 2022. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 18 March 2022.
- 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 tenderer on the basis of SPREP’s evaluation of the extent to which the documentation demonstrates that the tenderer satisfies the following criteria.

Criteria	Detail	Weighting
Experience & Expertise	Previous experience executing work (specifically field activities) in Pacific Island Countries and Territories or equivalent locations. Specific experience in Nauru and with Nauru Government is preferable.	5%
	International qualifications equivalent to that required in one of the SPREP metropolitan countries (United States, France, the United Kingdom, Australia, or New Zealand) to lawfully conduct asbestos abatement activities for both friable and non-friable asbestos and knowledge of best practice asbestos management and disposal protocols and techniques.	10%
	Demonstrated 5 years or more of experience in conducting friable and non-friable (ACM) asbestos abatement activities, including international transport and disposal, in accordance with international standards and best practices. Experience in conducting this work in the Pacific, or equivalent remote environments is necessary.	15%

	Demonstrated experience in delivery of local training and assessment (experience in training people from diverse language and cultural backgrounds and with low literacy skills is desirable).	10%
	Experience with documenting and developing case studies based on abatement activities and community engagement actions.	5%
Methodology	Proposed project methodology noting schedule, activities, concurrent or sequential development, engagement with country representatives, etc.	25%
Value for money	SPREP will assess the tenders based on value for money considering (but not limited to) cost, experience of staff, hours invested, product scope and depth, etc.	30%

6.2 Financial Score

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: 25 March 2022 (11:59pm, local Samoa time).**
- 8.2. Late submissions will be returned unopened to the sender.

8.3 Please send all tenders clearly marked 'PWP-128-CON: Remove and dispose of existing asbestos containing material (ACM) stockpiles at the NCR landfill and Regional processing centre in Nauru' to 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.

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

Remove and dispose of existing ACM stockpiles at the NCR landfill and Regional Processing Centre in Nauru.

1. BACKGROUND

The Secretariat of the Pacific Regional Environment Program (SPREP) is working with the European Union's Delegation to the Pacific, and 14 Pacific Island Countries and Timor-Leste to undertake the PacWastePlus Program (the Project) which seeks to improve and enhance waste management activities and the capacity of governments, industry and communities to manage waste to reduce the impact on human health and the environment.

PacWastePlus seeks to generate improved economic, social, health and environmental benefits for Pacific Island Countries arising from stronger regional economic integration and the sustainable management of natural resources and the environment. The program activities will be designed to assist Countries to ensure the safe and sustainable management of waste with due regard for the conservation of biodiversity, reduction of marine litter, health and well-being of Pacific Island communities, and climate change mitigation and adaptation requirements.

Activities for PacWaste Plus will focus on targeted priority waste streams which are: hazardous wastes (specifically **asbestos, e-waste and healthcare waste**); solid wastes (specifically **recyclables, organic waste, disaster waste and bulky waste**); and related aspects of **wastewater** (water impacted by solid waste).

2. INTRODUCTION TO PROJECT

PacWastePlus is investing in projects that support positive waste management and environment outcomes for businesses, community groups and social enterprises. As such, PacWastePlus is assisting member countries to implement legislation that enables best practice in waste management.

Late in 2014 the PacWaste project carried out an extensive survey of the quantities and harmful effects of ACM in Nauru and produce a 2015 report. The project discovered that there is a substantial quantity of ACM in Nauru. Based on the survey completed the amount is estimated to be around 200,000 square metres or about 2000 tonnes. Almost all the ACM are in the form of asbestos-cement in roofing and cladding on houses and buildings although there are some stockpiles of waste. All the ACM are old and in various stages of deterioration. Many locations have ground contaminated with ACM debris which would generate airborne fibres if disturbed and this includes many locations around houses, as well as several locations where there have been fires. Previous abatement activities have been undertaken in Nauru, with a number of stockpiles of ACM being created at the Landfill and another storage site.

While significant ACM abatement (removal) work has been done on Nauru, there is limited experience with off-island packaging, transport and disposal options, and no regulation/policies/plans for management of ACM.

The PacWastePlus program is seeking to engage a suitably qualified Contractor to undertake the remove and dispose of existing ACM stockpiles at the NCR landfill and Regional Processing Centre in Nauru. The Contractor shall document the work and create a case study that highlights best practices for ACM packaging, labelling and offsite shipment/disposal.

3. EXPECTED OUTCOMES

The PacWastePlus Programme seeks to engage a Contractor to deliver the following:

1. Develop a workplan setting out the scope of the project and a timeline for completion.
2. Develop an ACM Removal Control Plan.
3. Remove and dispose of existing ACM stockpiles at the NCR landfill and Regional Processing Centre in Nauru consistent with the ACM Removal Control Plan. This work shall entail the repackaging (if needed) and off-site disposal of 293 tonnes of ACM (approximately twenty-one,

20' containers (Waste Audit Report – NAURU, December 2020) to an appropriate off-island disposal site.

4. Develop a case study (consistent structure to the ASEA case studies – (https://www.asbestossafety.gov.au/sites/default/files/documents/2018-01/ASEA_Reports_case_studies_significant_asbestos_removal_Jan18.pdf) that documents this work to highlight best practices for ACM packaging, labelling and offsite shipment/disposal.

4. SCOPE OF WORK

The activity is expected to be developed under several stages, as described in the following table.

Phase	Description	Documentation SPREP will provide	Contractor Output
Inception	<p>Lead an inception meeting with the PacWastePlus team to discuss the delivery of the project, addressing all issues likely to cause delays (risk management), and ensure a common understanding of the action, and required outputs.</p> <p>The Contractor shall create and submit to SPREP a Work Plan that shall upon execution ensure effective delivery of services under this contract.</p> <p>The Draft Work Plan shall contain at a minimum a:</p> <ul style="list-style-type: none"> • Proposed time schedule and sequence of events that the Contractor shall use to meet the contract deliverables, including preparation stages, drafting and review, training, site works, disposal, site closure and consultations. • Provide an updated listing of the ACM stockpiles at the NCR landfill and Regional Processing Centre in Nauru with, at a minimum, the (1) locations, and (2) amount of ACM that shall be removed. • Contingency plan if Nauru is impacted by the continued COVID-19 pandemic, weather events, or natural disasters. • General description of the methods which the Contractor proposes to adopt for executing the contract. • Detailed explanation of proposed costs including for removal: bill of quantities, equipment list, PPE for abatement crews, hire rates (local for equipment that is sourced in Nauru), personnel rates and time required 	<p>293 Tonne of ACM (approximately twenty-one, 20' containers (Waste Audit Report – NAURU, December 2020)</p>	<p>Inception meeting</p> <p>Minutes of the inception meeting with confirmation of activities, and scope of work to be developed and agreed by meeting participants prior to commencement of any activities.</p> <p>Draft Work Plan</p> <p>Submit a draft workplan that complies with the stated requirements. Draft will be assessed by SPREP and comments provided.</p> <p>Final Work Plan</p> <p>Final work plan incorporating revisions and addressing all comments by reviewers on the draft work plan.</p>

Phase	Description	Documentation SPREP will provide	Contractor Output
	<p>for each item/personnel, and for final disposal of the 293 tonne of ACM (approximately twenty-one, 20' containers.</p> <ul style="list-style-type: none"> Abatement crew training materials and content, as well as any resources developed/provided for the training. The Contractor shall use a Best Practice Approach (BPA) to this hazardous work to ensure that all workers removing asbestos products and registered visitors to the site are kept safe while work is underway. The training materials and content shall be appropriate for the Pacific Island context, meet any and all local requirements. Comprehensive risk plan to ensure effective delivery of services. Any further details and information as SPREP may reasonably require. 		
<p>ACM Removal Control Plan</p>	<p>The ACM removal control plan shall identify the specific control measures that shall be used to ensure workers and other persons are not at risk when asbestos removal work is being conducted. The plan is focused on the specific control measures necessary to minimise any risk from exposure to asbestos from identification through to disposal. The structure of the asbestos removal control plan may be generic but shall address the specific situation and requirements for this project.</p> <p>The Removal Control Plan shall, at a minimum address the following matters:</p> <p>A. Identification: Details of the asbestos-contaminated materials to be removed. Provide an updated listing of the ACM stockpiles at the NCR landfill and Regional Processing Centre in Nauru with, at a minimum, the (1) locations, and (2) amount of ACM that shall be removed.</p>	<p>Nil</p>	<p>ACM Removal Control Plan (living document)</p> <p>Development and submission of a well researched and appropriately detailed ACM Removal Control Plan that complies with the requirements described in this table.</p>

Phase	Description	Documentation SPREP will provide	Contractor Output
	<p>B. Preparation:</p> <ul style="list-style-type: none"> • Consultation with regulators, owners and potentially affected stakeholders; • Assigned responsibilities for the removal; • Program of commencement and completion dates; • Consideration of other non-asbestos related safety issues such as safe working at heights; • Asbestos removal boundaries, including the type and extent of isolation required and the location of any signs and barriers; • Control of electrical and lighting installations; • Personal protective equipment (PPE) to be used, including respiratory protective equipment (RPE); • Details of air monitoring program if needed; • Description of the properly marked, repackaged containers for off-site disposal; and • Waste storage and disposal program. <p>C. Removal:</p> <ul style="list-style-type: none"> • Methods for removing the asbestos-contaminated materials (wet or dry methods); • Asbestos removal equipment (spray equipment, asbestos vacuum cleaners, cutting tools, etc); • Details of required enclosures, including details on their size, shape, structure, etc, smoke-testing enclosures and the location of negative pressure exhaust units if needed; 		

Phase	Description	Documentation SPREP will provide	Contractor Output
	<ul style="list-style-type: none"> • Details of temporary buildings required for asbestos removal (e.g., decontamination units), including details on water, lighting and power requirements, negative air pressure exhaust units and their locations; • Other control measures to be used to contain asbestos within the asbestos work area. This includes dust suppression measures for asbestos-contaminated soil; and • Methodology for repackaging into new containers (if needed) to meet transport and disposal requirements for transport and off-island disposal. <p>D. Decontamination: Detailed procedures for the workplace decontamination, the decontamination of tools and equipment, personal decontamination of non-disposable PPE and RPE, decontamination of soil removal equipment (excavator, Bobcat, etc.)</p> <p>E. Disposal Management:</p> <ul style="list-style-type: none"> • Details of (1) where the asbestos will be disposed of (2) assurance that the disposal facility is licensed to accept asbestos waste and that (3) the facility has agreed to accept the asbestos waste, • An asbestos management plan for the managing of risks once the asbestos has been shipped and is being transported for disposal, • Proof of shipping, • Documentation of acceptance of the asbestos for disposal in the receiving country, i.e., permits, Custom clearance, etc., 		

Phase	Description	Documentation SPREP will provide	Contractor Output
	<ul style="list-style-type: none"> • Payment of permitting/application fees, • Multinational Environmental Agreement (MEA) compliance, • Methods for disposing of asbestos abatement waste, e.g., (1) Disposable protective clothing and equipment; and structures used to enclose the removal area. <p>Note: Plans and drawings can be attached to the Asbestos Removal Control Plan to provide additional information.</p>		
ACM Abatement Training	The Contractor shall deliver suitable in-country on-the-job training to enable works to be undertaken effectively, safely and in accordance with the tender and national requirements.		<p>Listing of Trained Personnel</p> <p>The listing shall include the sign-in sheets from the day of training that includes names, age, gender, and signature as proof of attendance.</p>
ACM Abatement	<p>The Contractor shall:</p> <ul style="list-style-type: none"> • Be responsible for engagement of the necessary Nauru authorities and stakeholders and ensure all appropriate permits and other requirements are met to enable works to be lawfully undertaken in each of the location where abatement work is being undertaken. • Undertake daily safety briefings and activity management “tool box talks” addressing key activity and safety risks to be managed throughout the active work. • Develop, and seek approval, for the format and use of a weekly activity report. • Provide all necessary equipment, monitoring, supervision and testing to ensure works are conducted safely, lawfully and in accordance with international best practice and National/local requirements. 	Nil	<p>Weekly Project Status Reports during in-country removal activities.</p> <p>The Contractor shall provide weekly (or more frequently if required) reports of the activity undertaken during the abatement phase. Reports shall be provided using the approved weekly report format.</p> <p>ACM abatement work and disposal shall be done consistent with the approved ACM Removal Control Plan.</p> <p>Disposal Management:</p> <ul style="list-style-type: none"> • Details of (1) where the asbestos will be disposed of (2) assurance that the disposal facility is licensed to accept asbestos waste

Phase	Description	Documentation SPREP will provide	Contractor Output
	<ul style="list-style-type: none"> Abate, i.e., removal, repackaging and disposal of the friable and non-friable ACM stockpiles consistent with the Asbestos Control Removal Plan and in accordance with accompanying reports and national/local requirements. 		<p>and that (3) the facility has agreed to accept the asbestos waste,</p> <ul style="list-style-type: none"> An asbestos management plan for the managing of risks once the asbestos has been shipped and is being transported for disposal, Proof of shipping, Documentation of acceptance of the asbestos for disposal in the receiving country, i.e., permits, Custom clearance, etc., Payment of permitting/application fees, Multinational Environmental Agreement (MEA) compliance, Methods for disposing of asbestos abatement waste, e.g., (1) Disposable protective clothing and equipment; and structures used to enclose the removal area.
Case Study	<p>The contractor is responsible for documenting each step of the abatement planning and implementation process for the purpose of developing a case study on the activity, so this can be utilised by PacWastePlus as a capacity building activity for more countries than just Nauru.</p> <p>This case study shall examine asbestos management including site assessment; sampling and testing, use of asbestos registers and management plans to identify and prioritise removal, identification of the investment/cost of removal, and how decisions to invest in removal are made, identification of any innovative removal practices, consideration for the social</p>	<p><i>Example Case studies of significant asbestos removal projects.</i> Asbestos Safety and Eradication Agency Report - 12-2017, ASEA Reports</p> <p><i>SPREP Child Protection Policy</i></p>	<p>Draft Case Study. The Contractor shall create a case study document for this work (consistent structure to the ASEA case studies). The Contractor shall coordinate closely with local governmental support personnel to develop the case study.</p> <p>Case Study Final case study incorporating revisions and addressing all comments by reviewers on the draft case study</p>

Phase	Description	Documentation SPREP will provide	Contractor Output
	<p>impact of asbestos and risks of exposure, removal, storage, transport and disposal practices, remediation.</p> <p>Additionally, the study shall include content for factsheet/poster (4 pages) that captures key control measures as described in the ACM Removal Control Plan.</p> <p>The contractor is required to capture photographic images throughout each step of the process and provide all images to SPREP as deliverables. The contractor will ensure images are captured to the required standards and abide by the SPREP Child Protection Policy.</p>	<p>SPREP photography product requirements (Nitish 28Oct2021 email)</p>	
Reporting	<p>The Contractor will provide a final report to SPREP documenting all ACM abatement activities including removal and offsite disposal. The submission and acceptance by SPREP of this report represents completion of the project.</p> <p>This report shall contain but not be limited to:</p> <ul style="list-style-type: none"> • Confirmation that works have been completed at all locations; • Verification that asbestos wastes have been lawfully disposed of in accordance with international best practice and national requirements; • Confirmation of site closure and legal handover process to the relevant authorities; • Documentation showing that all works were conducted in accordance with international best practice; • Information on practices, equipment and processes that were used; and • appendices with (1) a listing of trained personnel and (2) the case study. 		<p>Draft Final Report</p> <p>Development of a conforming project report, submitted for review and comment.</p> <p>Final Report</p> <p>A report incorporating revisions and addressing all comments by reviewers.</p>

Institutional Arrangement

It is expected this activity will include both on-ground and desktop work. Introductions to representatives of Nauru will be facilitated by the PacWastePlus team.

Contractor Responsibilities

The Contractor will be responsible for scheduling meetings with stakeholders, and SPREP, taking minutes, and distributing these for comment prior to finalising.

5. Schedule of Work

The activities are to be completed **no later than December 31, 2022**, with a preference for the activities to be completed much earlier.

Expected project activity is detailed below, it is expected that tenderers will detail how and when each of these steps will be delivered.

Activity/Deliverable	Timeline
Draft Work Plan	No later than two (2) weeks from date of Inception Meeting.
Final Work Plan	No later than two (2) weeks from submission of final SPREP comment on draft Work Plan.
Draft ACM Removal Control Plan	No later than two (2) weeks from submission of Final Work Plan.
ACM Removal Control Plan (living document)	No later than two (2) week from submission of final SPREP comment on draft ACM Removal Control Plan.
Weekly Project Status Reports	Provided during in-country removal activities.
Completion of on-island ACM stockpile abatement action confirmed by SPREP	No later than eight (8) weeks from acceptance of the ACM Removal Control Plan.
Documentation of acceptance of the ACM for disposal in the receiving country (waste tracking documentation) and at the landfill (acceptance receipt/form documentation).	Upon landfill acceptance and disposal, but no later than December 31, 2022.
Draft Case Study	No later than two (2) weeks after completion of ACM removal work.
Case Study (final)	No later than two (2) weeks from submission of final SPREP comment on draft Case Study.
Draft Final Report	No later than two (2) weeks after completion of the Case Study.
Final Report	No later than two (2) weeks from submission of the Case Study and final SPREP comment on draft Final Report.

6. Budget

Submissions are required to complete the financial proposal form provided, itemising all financial elements of their proposal in **USD**, including, but not limited to, the following:

- Price quoted in USD;
- Salary costs;
- Travel costs;
- All applicable taxes;
- Proof of shipping and payment of fees;
- Documentation of fees paid for the acceptance of the asbestos for disposal in the receiving country:
 - Permit fees;
 - Custom clearance, etc;
 - Payment of landfill permitting/application fees; and
 - Multinational environmental agreement (MEA) compliance fees etc.

Submissions must include an annotated budget listing for each task.

Maximum budget for this activity is USD 260,000 – proposals that exceed this limit will not be considered.

SPREP reserves the right to withdraw this tender at any time, to accept or reject any or all bids and to waive any formal defects or irregularities in this bid, when deemed to be in the interest of SPREP.

7. Other Information

The successful Contractor will be provided with any relevant project documentation.

The successful Contractor 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/sprep-organisational-values-code-of-conduct.pdf. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud prevention & Whistleblower Protection and Gender and Social Inclusion.