

## REQUEST FOR TENDERS

RFT: PWP-177-CON  
File: AP\_6/5/8/4  
Date: 11 May, 2023  
To: Interested contractors  
From: PacWastePlus Finance and Procurement Officer

**Subject: Request for tenders (RFT): Baucau Hospital; design, collection, and burial of three (3) hazardous, healthcare waste streams.**

### 1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization 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](http://www.sprep.org).

### 2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced contractors who can offer their services to support the Baucau Hospital in Timor-Leste with the following healthcare waste infrastructure investments – partially burned healthcare waste material and visually impaired soils removal, stabilization, and burial ; and the construction of a burial pit for anatomical waste and a sharps pit.
- 2.2. The Terms of Reference of the 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](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 contractors must meet the following conditions:
  - i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;

- ii. Provide three referees relevant to this tender submission, including the most recent work completed;
  - iii. 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.*
  - iv. 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 contractor 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 contractor'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) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
  - e) **Financial Proposal** – provide a 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. 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](mailto:procurement@sprep.org) before 01 June 2023. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 02 June 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 contractor 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
Experience	Demonstrate experience in the design of healthcare waste management disposal facilities. and or small landfills or other pits with watertight coverings	25%

	Demonstrate an understanding, and the ability to manage and mitigate risks associated with the handling, collection, and disposal of healthcare waste to international best practice.	15%
	Demonstrated experience in undertaking construction projects in small developing countries and in Timor-Leste	15%
<b>Methodology</b>	Proposed project methodology noting schedule, activities, concurrent or sequential development, engagement with country representatives, etc. The methodology needs to account for logistical and language challenges as well as the hospital activities that will be ongoing during construction.	25%

## 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: 09 June 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 'PWP-177-CON: **Baucau Hospital; design, collection, and burial of three (3) hazardous, healthcare waste streams**'

Mail: SPREP



Sustainable, transformative and resilient for a Blue Pacific

Attention: Procurement Officer

PO Box 240

Apia, SAMOA

Email: [tenders@sprep.org](mailto: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

**Hospital Regional Eduardo Ximenes - Horex Baucau (Timor Leste) health care waste infrastructure investments: partially burned healthcare waste material and visually impacted soils removal, stabilization, and burial; construction of a burial pit for anatomical waste and a sharps pit.**

### 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).

The programme has set aside funding to invest in projects that support positive waste management and environment outcomes for businesses, community groups and social enterprises.

### 2. INTRODUCTION TO PROJECT

Timor-Leste seeks to improve healthcare waste management and has received donor support from a number of governments and NGO's over the past decade. Despite this support, the effective management of healthcare waste, and protection of human health and the environment, remains a focus and additional support is required to assist the government to protect its people.

Timor-Leste currently has five hospitals throughout its provinces, four of these have healthcare waste incinerators on-site, but only one is currently functioning (repairs are currently scheduled to resolve this issue). Waste segregation in hospitals is attempted, but not effectively managed, and not managed uniformly between hospitals. Wastes are either burnt in open fields adjacent to the hospital wards, or collected by local waste contractors for disposal, i.e., generally burning in open fields away from the hospital facilities.

SPREP seeks to engage the services of a suitably qualified contractor to undertake the following activities:

- Collection of partially burned health care waste and visually impacted soils in two locations and subsequent burial on site
- Construction of disposal facilities to properly manage the disposal of healthcare wastes. This work shall directly mitigate adverse impacts to the environment, hospital staff, waste workers [waste pickers] and the community. Specific construction to include burial pits for
  - (1) partial burned HCW & visually impacted soils;
  - (2) anatomical waste and
  - (3) sharps

### 3. Pre-Bid Meeting

SPREP will hold a one-hour pre-bid meeting to inform interested Consultants on the work associated with this Tender. This pre-bid meeting is being conducted to ensure no confusion regarding project scope, and discuss the likely issues to be experienced working in Baucau province. The meeting will be held on Zoom <https://sprep.zoom.us/j/96895864384?pwd=dkhqbTV2bCtYeWw5ZmtOczZ-DaIQ1UT09> on 31 May, 12:00pm (local Samoa time) Specific topics for discussion at the meeting include:

- On-island material handling
- Shipping routes and options.
- Available accommodation and food.
- Lack of suitable local disposal

For additional information related to this work see attachments:

Appendix A: Medical Waste Management, International Committee of the Red Cross (ICRC), November 2011, Annex 2 – Method Data Sheets: Data Sheet 13: Burial Pit, Data Sheet 14: Burial Pit for Anatomical Waste, Data Sheet 15: Sharps Pit, [www.icrc.org](http://www.icrc.org).

Appendix B: Pers Com., Trip Report, Hospital Regional Eduardo Ximenes Baucau, 22August2022, Lance Richman PWP Project Officer Hazardous Waste

### 4. EXPECTED OUTCOME

The PacWastePlus Programme seeks to engage a contractor to deliver the following at Baucau Hospital:

- A) Collection of partial burned healthcare waste along with visually impacted soils in two locations and subsequent burial in a pit,
- B) Design and construction of a burial pit for anatomical waste.
- C) Design and construction of a burial pit for sharps

*The design of these pits shall be consistent with the parameters as set out in Medical Waste Management, International Committee of the Red Cross (ICRC), November 2011, Annex 2, [www.icrc.org](http://www.icrc.org) (attached as Appendix A)*

## 5. 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	Consultant 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 Inception Meeting minutes shall:</p> <ul style="list-style-type: none"> <li>- Confirm activities</li> <li>- Confirm scope to be developed as agreed by meeting participants prior to commencement of any activities.</li> </ul> <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"> <li>• 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.</li> <li>• Contingency plan if travel into Timor-Leste is impacted by the continued COVID-19 pandemic, weather events, or natural disasters.</li> <li>• General description of the methods which the Contractor proposes to adopt for executing the contract</li> <li>• General description of the methods which the Contractor proposes to use to collect the partial burned healthcare waste and soil for burial in constructed waste burial pit.</li> <li>• Estimate of the amount of partial burned healthcare waste and soil for disposal (see attached trip report) and the size of the waste burial pit based on those estimates</li> </ul>	<p>Pers Com., Trip Report, Hospital Regional Eduardo Ximenes Baucau, 22August2022, Lance Richman PWP Project Officer Hazardous Waste</p>	<p><b>Inception meeting</b></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><b>Draft Work Plan</b></p> <p>The Draft Work Plan shall be delivered to SPREP for its consideration and comment.</p> <p><b>Final Work Plan</b></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	Consultant Output
	<ul style="list-style-type: none"> <li>• Approach to be adopted for operator training for the constructed infrastructure appropriate for the Pacific Island context.</li> <li>• Comprehensive risk plan to ensure effective delivery of services.</li> <li>• Any further details and information as SPREP may reasonably require.</li> </ul>		
<p>Design of burial pits for (1) partial burned HCW &amp; visually impacted soils; (2) anatomical waste and (3) sharps</p>	<p>Development of designs for the construction of three structures at Baucau Hospital (noting examples of designs and drawings expected are provided in next column).</p> <p>The following are the essential factors that must be taken into consideration in the design and use of these facilities.</p> <p>(1) Partial burned HCW &amp; visually impacted soils waste burial pit:</p> <ul style="list-style-type: none"> <li>• Shall be of sufficient size to accept all remediated material from the two (2) burn fields adjacent to the Baucau Hospital. See Appendix B for location and size of burn fields.</li> <li>• Design shall be consistent with the <i>Method Data Sheet: 13: Burial Pit - Medical Waste Management, International Committee of the Red Cross (ICRC), November 2011, Annex 2, www.icrc.org</i> (attached as Appendix A)</li> <li>• access shall be restricted and controlled to prevent scavenger and other improper access;</li> <li>• <b>the burial pit shall be used for the disposal of partial burned HCW &amp; visually impacted soils collected from the two locations as described below, i.e., Collection of Partial Burned HCW and visually impacted soils and disposal ;</b></li> <li>• <b>the burial pit shall have a final cover to prevent rainwater infiltration and to eliminate that potential for scavenging or any further use.</b></li> </ul> <p>(2) Anatomical waste burial pit:</p> <p>Anatomical waste pits allow pathological waste to degrade naturally. Burial is the best way of disposing of these wastes. <b>These facilities are</b></p>	<p>Baseline Study for the Pacific Hazardous Waste Management Project - Healthcare Waste, Timor Leste, SPREP, July 2014</p> <p><i>Medical Waste Management, International Committee of the Red Cross (ICRC), November 2011, Annex 2 – Method Data Sheets: Data Sheet 13: Burial Pit, Data Sheet 14: Burial Pit for Anatomical Waste, Data Sheet 15: Sharps Pit, <a href="http://www.icrc.org">www.icrc.org</a></i></p>	<p><b>Draft design</b> of burial pits for (1) partial burned HCW &amp; visually impacted soils; (2) anatomical waste (and (3) sharps.</p> <p><b>Final design</b> that addresses SPREP comments of burial pits for (1) partial burned HCW &amp; visually impacted soils; (2) anatomical waste and (3) sharps.</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<p><b>designed to dispose of anatomical waste only and shall not be used for solid wastes.</b></p> <ul style="list-style-type: none"> <li>• Design shall be sized and consistent with the <i>Method Data Sheet: 14: Burial Pit for Anatomical Waste - Medical Waste Management, International Committee of the Red Cross (ICRC), November 2011, Annex 2, <a href="http://www.icrc.org">www.icrc.org</a></i> (attached as Appendix A)</li> <li>• access shall be restricted and controlled to prevent scavenger access;</li> <li>• competent staff shall be available to operate control the use of this burial pit;</li> <li>•</li> </ul> <p>(3) Sharps pit:</p> <ul style="list-style-type: none"> <li>• Design shall be sized and consistent with the <i>Method Date Sheet 15: Sharps Pit - Medical Waste Management, International Committee of the Red Cross (ICRC), November 2011, Annex 2, <a href="http://www.icrc.org">www.icrc.org</a></i> (attached as Appendix A)</li> <li>• A sharps pit is used only for the final disposal of needles and other sharps, access shall be restricted and controlled to prevent scavenger access;</li> <li>• competent staff must be available to operate control the use of this burial pit;</li> </ul>		
Collection of Partial Burned HCW and visually impacted soils and disposal	<p>Collection of partially burned health care waste and visually impacted soils in the two locations annotated in the Trip Report provided shall be done. Those areas are:</p> <p><b>A) Burn Area West</b></p> <p>This area consists of two smaller burn locations separated by a short path between them. The area is approximately ten by twenty-one meters [210 square meters] in size. Partially burned healthcare waste is on the surface, as there is no excavation or depression located in the area. The waste includes sharps and infectious wastes, blood products, all visible</p>	Personal Protective Equipment: Guidance for Waste Management Workers in Pacific Island Countries, SPREP/PWP, January 2022	<b>Collection of partially burned health care waste and visually impacted soils</b> in the two location: (A) Burn Area West and (B) Burn Area Southwest and disposal in constructed burial pit.

Phase	Description	Documentation SPREP will provide	Consultant Output
	<p>on the ground surface. Directly south of the area is a small grove of roughly 15 well-kept banana trees.</p> <p><b>B) Burn Area Southwest</b>  This area consists of an elongated, eggplant shaped area with the southernmost section located in a depression surrounded by rocks. The area is approximately fifty (50) by twenty-one (21) meters [1050 square meters] in size. The area contains both burned and unburned material, included sharps as well as blood products.</p> <p>The material collected shall be disposed of in the burial pit for partial burned HCW &amp; visually impacted soils constructed under this contract.</p> <p>After collection work is completed, local government officials and a SPREP representative will confirm collection is complete.</p> <p><b>The contractor shall implement the following best management options to protect workers during collection and disposal.</b></p> <ol style="list-style-type: none"> <li>1) Entry to the active site shall be limited to avoid unnecessary exposure and related transfer of contaminants, especially during site preparation and staging.</li> <li>2) Workers shall wear appropriate personal protective equipment to international standards during collection.</li> <li>3) Any above-ground and underground source of contaminants should be identified and located prior to starting excavation of the contaminated area.</li> <li>4) Fugitive dust emissions should be controlled during excavation by spraying water or other materials to keep the ground moist or covered. During wet weather or rainfall no water spraying would be needed.</li> <li>5) Bags, covers or liners should be used to prevent dust and emissions If contaminated soils or solid media is transported. Temporary covers on</li> </ol>		

Phase	Description	Documentation SPREP will provide	Consultant Output
	<p>trucks or other hauling equipment should be installed with care to minimize possibilities for the waste releases during transport.</p> <p>6) If needed any offsite runoff should be prevented from entering and mixing with on-site contaminated media by building earthen berms or adopting similar other measures,</p>		
<p>Construction of burial pits for (1) partial burned HCW &amp; visually impacted soils; (2) anatomical waste and (3) sharps as designed</p>	<p>Construct as designed the burial pits for (1) partial burned HCW &amp; visually impacted soils; (2) anatomical waste and (3) sharps.</p> <p>That contractor shall ensure that these burial pits are located away from any ground water/drinking water sources</p> <p>The contractor shall implement the above best management options to protect workers during construction,</p> <ul style="list-style-type: none"> <li>• Workers shall wear appropriate personal protective equipment to international standards during collection.</li> <li>• Any above-ground and underground source of contaminants should be identified and located prior to starting excavation of the contaminated area.</li> <li>• Fugitive dust emissions should be controlled during excavation by spraying water or other materials to keep the ground moist or covered. During wet weather or rainfall no water spraying would be needed.</li> <li>• Bags, covers or liners should be used to prevent dust and emissions If contaminated soils or solid media is transported. Temporary covers on trucks or other hauling equipment should be installed with care to minimize possibilities for the waste releases during transport.</li> <li>• If needed any offsite runoff should be prevented from entering and mixing with on-site contaminated media by building earthen berms or adopting similar other measures ,</li> </ul>		<p><b>Construct as designed the burial pits</b> for (1) partial burned HCW &amp; visually impacted soils; (2) anatomical waste and (3) sharps.</p>
<p>Report</p>	<p>The Contractor will provide a final report to SPREP documenting all activities including removal of partial burned HCW &amp; visually impacted</p>		<p><b>Draft Report</b></p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<p>soils. 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"> <li>• Confirmation that works have been completed at all locations;</li> <li>• Documentation showing that all works were conducted in accordance with international best practice;</li> <li>• As-builts of the three burial pits with photographs of the facilities;</li> <li>• Information on practices, equipment and processes that were used.</li> </ul>		<p>Development of a conforming project report, submitted for review and comment.</p> <p><b>Final Report</b></p> <p>A report incorporating revisions and addressing all comments by reviewers.</p>

**Institutional Arrangement**

It is expected this activity will not require any travel. Introductions to representatives of Timor-Leste 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.

## SCHEDULE OF WORK

The activities are to be completed no later than December 1, 2023, 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 Contract Execution
Final Work Plan	No later than two (2) weeks from date of receipt of final SPREP comments on draft Work Plan
Draft designs of burial pits for (1) partial burned HCW & visually impacted soils; (2) anatomical waste and (3) sharps.	No later than four (4) weeks from date of receipt of final Work Plan.
Final designs of burial pits for (1) partial burned HCW & visually impacted soils; (2) anatomical waste and (3) sharps.	No later than two (2) weeks from date of receipt of final SPREP comments on draft designs.
Completed construction of burial pits for (1) partial burned HCW & visually impacted soils; (2) anatomical waste and (3) Sharps Pit.	TBD
Acceptance by SPREP of the burial pits construction for (2) anatomical waste (and (3) Sharps Pit.	After construction
Completed collection and disposal of partial burned HCW & visually impacted soils, and closure of the burial pit	TBD
Acceptance by SPREP of the burial pit construction, collection and disposal of partial burned HCW & visually impacted soils, and closure of the burial pit.	After construction of burial pit, collection and disposal of partial burned HCW & visually impacted soils, and closure of the burial pit
Draft report	No later than three (3) weeks after completion of all on site activities.
Final report	No later than two (2) weeks from date of receipt of final SPREP comments on draft report

## 6. Budget

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

- Salary costs (hourly rate)
- All applicable taxes

Submissions must include an annotated budget listing for each task.

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 consultant will be provided with any relevant project documentation.

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/sprep-organisational-values-code-of-conduct.pdf](https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf)

The successful Consultant shall be fluent in English. Additionally, the Consultant shall either have the ability, or subcontract personnel with the ability to communicate in Tetum, both verbally and in writing.