



# REQUEST FOR TENDERS

File: AP\_3/1/13  
Date: 4 December, 2020  
To: Interested Consultants  
From: Vanda Faaso Chan-Ting, NDC Hub Technical Adviser

**Subject: Request for Tenders: Installation of Biogas Systems at Rural Educational Institutions in Vanuatu**

## 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](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP is seeking to recruit qualified personnel to work on a part-time basis for a period of 10 months to install biogas systems in rural educational institutions in Vanuatu.
- 2.2. The Terms of Reference for the consultancy are set out in Annex 1.

## 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
  - i. Must be legally able to work in Vanuatu for the duration of the consultancy (if an overseas consultancy firm, proof of operations should be provided i.e. business license/permit and **MUST** identify a local consultant as part of their proposal);
  - ii. Attend the pre-bid site assessment visit, scheduled for **15<sup>th</sup> January 2021 at the Vanuatu Ministry of Climate Change at 10:00am and ask for Mr. Nelson Kalo or Mr. Ian Iercet**; so that more information can be obtained to assist with designing suitable systems for each of the sites (applications are only **accepted** for those who have attended the pre-bid site assessment visit);
  - iii. Be available to do the work in the timeframe proposed;
  - iv. Demonstrated value for money;



# SPREP

Secretariat of the Pacific Regional  
Environment Programme



10th Pacific Islands Conference

## NATURE CONSERVATION AND PROTECTED AREAS

*Nature Conservation Action for a Resilient Pacific*

- v. Completed **tender application form** – *(Please note you are required to complete all areas in full as requested on the form, particularly the Statements to demonstrate you meet the selection criteria – **DO NOT** refer us to your CV or your Technical Proposal. Failure to do this will result in the application **NOT** being considered);*  
Sign the conflict of interest form.

#### 4. Submission guidelines

- 4.1 Tender documentation should demonstrate that the interested consultant 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 outline the interested consultant's complete proposal including:
  - i. CV to demonstrate that they have the requisite skills and experience to carry out this contract successfully;
  - ii. Provide three references relevant to this tender submission, including the most recent work completed;
  - iii. Provide examples of relevant experience in biogas installation, particularly in the Pacific region and Small Island Developing countries (SIDS);
  - iv. Detailed technical proposal/workplan and methodology
  - v. Detailed financial proposal
- 4.3 Tender submission must be in United States Dollars (USD)
- 4.4 Completed **tender application form** – *(Please note you are required to complete all areas in full as requested on the form, particularly the Statements to demonstrate you meet the selection criteria – **DO NOT** refer us to your CV or your Technical Proposal. Failure to do this will result in the application **NOT** being considered) and sign the conflict of interest form.*
- 4.5 Subcontracting of tasks under the contract is permitted but the consultant will retain full liability towards SPREP for performance tasks of the contract as a whole.
- 4.6 Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids

#### 5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to [procurement@sprep.org](mailto:procurement@sprep.org) before 6 January 2021. A summary of all questions received with an associated response will be posted on the SPREP website [www.sprep.org/tender by 8 January 2021](http://www.sprep.org/tender-by-8-January-2021).

#### 6. Evaluation criteria

- 6.1. SPREP will select a preferred supplier 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 tenderer satisfies the following criteria:
  - i. At least one team member to have a Master's degree from a recognized tertiary institution in the fields of Renewable Energy, Biogas Construction, Biomass, Environmental Engineering, Climate Change, Environmental Management or any



# SPREP

Secretariat of the Pacific Regional  
Environment Programme



10th Pacific Islands Conference

## NATURE CONSERVATION AND PROTECTED AREAS

*Nature Conservation Action for a Resilient Pacific*

other related field OR a Bachelor degree with 10 years of experience in the abovementioned fields. In addition, applicant should have a minimum of 8 years' experience in biogas installation in Vanuatu or other similar Pacific countries and minimum 5 years' working experience in Nationally Determined Contributions (NDC) & low-carbon development areas. Applicant should also have a good understanding of biomass uses in Vanuatu or other similar Pacific countries and good understanding of environmental and climate change related issues in Vanuatu or other similar Pacific countries (10%)

- ii. Demonstrated experience in designing, procurement, installation and commissioning of biogas systems in Vanuatu or other similar Pacific countries (at least 3 biogas projects with contact information of the recipients for due diligence process); demonstrated experience in performing reliable feasibility studies for biogas or any other renewable energy technology (at least 2 feasibility studies); demonstrated experience in working with communities in Vanuatu or other similar Pacific island communities (at least 2 village/school communities); and overall familiarity, knowledge & experience with the energy sector in Vanuatu and other similar countries in the Pacific and SIDS (at least 1 advisory project in the Pacific/SIDS completed) (20%)
- iii. Detailed technical proposal/workplan and methodology (40%)
- iv. Detailed financial proposal (30%)

### 7. Deadline

- 7.1. **The due date for submission of the tender is: 29th January 2021, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked 'TENDER: **Biogas Installations at Rural Educational Institutions in Vanuatu**' to one of the following methods:

Mail: SPREP

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 tender's box at SPREP reception,  
Vailima, Samoa.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

**For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website <http://www.sprep.org/accountability/complaints>**