



## REQUEST FOR TENDERS

File: AP\_2/18/17  
Date: 19 May, 2020  
To: Interested suppliers  
From: Dominic Sadler, Invasive Species Coordinator

**Subject: Request for tenders: Consultancy for work control assistance towards the implementation of sniffer dog teams in Tahiti**

### 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 would like to call for tenders from qualified and experienced companies. who can offer their services to provide work control assistance to SPREP in enhancing biosecurity at the national border in French Polynesia through the implementation of sniffer dog teams.
- 2.2. The successful applicant will need to provide a technical and financial proposal answer to the Terms of Reference in Annex 1 by 16 June 2020 (Apia Samoa local time).
- 2.3. The scope and nature of the work to be conducted in described in the Terms of Reference in Annex 1.

### 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
  - Submit details of qualification and previous relevant experience in
  - The tender must have significant experience in the field of civil engineering and French Polynesia's regulations.
  - Provide at least three referees as part of their tender application;
  - Provide examples of related past work outputs; and
  - Complete the **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*



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*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).*

- Complete the **financial proposal form**
- Must be fluent in both written and spoken French.

#### 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. Documentation must also include supporting examples to address the evaluation criteria. Describe any additional minimum content and format requirements.
- 4.2. Tender documentation should outline the interested supplier's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
- 4.3. A **Technical Proposal** which contains the details to achieve the tasks outlined in the Term of Reference (Annex A).
- 4.4. Tender submission must be in Euro (EUR) and Pacific Franc (XPF). Complete the Financial proposal form attached.
- 4.5. The Proposal must remain valid for 90 days from date of submission.
- 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 Marea Pogi on [maraeap@sprep.org](mailto:maraeap@sprep.org) and cop Dominic Sadler on [dominics@sprep.org](mailto:dominics@sprep.org) before 02 June 2020. A summary of all questions received with an associated response will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 04 June 2020.

#### 6. Evaluation criteria

- 6.1. SPREP, in association with the Directorate for Environment in French Polynesia 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. Understanding of the context, needs and objective of the tender (5%)
  - ii. Technical proposal (20%)
  - iii. Action plan (coherence and implementation timeline) (10%)
  - iv. Social and environmental responsibility (5%)
  - v. Profile of the project team and materials (15%)
  - vi. Experience in the field of consultations (15%)
  - vii. Knowledge of the environmental context and experience working in the Pacific and French Polynesia (5%)
  - viii. Financial proposal (25%) – form attached



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## 7. Deadline

- 7.1. **The due date for submission of the tender is: 16 June 2020, midnight (local time, Apia Samoa)**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked 'TENDER: **Consultancy for work control assistance towards the implementation of sniffer dog teams in Tahiti** 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 tenders 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>



Annex 1:

## Terms of Reference

### 1. Project overview

**Object :** Assistance for work control for the implementation of a dog team with the Directorate for Biosécurité at the Tahiti, Faa'a airport and at the maritime wharf.

PROTEGE is an integrated project aiming to reduce the vulnerability of human and natural systems to the impacts of climate change by increasing adaptation capacity and resilience. It also aims to improve management, conservation and sustainable resource use of biological diversity and water resources. It is funded by the 11th European Development Fund (EDF) for the territories of French Polynesia, New Caledonia, Wallis-and-Futuna and Pitcairn for a 4 years period. The overall objective is to build a sustainable development and resilient economy for the Overseas Countries and Territories (OCT) to face climate change by improving biodiversity and naturally renewable resources.

French Polynesia's Directorate for Biosecurity will focus on the specific outcome aiming to enhance the safety of ecosystem services by protecting resources and biodiversity, especially invasive species management.

Invasive species management is a major issue for French Polynesia. Invasive species endanger the fragile balance of island ecosystems and threaten it's unique biodiversity. French Polynesia's isolation, the size of its territory and the large number of islands are factors to take into account for invasive species management, introductions and dissemination.

Through the PROTEGE project's Invasive Species component the Directorate for Biosecurity wishes to enhance the level of control at their borders and on domestic flight departures in order to avoid the introduction of invasive species (fire ant, fruit fly,...) and pests (Tristeza virus, coconut Orycyte, bee varose).

Following the evaluation of the most adapted control measures, the combination of two complementary methods was identified:

- ✓ A sniffer dog team, initially located at the Faa'a airport, responsible for checking international arrivals, inter-island flights (domestic) and international parcels. A second team, located at the commercial wharf, responsible for checking international ships, inter island containers and private yachts.
- ✓ An Xray machine located at international arrivals, will enable a second level of checks after the dog team's identification

This call for tenders is for the implementation of dog teams at the airport initially and then at the commercial wharf. **Specifically, this is for the evaluation and work control assistance for the construction of 2 kennels, identifying international providers of sniffer dogs and related training.**

Technical and financial proposals are to be submitted by the 16 June 2020 (Apia, Samoa time)



## 2. Context

French Polynesia's geography is characterised by a large number of islands (120) spread over a EEZ of over 5 million km<sup>2</sup>. The 5 archipelagos constituting French Polynesia are separated by 6000km from the American continent and at the extreme south west by the other small Pacific island states.

There is a high level of endemic species, 72% for flowering plants, 100% of the 320 terrestrial gastropods, French Polynesia (FP) is also recognised as the French collectively with the highest number of threatened species. More than 140 endemic plants, 25% of endemic flora is considered as rare, vulnerable or threatened according to the IUCN red list. Miconia, one of the ten invasive species found in FP, identified in the IUCN red list, directly threatens 40 to 50 of the 107 endemic species on Tahiti.

Among the agricultural pests, the coconut rhinoceros is the highest threat for the economy, found in a number of countries it was found at the end of 2019 in Noumea, New Caledonia. Animal diseases are also an issue such as the bee varose which is spreading across Pacific countries was found in Fiji in 2019. The map below shows the favourable position FP is in with regards to phytosanitary and zoo sanitary issues, it was produced based on the also attached table. This favourable sanitary status is why the neighbouring threats make increased vigilance and control with regards to phytosanitary and zoo sanitary risk at the borders necessary. This is part of the Directorate for Biosecurity's (DBS) responsibilities.

The DBS was created in 2017 through the grouping of 2 control service units under rural development. Controlling regulated goods at the border and during their transport is the mission of the phytosanitary and zoo sanitary teams, regulated goods are identified in the country's laws (n 2013-12) as all plants, plant products, animals, animal products, holding areas, wrapping, transports, containers, soil, waste, including onboard waste, ballast water and all other organism, item of material susceptible to carry or disseminate organisms harmful to plants or micro pathogens for animals which justify phyto-zoo sanitary measures. Depending on cases, including harmful organisms and pathogenic microorganisms along with species threatening biodiversity, especially with regards to their transport internationally or between islands.

The decentralised teams on Tahiti are located at the Faa'a airport and the commercial wharf, where they maintain a permanent presence. The team present at the airport are limited in their powers to search through bags due to the current legislation in place and intervene mostly on international and domestic passenger declarations. The team at the wharf cannot intervene on international and interisland freight due to high transit and limited human resources.

Increasing the efficiency of controls therefore requires the implementation of new methods, among which dogs are recognised as being the most effective (New Zealand describes a dogs search capacity to be equivalent to that of 30 border control agents). DBS wishes to be in line with other Pacific island authorities, such as New Caledonia and equip itself with dog teams stationed at the 2 priority sites for invasive species introductions and dissemination.

To achieve this, the government of French Polynesia accepted the creation of 2 full time positions for technical staff within DBS, a building within the airport has been identified and will be made available by the airport manager to host the kennel, the building currently hosting the DBS team at the wharf can accommodate the second kennel.

The scope of the implementation is to see an increase in controls from a few percent to 50%, as dogs stationed at an entry point detect all anomalies for which they are trained.





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- A shared technical corridor including, mattress, storage, dog handling area
- A shared technical corridor leading to a shared open space (not airconditioned) for the comfort of 4 dogs

The following characteristics are expected:

- Airconditioning throughout
- Wastewater evacuation in compliance with legislations
- Surfaces must be cleanable and disinfectable
- Materials must be adapted, resistant and safe.
- Adequate lighting

The activity includes:

- Size/surface evaluation
- Building plans
- If necessary, applications to comply with legislation
- Choice of partners
- Work control from the construction site to delivery

### **b. Training**

The DBS agents wishing to become dog handlers will have to be trained by a recognised organisation or company.

The tender will identify the various types of training, general and/or specific, training sites and entities providing such trainings. These will be selected in favour of a part time training provided locally in French Polynesia, if possible, along with specific training provided abroad, this training must be short yet sufficient.

The later training will most likely have to be conducted at the same time as the purchase of sniffer dogs (training and dog handling). Therefore the workplan is an essential part of this project.

The contract between DBS and the training entity will be led by DBS.

### **c. Procurement of dogs**

The tender will identify various trained sniffer dog providers. Before this, a list of items to be targeted by the dogs will be provided by DBS and integrated into the providers Terms of Reference. Identified providers will be characterised based on their experience, capacity to deliver within the timeframe and assist DBS with implementation in French Polynesia.

### **d. Dog team function**

DBS will have to choose the preferred option for kennel maintenance and care for dogs while off duty. The tender will gather experiences from identical teams internationally in order for DBS to select the most appropriate option from the below:

- Maintenance of kennel by dog handler vs animal carer
- Dogs kept at kennel at all times vs taken home by dog handler in the evening or over week ends
- Possibility of a same dog working with 2 different dog handlers

## **5. Project steering**

The contract will be signed between SPREP and the selected candidate as part of the implementation of 11 EDF OCT PROTEGE's Invasive species component outcome 12. The work will be co-steered by SPREP and DBS.



## 6. Tender obligations

The candidate will have to respect information provided by DBS. They will provide regular progress updates in order for choices regarding option selection to be made to keep with the workplan. They will ensure that each step and proposed options comply with regulations. The choice of providers will respect deadlines, geographic proximity and culture (Polynesia, Pacific, Europe).

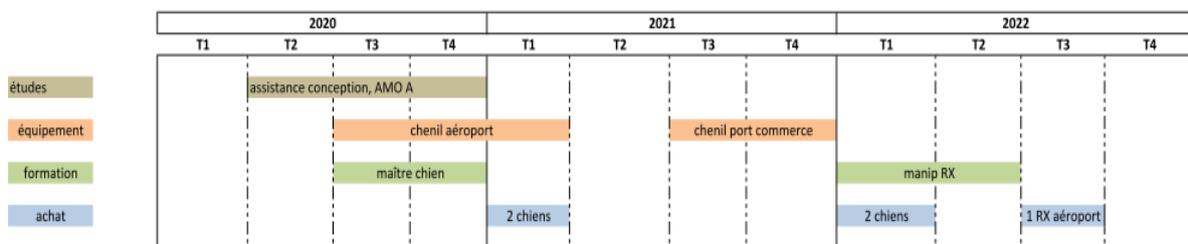
DBS will provide all documents in their possession which can facilitate implementation.

The technical and financial proposal must cover, in detail, each of the items above.

## 7. Calendar

The 3 points detailed above (kennels, training, dogs) must articulate themselves in succession over 2020, aiming for a functional sniffer dog team at the airport by the end of 2020. Construction of the kennels at the wharf is expected to begin in 2021, training and dogs will have to be organised in 2020.

Forecast calendar:



## 8. Tender evaluation

The tender evaluation aims to determine the most competitive technical and financial proposal. Candidates which do not complete the application form and demonstrate how they meet the evaluation criteria will not be selected. Tenders will be score out of 100 points.

Tender analysis will be based on technical and financial proposals and the tender proposal form provided by SPREP.

The technical proposal **MUST** include the following:

### i. Human resources

Presentation of consultants, CVs and their relevant experience with regards to this tender

### ii. Activities

Description of activities covered by each consultant

### iii. Methodology

A detailed presentation of the methodology, including an action plan, implementation calendar aiming to fulfill the expectations of the terms of reference

### iv. Work control, quality control and social and environmental responsibility

The candidate's proposal should include the details of how results will be verified and how operational summaries will be presented.



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The candidate must also provide information regarding social and environmental characteristics considering Sustainable Development Goals, for instance:

➤ Social characteristics

Special attention will be given to the inclusion of gender equality, professional insertion of the disadvantaged or the exclusion of youths.

➤ Environmental characteristics

The infrastructures built for the kennels must include durable materials, including not only a financial amortization but also a systematic analysis of amortization over the lifespan of the materials (especially for electric materials)

Special attention will also be given to the use of materials and the limitation of waste. For this, robust materials will be preferred, and the use of plastics limited when recycling is not available. A plan for maintenance will be developed and personnel trained in order to ensure the durability of construction.

For office supplies, the use of recycled paper, re-use of wrappers, two sided copies and “Energy Star” rated or equivalent equipment and waste sorting must be considered where possible.

### **Financial offer**

All offers of variable price will be rejected

The evaluation criteria are:

- Technical proposal 75 points (40 points for the technical proposal and 35 points for past experience)
- Financial proposal 25 points

The final score will be the result of the sum of the above criteria

The candidate which receives the highest score out of 100 will be awarded the tender.

General Criteria	Detailed criteria	Points
Technical proposal	Understanding of the context, needs and objective of the tender	5
	Technical proposal	20
	Action plan (coherence and implementation timeline)	10
	Social and environmental responsibility	5
Experience	Profile of the project team and materials	15
	Experience in the field of consultations	15
	Knowledge of the environmental context in the Pacific and French Polynesia	5
Cost	Financial proposal	25
<b>Total</b>		<b>100</b>



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For the financial proposal, 25 points will be attributed to the lowest cost proposal (excluding inappropriate offers, unacceptable or abnormally low), the following formula will be applied:

$$N = 25x \frac{\text{Lowest offer}}{\text{Tender offer}}$$

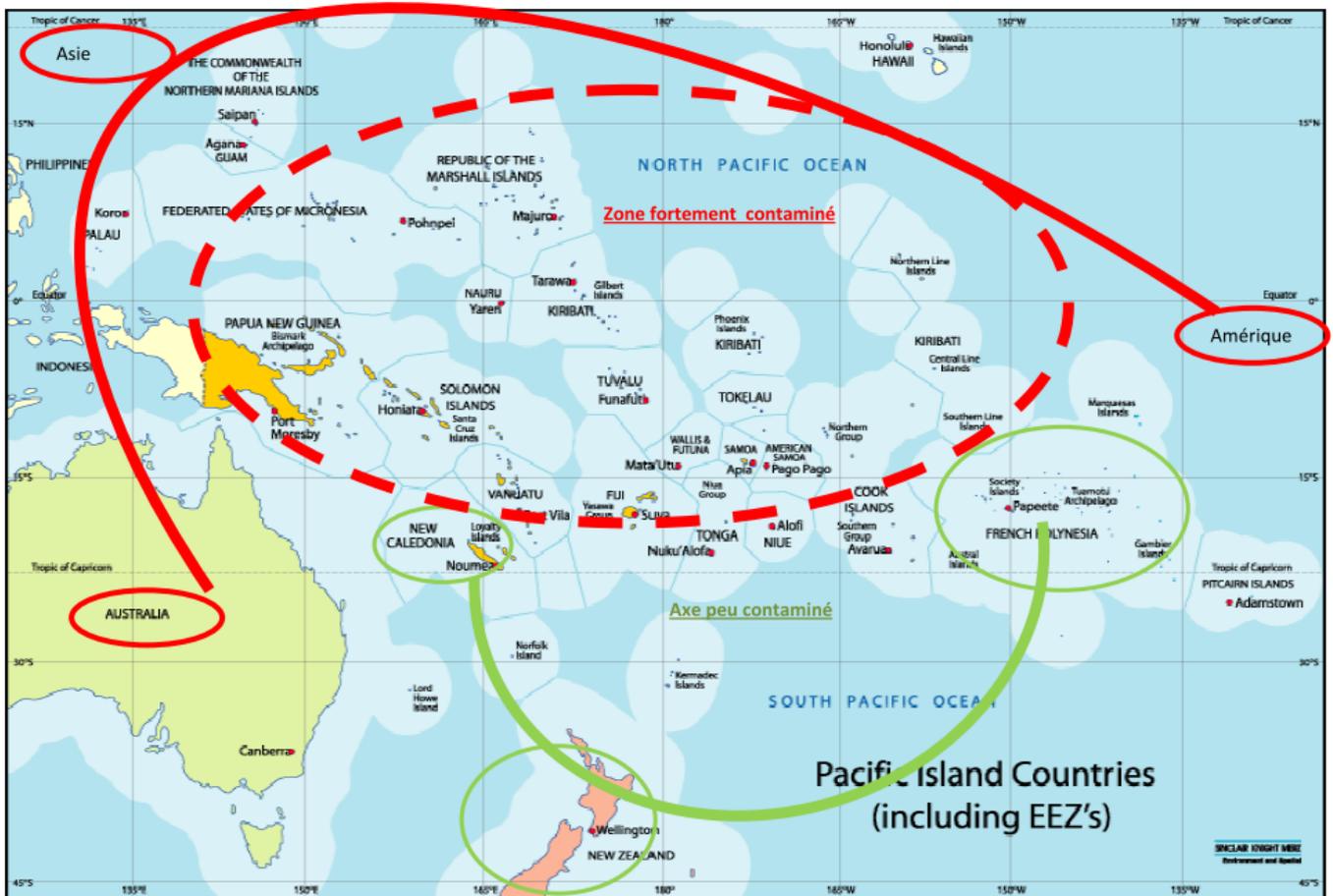
Payment :

The tender will be remunerated on the basis of the technical and financial proposal, tranches will be paid following 4 milestones:

- 1<sup>st</sup> tranche of 30% upon signature of the contract
- 2<sup>nd</sup> tranche of 30% upon delivery of the training offers, identification of suppliers for sniffer dogs and proposal for the construction of kennels
- 3<sup>rd</sup> tranche of 20% upon delivery of the 1<sup>st</sup> kennel
- 4<sup>th</sup> tranche 20% upon delivery of the 2<sup>nd</sup> kennel

All delays in training due to the unavailability of the DBS staff will not be considered for non-payment of the agreed amount.

### Situation sanitaire des pays du Pacifique vis-à-vis des maladies animales et végétales



Pays peu contaminés

pays fortement contaminés

Zone très contaminés ou de statut incertain