



REQUEST FOR TENDERS

RFT: PWP-099-CON
File: AP_6/5/8/4
Date: 17 April, 2024
To: Interested consultants
From: Responsible officer

Subject: Request for tenders (RFT): Construction of the Chuuk organic processing facility, Federated States of Micronesia

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 wishes to call for tenders from qualified and experienced contractors who can offer their services to construct an organic processing facility at the Neouo dumpsite to receive and process organic materials from the A&A market, communities, and utility companies.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: <https://library.sprep.org/sites/default/files/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.
- 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. Must meet local registration requirements
- 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 consultant 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 consultant'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.
 - f) Where relevant provide:
 - i. Business registration/license (For Entities/ Individual consultant's as per relevant national legislations)
 - ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant's as per relevant national legislations)
- 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 pwprocurement@sprep.org before 15 May 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 17 May 2024.
- 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 consultant 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 & Expertise | Demonstrated and relevant experience in the construction of buildings in the state of Chuuk or any other state within the FSM. This will include evidence of good works for concrete pouring & curing, shed construction, brick work, drainage, etc. | 30% |
| Schedule of Work | Proposed project methodology noting schedule, activities, concurrent or sequential development, etc. | 30% |
| Risk Plan | Detail Plan of identified risk during constructions and mitigating measures to address all identified risks. | 10% |
| Health and Safety Plan | Detail plan of ensuring how health and safety of workers on site will be guaranteed. | 10% |

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: 24 May 2024, 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-099-CON: Construction of the Chuuk organic processing facility, Federated States of Micronesia**'

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

Construction of Chuuk Organic Processing Facility, Federated States of Micronesia

1. BACKGROUND

The Secretariat of the Pacific Regional Environment Programme (SPREP) is working with the European Union's Delegation to the Pacific, and 14 Pacific Island Countries and Timor-Leste to undertake the PacWastePlus Programme (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 programme 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**); and solid wastes (specifically **recyclables, organic waste, disaster waste, and bulky waste**).

2. INTRODUCTION TO PROJECT

The State of Chuuk is part of the Caroline Island group in the Federated State of Micronesia, located in the northwestern part of the Pacific Ocean, approximately 1000 kilometers southeast of Guam. The State contains 11 high mangrove-fringed islands: and a series of 14 outlying atolls and low islands surrounding the lagoon. The temperature is constantly in the upper 80's °F and rises to 90°F in the summer. Because of its location on the typhoon belt, Chuuk is susceptible to tropical typhoons. The 2010 census identified Chuuk State is the most populated State in the Federated States of Micronesia with 48,654 persons. 28.5% of the population for Chuuk lives in Weno Island.

Solid Waste management in Chuuk is a challenge for local authorities, as there are 40 dispersed and isolated municipalities. The 2021 Waste Audit identified that organic materials dominated household waste composition and is the second largest item found in the commercial waste stream (organic materials make up 21% of waste disposed at landfills).

The Chuuk Environment Protection Agency seeks to preserve critical airspace in its landfill through the design and implementation of an Organic Processing Programme. This programme will collect, and process organic material generated from communities and the local fresh food markets (A&A) on Weno Island.

The design of the Chuuk organic processing programme has been completed, and Chuuk EPA is seeking assistance to construct an Organic Processing Facility at the Neouo dumpsite to receive and process organic materials from the A&A Market, communities, and Utility companies.

We seek to engage a Contractor, preferably based in the State of Chuuk (or have access to local counterparts), to construct the required organic processing facility.

3. EXPECTED OUTCOME

The PacWastePlus Programme seeks to engage a construction company to deliver the following:

1. Source and provide all construction materials.
2. Construct the Organic Processing facility in Neouo (Utilising the attached design included in Annex 2).



3. Once physical construction work is completed, the contractor is expected to obtain final approval from the Planning Division of Chuuk's Department of Administration Services prior to official handover of facility to Chuuk EPA.

The composting facility at Weno is expected to service the whole island, comprising around 14,000 people and will be built at the rehabilitated Neouo landfill site, which covers a total of 3,750m². The composting facility will have three functional areas (see design plan):

1. Area for delivery, shredding, and parking of shredder
2. Area for composting in bays and parking of tele-handler
3. Area for storage, screening, bagging of finished compost.

Composting will take place in four separate bays (6m x 6m x 2m) that are filled and emptied with a tele-handler. In addition to the 4 bays, the facility will include a Maturation station, Screening Station, and bagging area. The Design of the facility is attached as Annex 2.

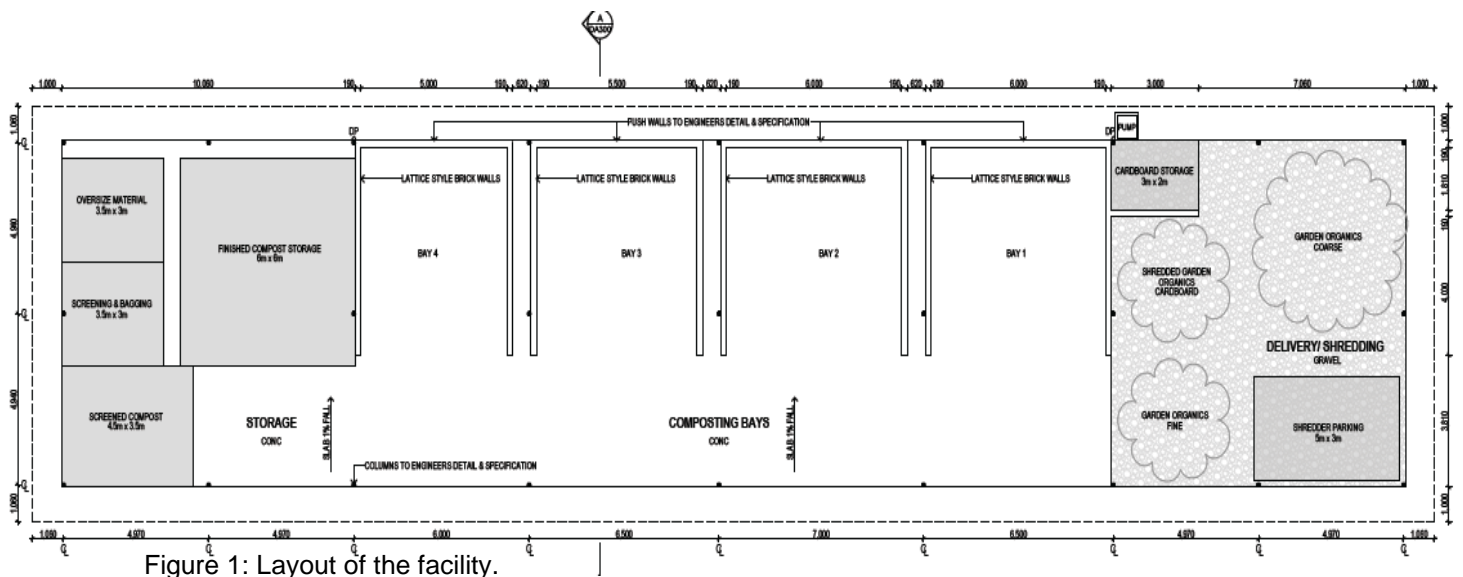


Figure 1: Layout of the facility.

Submissions to this tender must clearly include the Schedule of Work, to include rates and prices which shall be deemed to be the full inclusive value of work covered, including the following :

- Labour and costs, including bonus or shift payments for twenty-four hours working.
- Installation of Signages around construction sites including Health and Safety Signages and Construction Project details
- The cost supply of materials, goods, storage, including delivery to Site.
- Cost of plant/equipment hire.
- Fixing, erecting, and installing or placing of materials and goods in position.
- General obligations, liabilities and risks involved in the execution of the Works.

Detail on the targeted outcome of this consultancy is included in Section 4.

4. SCOPE OF WORK

The expected delivery of this consultancy will be developed in stages and is described in the following table:

Table 1: Scope of Work

| Phase | Description | Documentation SPREP will provide | Supplier 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 will include a discussion on the work, and the exact nature and extent of the work to be performed in reference to the Drawings provided.</p> <p>The Contractor shall create and submit to SPREP a Schedule of Works that is in accordance with the Chuuk Civil Engineering Standard.</p> | Nil | <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. The Draft Work Plan will be presented and discussed at this meeting.</p> <p>Draft Schedule of Work</p> <p>Draft Schedule of Work highlighting how services will be delivered under this contract submitted to SPREP for consideration and comment.</p> <p>Final Schedule of Work</p> <p>Final Schedule of Work incorporating revisions and addressing all comments by reviewers on the draft work plan.</p> |
| Construction of Organic Processing Facility | <p>Utilising the approved building design, the contractor will Construct an Organic Processing Facility under the supervision of the Public Works Division, Chuuk EPA, and SPREP, to construct the Organic Processing Facility.</p> <p>The facility must include the following:</p> <ol style="list-style-type: none"> 1. Concrete Flooring with a 2-3% sloping to the rear end of facility to allow leachate drainage. 2. Inclusion of a drainage at the back of each bay to allow leachate to pass through. | Building Design | <p>Construction of Facility</p> <p>The facility is constructed in accordance with the building design provided.</p> |

| Phase | Description | Documentation SPREP will provide | Supplier Output |
|-----------------------------------|---|-------------------------------------|---|
| | <ol style="list-style-type: none"> 3. Construction of drainage system next to the outside wall of the facility (back of facility) to allow for the filtration of leachates prior to discharge to the environment. 4. Corrugated Roof with Supporting Beam 5. Guttering system to enable rainwater harvesting. 6. Concrete hardstand for installation of water tank 7. Partitioned Concrete composting bays 2mteres side walls and back walls. <p>The contractor must ensure that the facility meets the standard presented on the design attached as Annex 1, Beam and Foundation Plan attached as Annex 2, and Annex 3 – Plan for the Hard Stand for the water tanks.</p> | | |
| Final Handover of Facility | <p>The contractor must work with the Chuuk EPA and the Division Planning with the Chuuk State Department of Administration Services to undertake final inspection once the facility is completed. Upon satisfaction of the local authorities, facility must be handed over to Chuuk EPA.</p> | | Building Approval <p>The Planning Division of Chuuk’s Department of Administration Services is satisfied with the facility and provides approval.</p> |

Consultant Responsibilities

The consultant will be responsible for scheduling meetings with relevant stakeholders, taking minutes of meetings and ensuring meeting minutes are distributed for comment prior to finalisation.

5. SCHEDULE OF WORK

The activities are to be completed no later than **20 weeks from Agreement signing date** with a preference for the activities to be completed much earlier.

Expected project activity is detailed in Table 2, it is expected that tenderers will detail how and when each of these steps will be delivered.

Table 2: Project Schedule

| Activity | Timeline |
|---|--|
| <i>Contract Signing and Execution</i> | |
| 1. Draft Schedule of Work | 1 day prior to Inception Meeting |
| 2. Inception Meeting | One week from date of Contract Execution |
| 3. Finalised Schedule of Work | No later than 3 weeks from date of Contract Execution |
| 4. Site Deployment and Completion of Foundation Work | No later than 7 weeks from date of Contract Execution |
| 5. Completion of Partitions and Beams | No later than 12 weeks from date of Contract Execution |
| 6. Completion of Facility | No later than 18 weeks from date of Contract Execution |
| 7. Submission of Engineering Certificate and Handing Over of Facility | No later than 20 weeks from date of Contract Execution |

6. BUDGET

Submissions are required to include costing in USD for each item listed in the template below at a minimum, add a new row if there are other items you wish to include in your budget.

Submissions must include an annotated budget listing for each task.

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

Proposed Assessment Criteria

| Item | Description | Unit | Quantity | Rate | Amount |
|------|--|------|----------|------|--------|
| A | GENERAL ITEMS | | | | |
| | <i>Insurance of the works</i> | | | | |
| | <i>Signboards</i> | | | | |
| | Sub Total of GENERAL ITEMS | | | | |
| B | SUPPLY OF MATERIALS | | | | |
| | <i>List down materials to be purchased</i> | | | | |
| C | GROUND INVESTIGATION | | | | |
| | <i>List down any excavation works to be undertaken</i> | | | | |
| D | CONSTRUCTION | | | | |
| | <i>List Down all Labour Cost and hourly rates</i> | | | | |
| | | | | | |

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.

Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud prevention & Whistleblower