



REQUEST FOR TENDERS

RFT: 2021/PWP-130-CON
File: AP_6/5/8/1
Date: 3 September, 2021
To: Interested consultants
From: PacWastePlus Finance and Procurement Officer

Subject: Request for tenders: Commercial Printing Service Provider for the PacWastePlus Programme

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 would like to call for tenders from qualified and experienced consultants who can offer their services to provide commercial printing for the PacWastePlus Programme.
- 2.2. The provision of commercial printing services to the PacWastePlus Programme will be on an “on call” basis for the duration of this agreement, from an agreed start date until June 2024.
- 2.3. The successful service provider will not be guaranteed a minimum level of work, rather, you will be requested to provide a written quotation for each job.
- 2.3. The Terms of Reference, specific statement of work and publication specifications for this engagement are set out in Annex A.
- 2.4. 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-of-conduct.pdf

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:



- i. Be available to be engaged on a retainer capacity from agreed start date till June 2024.
- ii. Complete the tender application form provided – noting you are required to complete all areas in full, particularly the statements to demonstrate your ability to meet a selection criterion. Failure to do so may result in your application NOT being considered.
- iii. Submission must include a TECHNICAL PROPOSAL and a FINANCIAL OFFER (utilising the form provided)
- iv. Submission must include a Curriculum Vitae for each member of the proposed team, demonstrating relevant experience, skills, and qualifications to carry out the required statement of works.
- v. 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. Describe any additional minimum content and format requirements.
- 4.2. Tender documentation should outline the interested consultant's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. 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 pwprocurement@sprep.org before 24 September 2021. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 29 September 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:

(A) Quality of Work and Technical Component (35%)

- Provide samples of quality printed publications of previous work for a professional printing approach that can meet required specifications and timeframes. These could include factsheets, booklets, stickers, and posters. Include any technical equipment and materials available to deliver services.

(B) Technical Expertise and Range (15%)

- Demonstrate that you are fully conversant with printing standards and can print and supply a wide range of materials based on specific client requests.
 - Provide your website link and company brochure/catalogue of available services



- Provide an overview of how the organisations process to manage client requests, artwork approval/designing stages, production timelines and product packaging are effectively done.
- Provide a detailed listing of all environmentally friendly paper and ink stock that are used by your organisation.

(C) Experience (15%)

- Provide evidence of excellent work ethics, experience in producing high-quality printing work for an international or regional organisation like SPREP.

(D) Value for Money (35%)

- Complete the financial offer form, providing competitive rates in USD.

7. Deadline

7.1. **The due date for submission of the tender is: 8 October 2021**

7.2. Late submissions will be returned unopened to the sender.

7.3 Please send all tenders clearly marked 'TENDER: Commercial Printing Service Provider for the PacWastePlus Programme' 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.

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>



TERMS OF REFERENCE

Commercial Printing Service Provider for the PacWastePlus Programme

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 (PWP) 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**); solid wastes (specifically **recyclables, organic waste, disaster waste and bulky waste**); and related aspects of **wastewater** (water impacted by solid waste).

Pacific Islands Countries (PICs) participating in the PacWastePlus programme are: *Cook Islands, Democratic Republic of Timor-Leste, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu.*

2. ACTIVITY BACKGROUND

SPREP seek tenders from qualified and experienced commercial printing companies to provide high-quality printing of publications and marketing materials for the PacWastePlus Programme, on a **retainer basis, until June 2024.**

A. Retainer Services

The successful consultant will provide high quality printing of publications and marketing materials in line with the approved PacWastePlus Branding Guidelines and SPREP communication policies and procedures.

The provision of printing services will be on an "on-call" and non-exclusive basis with no guaranteed minimum level of work.

PacWastePlus has produced several publications that require printing, and will, over the programme life, produce a significant number of publications and collateral that may need to be printed.

Expected activities

Key activities for this retainer contract are:

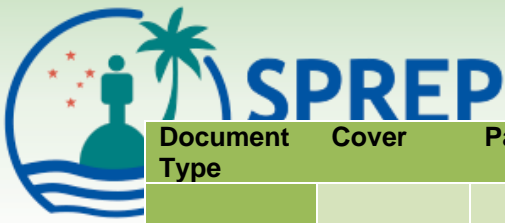
- (i) Quality printing of full-colour print and binding of technical reports, booklets, factsheets, reports, brochures, as well as posters, desk pads and stickers. Examples of existing PacWastePlus publications can be found at: <https://www.sprep.org/pacwaste-plus>.
- (ii) The scope of printing services may include Print-on-demand, Digital printing, and Off-set printing.
- (iii) Producing printed, sorted, and stapled / bound documents; according to individual order requirements. Documents will typically be A4 portrait sized, unless requested otherwise, and may be required in black and white and/or full colour.

- (iv) Delivery and shipping should be costed and included (based on estimated costs of freight from your business location to Apia, Samoa). Request for the number of printed publications could range from 200 to 1000.
- (v) Packaging of the printed material in sturdy boxes, preferably using eco-friendly packaging, which indicates the contents, including the title of the publication or other product code, as specified, tracking code and number of copies

Publication Specifications

The details shown below are provided to assist in quoting the retainer services. Specific publications and our requirements for each are detailed. If alternative paper stock to the above is proposed, it must be fully specified in the offer. All paper stock and printing ink used should be environmentally friendly, using recycled material or from sustainable sources. Please note that three references are mandatory from reputable clients with at least one from an organisation like SPREP.

Document Type	Cover	Pages	Printing	Binding	Number of Pages	Print Quantity
Technical Reports (A4 portrait size approx.)	CMYK both sides on 250 gsm Cocoon 100% Recycled Silk Matt	113gsm Cocoon 100% Recycled Silk Matt (or similar, – please specify)	4 colour process (CMYK Colour Chart) recto and verso	Include costs for stapled and glued options	Ranges from 28 to 120 pages plus cover (front and back)	Please offer prices for 500 and 1000 copies (using the Financial Offer form)
Booklets (A4 portrait size)	CMYK both sides on 250 gsm Cocoon 100% Recycled Silk Matt	113gsm Cocoon 100% Recycled Silk Matt (or similar, – please specify)	4 colour process (CMYK Colour Chart) recto and verso	Include costs for stapled and glued options	Ranges from 12 to 60 pages, including cover for different booklet types	Please offer prices for 500 and 1000 copies (using the Financial Offer form)
Fact sheets (A4 portrait size)		128 gsm Matt art, A4 finished size-recycled paper stock	4 colour process (CMYK) printed front and back	Staple	6 pages	Please offer prices for 500 and 1000 copies (using the Financial Offer form)
Brochure (A4 foldout to A5 size)		90-160gsm gloss art, A4 finished size-recycled paper stock	4 colour process (CMYK) printed front and back	Staple	6 pages	Please offer prices for 500 and 1000 copies (using the Financial Offer form)
Posters A2		90-160gsm gloss art, A4 finished size-recycled paper stock	4 colour process (CMYK) printed front and back	with lamination and no-lamination	Single side print	Please offer prices for 500 and 1000 copies (using the Financial Offer form)
A3		90-160gsm gloss art, A4 finished size-recycled paper stock	4 colour process (CMYK) printed	with lamination and no-lamination	Single side print	Please offer prices for 500 and 1000 copies (using the



Document Type	Cover	Pages	Printing	Binding	Number of Pages	Print Quantity
			front and back			Financial Offer form)
Laptop Stickers		Matte and Glossy paper types: non-yellowing, smudge-proof	4 colour process (CMYK) printed front and back	glossy die cut stickers	4"x6"	Please offer prices for 500 and 1000 copies (using the Financial Offer form)

Quotes on other publication types that can be offered by the service provider may be included for consideration.

Phase	Description	Consultant Output
<p>GUIDE FOR RETAINER PRINTING: The services of the contractor will be required for a range of printing services over the project term (2021-2024) and are expected to be developed under several stages including an on-demand basis as described in the following table. The specific details highlight expected processes and provides guidance to the contractor for required outputs.</p>		
<p>Inception</p>	<p>Lead an inception meeting with the PacWastePlus team to discuss the process of delivery of the required printing services, addressing all issues likely to cause delays (risk management), and ensure a common understanding of the action, and required outputs. Develop an action delivery plan for approval prior to the commencement of any production.</p> <p>The plan should explain the overall process, stages (pre-production, production, and post-production) and information required, to be used to accomplish the project objectives. The selected contractor will only carry out printing requests after the PacWastePlus Communications Officer has received a sample/proof of the printed word and has provided written approval to proceed with production.</p>	<p>Inception meeting 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 production.</p> <p>Action Delivery Plan Detailed delivery plan (Comprehensive plan on how research will be undertaken, information sources, and time frame to implement).</p> <p>The plan should provide a detailed work plan of activities (including a timeline) and identify all stages of work and any tasks or responsibilities of SPREP necessary to ensure timely and quality delivery of printing services.</p>
<p>Pre-Production</p>	<p>The following steps will need to be followed for the pre-production stage for all requested printing:</p> <ul style="list-style-type: none"> • Provision of confirmed artwork for print production-to be provided by SPREP • Confirm all technical printing specifications to be provided by SPREP • Vendor to provide a quotation based on specific publication print specifications • Formal approval of sample/proof by SPREP before the vendor can proceed with mass production • Should further changes be required in terms of quality or minor editorial/layout errors, this will need to be addressed and a revised proof to be provided to SPREP for approval before proceeding with mass production. 	<p>Provide Quotation</p> <ul style="list-style-type: none"> • Prices should include any costs for converting files and any pre-press work, such as producing film and printing plates. Costs should also include providing color proofs or digital files for approval prior to printing based on order size. • prices must include all relevant costs related to the specific print type (e.g., paper, print, binding, quality control, freight, and shipment, etc.) and all other related expenditures incurred directly and indirectly by the contractor in the performance of the tasks requested. • Please highlight if there is a minimum print run order that you require. For example, if only 50 copies of a particular publication are required, can that be produced? • It should be clarified if prices quoted are for on-demand, digital or offset printing. Please specify as necessary.

Phase	Description	Consultant Output
	<ul style="list-style-type: none"> Confirmation of shipping address for printed publications-to be confirmed by SPREP <p>Additional steps can be added based on discussions and agreements from the inception meeting.</p>	<p>Provision of print sample/proof</p> <ul style="list-style-type: none"> Print/sample should be provided to the PacWastePlus for written approval prior to any printing and production. The Vendor must provide sample/proofs as a digital (PDF-file) or physical (and include digital/laser proofs of covers and specified pages with photos/illustrations, blueprints/ink jets of the full inlay) Please include pre-production artwork adjustment costs should artwork that is supplied require further layout adjustments. all publications are printed on recycled paper unless otherwise requested. <p>Liaison</p> <ul style="list-style-type: none"> The suppliers are to provide timely updates on requests for concept/samples before production. The PacWastePlus must be provided with a product concept and sample within 7 days of holding the inception meeting with the programme
Production	<p>The following actions will need to be undertaken for the production stages for all printing requests:</p> <ul style="list-style-type: none"> Following feedback and written approval from the PacWastePlus Communications Officer on the provided print sample/proof, selected vendor should commence printing ensuring quality controls are in place Vendor to provide immediate notification and possible solutions for any delays that may arise due to technical reasons or unforeseen circumstances <p>Additional steps can be added based on discussions and agreements from the inception meeting.</p>	<p>Quality control</p> <p>The Contractor will provide constant quality monitoring to ensure that:</p> <ul style="list-style-type: none"> there are no errors in ordered printing products, and /or quality of the delivered product meets requirements related to the technical specifications prior to printing printing of required publications will commence only upon formal approval of print samples from PacWastePlus production stages are effectively and efficiently managed all deadlines are met
Post-production	<p>The following actions will need to be undertaken for the post-production stages for all printing requests:</p> <ul style="list-style-type: none"> Upon quality print production, inclusive of binding/stitching and dry time, printed publications will be required to be appropriately packaged to 	<p>Quality control</p> <p>The Contractor will provide constant quality monitoring to ensure that:</p> <ul style="list-style-type: none"> all printed copies are checked for ink spillage, correct binding type and quality of printing is of excellent standards before supplying to SPREP.

Phase	Description	Consultant Output
	<p>ensure publications are delivered without damages.</p> <ul style="list-style-type: none"> • Vendor to ensure quality checks have been undertaken before packaging printed items for shipment • Packaging should be of durable quality and preferably using eco-friendly packaging • The Contractor shall notify SPREP five days before the products are ready for collection/shipment • Invoicing is to be done by the vendor upon delivery of printed publications to SPREP and acceptance of printed products based on quality and quantity verification. <p>Additional steps can be added based on discussions and agreements from the inception meeting.</p>	<ul style="list-style-type: none"> • under-deliveries will not be accepted unless agreed in writing. Any shortages will be made good at the Supplier's expense. • over-deliveries will not be accepted unless agreed in writing. Any over-deliveries received will remain the property of the Supplier and will be ready for collection for 30 days after which they will be returned to the Supplier at their expense. • SPREP reserves the right to reject the product and apply contractual measures in case of repeated mistakes, omissions, or poor quality on the Contractor's side. • The selected contractor will be responsible for ensuring deadlines related to the delivery of the printed publications are met. <p>Delivery of Final product The Contractor shall notify SPREP five days before the products are ready for collection/shipment. The notification shall include the following information:</p> <ul style="list-style-type: none"> • date when the boxes are ready for delivery/collection (if the vendor is based in Apia, Samoa) • specifications on the mode of delivery (courier type; DHL, CDP, FedEx, Airfreight, Sea freight) inclusive of tracking numbers and all other logistical information (if the vendor is based outside of Apia, Samoa) • number of publications to be sent to SPREP, Apia, Samoa office (unless otherwise requested for delivery within other designated Pacific Island countries) • number of boxes of printed publications • size and weight of each box • weight of one printed item • number of pallets, the height of pallet if it is possible to stack the pallet <p>Invoicing and Payments</p> <ul style="list-style-type: none"> • Invoicing to be done upon delivery of publications to SPREP and acceptance of printed products based on quality and quantity verification. • The invoice needs a unique number, reference to the Purchase Order number and the name of the publication produced.

B. Specific Printing Quotation Request

The following programme publications require immediate printing services. Please provide quotations for printing of the below outlined publications with the requested specifications.

If alternative paper stock to the below is proposed, it must be **fully specified** in the offer. All paper stock and printing ink used should be environmentally friendly, using recycled material or coming from sustainable sources.

Technical Reports

Document Type:	Cover	Pages	Printing	Binding	Number of Pages	Print Quantity
Situational Analysis of Human Rights Issues in the Waste Management Sector: Literature Review	CMYK both sides on 250 gsm Cocoon 100% Recycled Silk Matt (or similar, – please specify)	113gsm Cocoon 100% Recycled Silk Matt (or similar, – please specify)	A4 size, 4 colour process (CMYK Colour Chart) recto and verso	Include costs for stapled and glued options	64 pages	Please offer prices for 500, 1000 and 2000 copies (using the Financial Offer form)
Waste legislative review: regional solutions assessment PacWastePlus	CMYK both sides on 250 gsm Cocoon 100% Recycled Silk Matt (or similar, – please specify)	113gsm Cocoon 100% Recycled Silk Matt (or similar, – please specify)	A4 size, 4 colour process (CMYK Colour Chart) recto and verso	Include costs for stapled and glued options	34 pages	Please offer prices for 500, 1000 and 2000 copies (using the Financial Offer form)
Assessment of Small-Scale Technology Suitable for Waste Management in the Pacific and Timor-Leste	CMYK both sides on 250 gsm Cocoon 100% Recycled Silk Matt (or similar, – please specify)	113gsm Cocoon 100% Recycled Silk Matt (or similar, – please specify)	A4 size, 4 colour process (CMYK Colour Chart) recto and verso	Include costs for stapled and glued options	60 pages	Please offer prices for 500, 1000 and 2000 copies (using the Financial Offer form)

The above-mentioned publications can be found at the following website link:

<https://www.sprep.org/pacwaste-plus>

Booklets

Document Type:	Cover	Pages	Printing	Binding	Number of Pages	Print Quantity
Living with Asbestos	CMYK both sides on 250 gsm Cocoon 100%	113gsm Cocoon 100% Recycled Silk Matt	A4 Size, 4 colour process (CMYK Colour	Include costs for stapled and glued options	16 pages	Please offer prices for 500, 1000 and 2000 copies (using

Document Type:	Cover	Pages	Printing	Binding	Number of Pages	Print Quantity
	Recycled Silk Matt (or similar, – please specify) Hardcover	(or similar, – please specify)	Chart) recto and verso			the Financial Offer form)
Waste Technology Management: Organic Management Options	CMYK both sides on 250 gsm Cocoon 100% Recycled Silk Matt (or similar, – please specify) Hardcover	113gsm Cocoon 100% Recycled Silk Matt (or similar, – please specify)	4 colour process (CMYK Colour Chart) recto and verso	Include costs for stapled and glued options	24 pages	Please offer prices for 500, 1000 and 2000 copies (using the Financial Offer form)
Waste Technology Management: Options Plastic Waste	CMYK both sides on 250 gsm Cocoon 100% Recycled Silk Matt (or similar, – please specify) Hardcover	113gsm Cocoon 100% Recycled Silk Matt (or similar, – please specify)	4 colour process (CMYK Colour Chart) recto and verso	Include costs for stapled and glued options	20 pages	Please offer prices for 500, 1000 and 2000 copies (using the Financial Offer form)
Waste Technology Management: Healthcare Waste Options	CMYK both sides on 250 gsm Cocoon 100% Recycled Silk Matt (or similar, – please specify) Hardcover	113gsm Cocoon 100% Recycled Silk Matt (or similar, – please specify)	4 colour process (CMYK Colour Chart) recto and verso	Include costs for stapled and glued options	12 pages	Please offer prices for 500, 1000 and 2000 copies (using the Financial Offer form)
Moana Taka Partnership: A Guide for Pacific Island Countries & Territories	CMYK both sides on 250 gsm Cocoon 100% Recycled Silk Matt (or similar, – please specify) Hardcover	113gsm Cocoon 100% Recycled Silk Matt (or similar, – please specify)	4 colour process (CMYK Colour Chart) recto and verso	Include costs for stapled and glued options	20 pages	Please offer prices for 500, 1000 and 2000 copies (using the Financial Offer form)
Asbestos Contaminated Materials: Guide for Disaster Debris Removal	CMYK both sides on 250 gsm Cocoon 100% Recycled Silk Matt (or similar, – please	113gsm Cocoon 100% Recycled Silk Matt (or similar, – please specify)	4 colour process (CMYK Colour Chart) recto and verso	Include costs for stapled and glued options	20 pages	Please offer prices for 500, 1000 and 2000 copies (using the Financial Offer form)

Document Type:	Cover	Pages	Printing	Binding	Number of Pages	Print Quantity
	specify) Hardcover					
Global And Regional Framework - Chemicals and Waste Multilateral Environmental Agreements (MEAs)	CMYK both sides on 250 gsm Cocoon 100% Recycled Silk Matt (or similar, – please specify) Hardcover	113gsm Cocoon 100% Recycled Silk Matt (or similar, – please specify)	4 colour process (CMYK Colour Chart) recto and verso	Include costs for stapled and glued options	24 pages	Please offer prices for 500, 1000 and 2000 copies (using the Financial Offer form)
Developing Monitoring and Evaluation Plans: A Guide for Project Design	CMYK both sides on 250 gsm Cocoon 100% Recycled Silk Matt (or similar, – please specify) Hardcover	113gsm Cocoon 100% Recycled Silk Matt (or similar, – please specify)	4 colour process (CMYK Colour Chart) recto and verso	Include costs for stapled and glued options	24 pages	Please offer prices for 500, 1000 and 2000 copies (using the Financial Offer form)
Developing A Project Logic: A Guide for Project Design	CMYK both sides on 250 gsm Cocoon 100% Recycled Silk Matt (or similar, – please specify) Hardcover	113gsm Cocoon 100% Recycled Silk Matt (or similar, – please specify)	4 colour process (CMYK Colour Chart) recto and verso	Include costs for stapled and glued options	16 pages	Please offer prices for 500, 1000 and 2000 copies (using the Financial Offer form)
A Guide for Developing an Investigative Questioning Process	CMYK both sides on 250 gsm Cocoon 100% Recycled Silk Matt (or similar, – please specify) Hardcover	113gsm Cocoon 100% Recycled Silk Matt (or similar, – please specify)	4 colour process (CMYK Colour Chart) recto and verso	Include costs for stapled and glued options	24 pages	Please offer prices for 500, 1000 and 2000 copies (using the Financial Offer form)

All of the above can be found at the following website link: <https://www.sprep.org/pacwaste-plus>

Factsheets

Document Type	Pages	Printing	Binding	Number of Pages	Print Quantity
Advanced Recovery Fee & Deposit Systems	128 gsm Matt art, A4 finished size-recycled paper stock	4 colour process (CMYK) printed front and back	Staple or suitable option	4 pages	Please offer prices for 500, 1000 and 2000 copies (using the Financial Offer form)
Managing Disaster Waste: A Guide for Communities	128 gsm Matt art, A4 finished size-recycled paper stock	4 colour process (CMYK) printed front and back	Staple or suitable option	4 pages	Please offer prices for 500, 1000 and 2000 copies (using the Financial Offer form)
A Guide to Developing SMART Objectives	128 gsm Matt art, A4 finished size-recycled paper stock	4 colour process (CMYK) printed front and back	Staple or suitable option	4 pages	Please offer prices for 500, 1000 and 2000 copies (using the Financial Offer form)

All the above can be found at the following website link:

<https://www.sprep.org/pacwaste-plus>

3. SCOPE OF WORK

SPECIFIC REQUESTED PRINTING: The services of the contractor will be required for a range of printing services over the project term (2021-2024) and are expected to be developed under several stages including an on-demand basis 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 process of delivery of the required printing services, addressing all issues likely to cause delays (risk management), and ensure a common understanding of the action, and required outputs.</p> <p>Develop an action delivery plan for approval prior to the commencement of any production.</p> <p>The plan should explain the overall process, stages (pre-production, production, and post-production) and information required, to be used to accomplish the project objectives. The selected contractor will only carry out printing requests after the PacWastePlus Communications Officer has received a sample/proof of the printed word and has provided written approval to proceed with production.</p>	<p>Printing specifications The following specifications will also be outlined in the printing request Purchase Orders (PO):</p> <ul style="list-style-type: none"> • Type of publication • Inside page paper type (including GSM) • number of total pages • cover type (including GSM) • colour specifications (full colour or monochrome) • print quantity • publication binding type (glued, saddle stitch, etc) • specifications may vary for items such as posters, stickers, desk pads etc 	<p>Inception meeting 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 production.</p> <p>Action Delivery Plan Detailed delivery plan (Comprehensive plan on how research will be undertaken, information sources, and time frame to implement).</p> <p>The plan should provide a detailed work plan of activities (including a timeline) and identify all stages of work and any tasks or responsibilities of SPREP necessary to ensure timely and quality delivery of printing services.</p>
Pre-Production	<p>The following steps will need to be followed for the pre-production stage for all requested printing:</p> <ul style="list-style-type: none"> • Provision of confirmed artwork for print production-to be provided by SPREP 	<p>Confirmed Artwork All artworks will be supplied by SPREP print ready with required programme branding prior to printing.</p> <p>Supply of Artwork</p>	<p>Provide Quotation</p> <ul style="list-style-type: none"> • Prices should include any costs for converting files and any pre-press work, such as producing film and printing plates. Costs should also include providing color proofs or digital files for approval prior to printing based on order size.

Phase	Description	Documentation SPREP will provide	Consultant Output
	<ul style="list-style-type: none"> • Confirm all technical printing specifications to be provided by SPREP • Vendor to provide a quotation based on specific publication print specifications • Formal approval of sample/proof by SPREP before the vendor can proceed with mass production • Should further changes be required in terms of quality or minor editorial/layout errors, this will need to be addressed and a revised proof to be provided to SPREP for approval before proceeding with mass production. • Confirmation of shipping address for printed publications- to be confirmed by SPREP <p>Additional steps can be added based on discussions and agreements from the inception meeting.</p>	<p>Files for printing will usually, but not exclusively, be supplied via email or a cloud share link in publishing formats, such as Adobe Illustrator, InDesign, or PDFs or MS Word.</p> <p>Formal approval of supplied print proof/sample The selected contractor will only carry out printing requests after the PacWastePlus Communications Officer has received a sample/proof of the printed word and has provided written approval.</p> <p>Confirmation of shipping address While all printed publications will largely be delivered to the SPREP Apia, Samoa office, there <u>may</u> be occasional requests to deliver directly to selected countries.</p> <p>Printing specifications The specifications will also be outlined in the printing request Purchase Orders (PO).</p>	<ul style="list-style-type: none"> • prices must include all relevant costs related to the specific print type (e.g., paper, print, binding, quality control, freight and shipment, etc.) and all other related expenditures incurred directly and indirectly by the contractor in the performance of the tasks requested. • Please highlight if there is a minimum print run order that you require. • For example, if only 50 copies of a particular publication are required, can that be produced? • It should be clarified if prices quoted are for on-demand, digital or offset printing. Please specify as necessary. <p>Provision of print sample/proof</p> <ul style="list-style-type: none"> • Print/sample should be provided to the PacWastePlus for written approval prior to any printing and production. • The Vendor must provide sample/proofs as a digital (PDF-file) or physical (and include digital/laser proofs of covers and specified pages with photos/illustrations, blueprints/ink jets of the full inlay) • Please include pre-production artwork adjustment costs should artwork that is supplied require further layout adjustments. • all publications are printed on recycled paper unless otherwise requested. <p>Liaison</p> <ul style="list-style-type: none"> • The Vendors are to provide timely updates on requests for samples/proofs before mass production. • The PacWastePlus must be provided with a sample/proof within 3 days of receiving a Purchase Order for publication printing requests-provided no further adjustments are required to the artwork.

Phase	Description	Documentation SPREP will provide	Consultant Output
Production	<p>The following actions will need to be undertaken for the production stages for all printing requests:</p> <ul style="list-style-type: none"> Following feedback and written approval from the PacWastePlus Communications Officer on the provided print sample/proof, selected vendor should commence printing ensuring quality controls are in place Vendor to provide immediate notification and possible solutions for any delays that may arise due to technical reasons or unforeseen circumstances <p>Additional steps can be added based on discussions and agreements from the inception meeting.</p>	Formal approval of supplied print proof/sample	<p>Quality control The Contractor will provide constant quality monitoring to ensure that:</p> <ul style="list-style-type: none"> there are no errors in ordered printing products, and /or quality of the delivered product meets requirements related to the technical specifications prior to printing printing of required publications will commence only upon formal approval of print samples from PacWastePlus production stages are effectively and efficiently managed all deadlines are met
Post-production	<p>The following actions will need to be undertaken for the post-production stages for all printing requests:</p> <ul style="list-style-type: none"> Upon quality print production, inclusive of binding/stitching and dry time, printed publications will be required to be appropriately packaged to ensure publications are delivered without damages. Vendor to ensure quality checks have been undertaken before packaging printed items for shipment 	<p>Confirmation of shipping address While all printed publications will largely be delivered to the SPREP Apia, Samoa office, there may be occasional requests to deliver directly to selected countries.</p>	<p>Quality control The Contractor will provide constant quality monitoring to ensure that:</p> <ul style="list-style-type: none"> all printed copies are checked for ink spillage, correct binding type and quality of printing is of excellent standards before supplying to SPREP. under-deliveries will not be accepted unless agreed in writing. Any shortages will be made good at the Supplier's expense. over-deliveries will not be accepted unless agreed in writing. Any over-deliveries received will remain the property of the Supplier and will be ready for collection for 30 days after which they will be returned to the Supplier at their expense.

Phase	Description	Documentation SPREP will provide	Consultant Output
	<ul style="list-style-type: none"> • Packaging should be of durable quality and preferably using eco-friendly packaging • The Contractor shall notify SPREP five days before the products are ready for collection/shipment • Invoicing is to be done by the vendor upon delivery of printed publications to SPREP and acceptance of printed products based on quality and quantity verification. <p>Additional steps can be added based on discussions and agreements from the inception meeting.</p>		<ul style="list-style-type: none"> • SPREP reserves the right to reject the product and apply contractual measures in case of repeated mistakes, omissions, or poor quality on the Contractor's side. • The selected contractor will be responsible for ensuring deadlines related to the delivery of the printed publications are met. <p>Delivery of Final product The Contractor shall notify SPREP five days before the products are ready for collection/shipment. The notification shall include the following information:</p> <ul style="list-style-type: none"> • date when the boxes are ready for delivery/collection (if the vendor is based in Apia, Samoa) • specifications on the mode of delivery (courier type; DHL, CDP, FedEx, Airfreight, Sea freight) inclusive of tracking numbers and all other logistical information (if the vendor is based outside of Apia, Samoa) • number of publications to be sent to SPREP, Apia, Samoa office (unless otherwise requested for delivery within other designated Pacific Island countries) • number of boxes of printed publications • size and weight of each box • weight of one printed item • number of pallets, the height of pallet if it is possible to stack the pallet <p>Invoicing and Payments</p> <ul style="list-style-type: none"> • Invoicing to be done upon delivery of publications to SPREP and acceptance of printed products based on quality and quantity verification. • The invoice needs a unique number, reference to the Purchase Order number and the name of the publication produced.



Contract Management

- The execution of this contract requires the capacity to manage several orders simultaneously and to ensure coordination between all parties involved.
- The contractor shall ensure the necessary management systems to ensure quality control in the relevant production phases of the process and the quality check of the final product as well as the proper follow up and coordination at the pre-production, production, and post-production stages.
- The printing company is expected to interact with the PacWastePlus Contract Officer and other relevant colleagues via a suitable virtual platform (Zoom/Skype) on agreed and scheduled meeting dates.

Institutional Arrangement

All liaison for publications printing approval, artwork adjustments or technical specification clarifications will be done in coordination with the PacWastePlus Officer identified in the contract and if required with designated in-country National Country Officers and other programme colleagues.

Consultant Responsibilities

The consultant will be responsible for scheduling meetings with the PacWastePlus contract Officer, as required, to ensure issues and technical problems are identified early and a plan to manage identified issues, are in place to address any issues or delays. It is integral that open and honest communication is a priority to help alleviate delays and issues that could arise.

Schedule of Work

The service contract will be on retainer until June 2024. However, SPREP reserves the right to cancel the contract based on services and products provided after an annual performance review is undertaken each year.

This may include but not limited to:

- Adhering to production timeliness on specific printing requests from SPREP
- Quality of printed products provided to SPREP
- Timely interactions with SPREP to ensure quality control and production management
- Ability to provide services efficiently for “on-demand” printing requests from SPREP

Price adjustments may be considered after each year, to address rise and fall of the price of paper only. The response time for each specific request will be specified for each Order, depending on the needs of each individual assignment.

The 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

Phase	Activity	Timeline
<i>Contract Signing and Execution</i>		
Inception	1. Inception Meeting	Within 7 days from date of Contract Signing
Pre-Production	2. Detailed printing specifications provided 3. Finalise artwork 4. Approve sample/proof prior to mass production	No later than 10 days of specific printing request Order date

Production	5. Printing of requested publication type 6. Final publication printed	No later than 10 days of specific printing request Order date
Post-Production	7. Packaging and delivery of printed publications 8. Final invoice issued after printed publications are received by SPREP and verified for quality and quantity.	No later than 25 days of specific printing request Order date

3.3 Budget

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

- Prices must be quoted in USD. Tenderers from countries that are not USD based are advised they cannot change the amount of the bid because of changing exchange rates over the contract period.
- Prices shall be fixed and not subject to revision during the performance of the contract.
- All applicable taxes
- Specific Printing Quotation Request
- Costs based on publication specification

Submissions must include an annotated budget listing for each task.

SPREP reserves the right to withdraw this tender at any time. SPREP reserve 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.

4. Other Information

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