



REQUEST FOR TENDERS

RFT: PWP-150-CON
File: AP_6/5/8/4
Date: 7 November, 2022
To: Interested contractors
From: PacWastePlus Finance and Procurement Officer

Subject: Request for tenders (RFT): Niue legacy e-waste stockpile clearance and e-waste dismantling/processing training

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
 1. We value the Environment
 2. We value our People
 3. We value high quality and targeted Service Delivery
 4. 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 identify and design an electronic waste management (dismantling/processing) operation for Niue.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful contractor must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: <https://www.sprep.org/attachments/Publications/Corporate Documents/spreporganisational-values-code-of-conduct.pdf>. 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 consultants must meet the following conditions:
 1. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 2. Provide three referees relevant to this tender submission, including the most recent work completed;
 3. Provide examples of past related work outputs;

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4. 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*).
For the Technical and Financial proposals you may attach these separately.
 5. Submissions must include a **TECHNICAL PROPOSAL** that includes a detailed work plan, methodology schedule of activities, and other items deemed necessary by the tenderer.
 6. Submissions must include a **FINANCIAL PROPOSAL** that has an annotated budget listing for each task as required of the scope of works
 7. Provide a copy of valid business registration/license.
- 3.2 Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **conflict of interest form** provided.
- 3.3 **Tenderer is deemed ineligible due to association with exclusion criteria**, including bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.
- 3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall into any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested contractor satisfies the conditions stated above and in the Terms of Reference and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should be submitted in English and outline the interested contractors 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*).
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** which outlines the costs involved in successfully delivering the project submitted in United States Dollars (USD) and inclusive of all associated taxes.
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.



- 4.4. Tenderers/bidders shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 4.5. The tenderer/bidder might be requested to provide additional information relating to their submitted proposal, if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
- 4.7. The Proposal must remain valid for 90 days from date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of tender.

5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to pwprocurement@sprep.org before 09 November 2022. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 11 November 2022.
 1. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
 2. 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.
 3. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
 4. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by SPREP, the Tenderer should promptly notify the Procurement Officer setting out the error in sufficient detail so that SPREP may take the corrective action, if any, it considers appropriate.

6. Evaluation criteria

- 6.1. SPREP will select a preferred contractor on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tender satisfies the following criteria:
- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

1. Technical Score – 80%

Criteria	Detail	Weighting
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Experience & Expertise	Demonstrated experience designing and delivering electronic waste training courses	10%
	Demonstrated experience with electronic waste stockpile processing and cross-boundary shipping/export	20%
	Demonstrated experience in Small Island Developing States (SIDS) presenting complex topics in simplified way (advantageous to detail Pacific experience)	5%
	Examples provided of past works relevant to this activity (links to activities)	5%
Methodology	Proposed project methodology noting schedule, activities, concurrent or sequential development, engagement with country representatives, etc.	40%

2. 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. a. SPREP may amend, suspend or terminate the RFT process at any time.
 1. 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>).
 2. 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.
 3. 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: 18 November 2022, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.

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8.3 Please send all tenders clearly marked 'RFT 'PWP-150-CON: **Niue legacy e-waste stock-pile clearance and e-waste dismantling/processing training**

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
Develop and deliver e-waste dismantling/processing training
and clear legacy e-waste stockpiles
- Niue -

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

2. INTRODUCTION TO PROJECT

Niue is a small Pacific Island country, with a land area of 259km² and population of 1,719. Niue is part of the Realm of New Zealand and is self-governing.

Niue, like many Pacific Island countries, is faced with the increasing issue of low-value recyclable materials filling dumpsites and building up in stockpiles. Consumer items are imported into Niue but there are currently limited financially viable options for their management and export. Currently the country relies on disposal of waste to landfill and stockpiling but the amount of waste now being received is exceeding the ability to manage it effectively. End-of-life (EOL) items including bottles, cans, computers, TV, whiteware, vehicles etc are becoming a regular sight dumped on vacant land and surrounding homes throughout the island.

To effectively manage EOL items, the Niue Government is currently working with donor partners to develop facilities to enable the collection, processing, and export of consumer items to overseas recycling markets or if the option is available, repurpose on-island. Construction is underway of the Niue Waste Recycling Facility (funded by the Government of Australia (with the New Zealand Ministry of Foreign Affairs and Trade as the delivery partner). This facility, expected to be completed in October 2022, will initially provide facilities for the management of PET plastic bottles, glass, and aluminium cans, and electronic waste.

EOL electronic and whiteware waste, including computer equipment, TVs, mobile phones, and fridges, freezers, stoves, and air conditioners, has been an ongoing challenge for the Niue Department of Environment (DOE), traditionally relying on outdoor stockpiles, resulting in potential for soil and groundwater contamination. Illegal dumping of electronic waste has also historically been an issue in Niue (Figure 1).

Currently, electronic waste has been collected from around Niue and consolidated at a new Waste Recycling Facility. Smaller items have been placed on pallets and wrapped in plastic. Known data of electronic waste in Niue is provided in Table 1.



Outdoor Electronic Waste Stockpiles at Makato Landfill (left) and Huihui Landfill (right)

Table 1: Known data of electronic waste in Niue

Item	Import (Annual)	Estimated Current Stockpile	Current Management
Whiteware	Estimated 60 items imported each year*	247 m3 Huihui and Makato	Stored at Huihui and Makato landfills Illegal dumping also reported
E-waste (TV, computers, phones)	Estimated 360 EOL items each year **	415 m3 Huihui and Makato	Placed on pallets, wrapped in plastic, and stored at Huihui
<p>* Customs data not provided, import data provided by Matson South Pacific</p> <p>** Data not available. Most electronic items purchased and transported back to Niue in domestic luggage. Approximately 400 households in Niue, estimated households replace TV and computer every 5 years and phone every 2 years.</p>			

The Department of Environment under the Niue Ministry of Natural Resources have requested PacWastePlus support for the long-term management of electronic waste. Activities complete or currently underway include:

- Collect and consolidate existing e-waste stockpiles from various locations around Niue to the new recycling facility – complete
- Support the development of a Sustainable Financing / Advanced Recovery Fee and Deposit Regulation (and backing Waste Management Act) for waste management in Niue to provide sustainable financing to enable the long-term management of waste items, including EOL electronic and whiteware waste
- Design a suitable electronic waste dismantling /processing centre to be housed in the new recycling facility for Niue to appropriately manage electronic waste, considering the size, and context of Niue
- Procure and instal equipment identified above to enable electronic waste dismantling /processing in Niue

This TOR is to engage a suitably qualified company to undertake two additional activities to enable effective long-term operation of an electronic waste processing facility management in Niue:

1. Process and export existing stockpiles of electronic waste from Niue
2. Deliver hands-on training with selected officers at the Department of Environment on electronic waste handling and processing, The contractor will deliver this training while undertaking the collection and processing of electronic waste from stockpiles in Niue

3 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>Phase I</p> <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>Phase II</p> <p>The Contractor shall review data from the Niue Waste Audit and other relevant documentation, and in consultation with PacWastePlus and the Niue DOE, develop and submit to SPREP a Work Plan that shall upon execution ensure effective delivery of services under this contract.</p> <p>The Draft Work Plan shall contain at a minimum:</p> <ul style="list-style-type: none"> Proposed time schedule and sequence of events that the Contractor shall use to meet the contract deliverables, including preparation stages, drafting and review, training, site works, disposal, site closure and consultations. General description of the methods which the Contractor proposes to adopt for executing the contract Approach to be adopted for operator training appropriate for the Pacific Island context. Comprehensive risk plan to ensure effective delivery of services. Confirm and validate of waste audit findings and confirm the quantity, and condition of electronic 	<ul style="list-style-type: none"> Niue Waste Audit 2021 Niue Advanced Recovery Fee and Deposit Feasibility Study 2021 Niue DOE will provide a dedicated officer to obtain photos, data and other required in-country information SPREP Recycle Market Study SPREP Moana Taka Partnership guidebook 	<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.</p> <p>Draft Work Plan</p> <p>Draft Work Plan including project activities and milestones for effective delivery of services under this contract shall be delivered SPREP for consideration and comment.</p> <p>Final Work Plan</p> <p>Final work plan incorporating revisions and addressing all comments by reviewers on the draft work plan</p> <p>Draft Training Plan Structure (Phase II)</p> <p>Draft outline of the Training Plan, highlighting proposed topics, content, and structure.</p>

Phase	Description	Documentation SPREP will provide	Supplier Output
	<p>waste items currently in stockpiles (current estimates: 247m³ Whiteware, 415m³ E-waste)</p> <ul style="list-style-type: none"> • Determine components of items able to be exported for recycling, and identify overseas buyers • Determine options for export / management / safe disposal of residual waste components or deteriorated (rusted) components • Identify training needs for the Niue DOE • Identify equipment needs, including PPE • Identify transport and other associated costs • Identify eligibility of Moana Taka Partnership to enable free transport of items / components to overseas markets • Any further details and information as SPREP may reasonably require. 		
<p>Design hands-on training for Niue DOE to effectively handle and process electronic waste items</p>	<p>Design a practical training modules / material for selected officers at the Niue DOE to manage the new e-waste centre long-term and safely and effectively handle and process electronic waste items.</p> <p><i>Note: The contractor will deliver this practical training while managing the collection and processing of electronic waste from stockpiles in Niue (Phase III). The clearance of stockpiles can form the practical hands-on component of the training, increasing staff understanding and capacity.</i></p> <p>At the end of the training, selected Niue DOE officers will have the capacity to:</p> <ul style="list-style-type: none"> • safely collect, handle, and process electronic waste items • understand health and safety considerations and safely use PPE • identify and liaise/negotiate with overseas recycle markets and disposal facilities 	<p>Niue E-waste Center Operations Plan, Health and Safety Plan and other resources to provide for the operation of the chosen e-waste management center in Niue</p> <ul style="list-style-type: none"> • PacWastePlus will complete design work associated with training modules 	<p>Draft Training modules / material Draft practical training modules / material to guide DOE to effectively and safely handle and process electronic waste items</p> <p>Final Training modules / material Final practical training modules / material addressing SPREPs comments on drafts</p>

Phase	Description	Documentation SPREP will provide	Supplier Output
	<ul style="list-style-type: none"> effectively process electronic items for export, including the management of cross-boundary documentation, customs, and fumigation requirements effectively and safely clear current stockpiles effectively and safely operate the new Niue e-waste center effectively communicate with their communities about negative impacts of illegal disposal of electronic waste 		
Collect, process, and export existing stockpiles of electronic waste from Niue	<p>Implement the agreed Work Plan to safely collect existing stockpiles of electronic waste from Niue, and process, manage, and, where possible, export to a registered facility in New Zealand or other destination.</p> <p>Quantities TBC in Phase I, currently estimated at:</p> <ul style="list-style-type: none"> 247 m³ - Whiteware 415 m³ - E-waste <p>Manage all parts of the process until eligible items are shipped and formally received at a registered facility</p>	<p>nil</p>	<p>Electronic waste stockpiles removed and effectively processed</p> <p>Legacy electronic waste stockpiles in Niue collected, processed, managed, and, where possible, exported to a registered facility in New Zealand or other export destination.</p>
Deliver hands-on training (using the collection and processing of electronic waste from stockpiles as the practical hands-on component)	<p>Deliver the agreed hands-on training programme with selected officers at the DOE.</p> <p>Delivery of training modules to align with the practical work (Phase II - collecting, processing, and, where possible, exporting stockpiles of electronic waste).</p> <p>Undertake a participant capacity and understanding pre- and post-training questionnaire</p> <ol style="list-style-type: none"> The outcome from this phase will be for selected officers at the Niue DOE to have the capacity and understanding to undertake long-term management of electronic waste in Niue 	<p>Niue DOE provide dedicated officers who will manage electronic waste center to participate in training</p> <p>Participant pre- and post-training questionnaire</p>	<p>Deliver hands-on training</p> <p>Deliver hands-on training with selected officers at the DOE. Participant sign-in sheets to be collected recording participant numbers.</p> <p>Increased capacity and knowledge</p> <p>Results collected from pre- and post-training questionnaire to verify participants have capacity and understanding to undertake long-term management of electronic waste in Niue.</p>

Contractor Responsibilities

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

Institutional Arrangements

It is expected this activity will include both on-ground and desktop work. Introductions to representatives of Niue will be facilitated by the PacWastePlus team. The successful contractor will work directly with the Niue, Department of Environment Director who will provide in-country support as required such as taking photos, collecting data, setting up meetings.

4. SCHEDULE OF WORK

The activities are to be completed no later than **16 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/Deliverable	Timeline
Inception	No later than 1 week after contract execution
Work Plan	No later than 3 weeks after contract execution
Design hands-on training for Niue DOE to effectively handle and process electronic waste items	No later than 10 weeks after contract execution
Process, and export existing stockpiles of electronic waste from Niue	No later than 16 weeks after contract execution
Deliver hands-on training (using the collection and processing of electronic waste from stockpiles as the practical hands-on component)	No later than 16 weeks after contract execution

5. BUDGET

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

- Salary costs (hourly rate)
- All applicable taxes

Submissions must include an annotated budget listing for each task.

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

6. Other Information

The successful contractor will be provided with any relevant project documentation.

The successful contractor must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct https://www.sprep.org/attachments/Publications/Corporate_Documents/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 Inclusions

