



REQUEST FOR TENDERS

RFT: PWP-245-CON
File: AP_6/5/8/4
Date: 20 February, 2023
To: Interested consultants
From: PacWastePlus Finance and Procurement Officer

Subject: Request for tenders (RFT): End of Life Tyres Economic Assessment of Palau

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:
 - 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 to undertake a desktop economic assessment of the management of used tyres in Palau.
- 2.4. The Terms of Reference (ToR) for the consultancy are set out in Annex A.
- 2.5. 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/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.
- 2.6. 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 references 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 applicant satisfies the conditions stated above and is capable of meeting the requirements as stipulated in the ToR. 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*).
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.
- 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.

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- 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 01 March 2023. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 02 March 2023.
- 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 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	Description	Weighting
Experience	Demonstrated experience in undertaking data analysis and assessment with reference to economic assessments, triple bottom lines, or business cases.	30%



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	Demonstrated experience in undertaking economic assessment in the waste industry	10%
	Demonstrated experience in Small Island Developing States (SIDS) presenting complex topics in simplified way	20%
Methodology	Detailed methodology to deliver the required project components and provide detail to the panel the value proposed by the tenderer.	15%
	Risk Plan (with mitigation measures) that will ensure the successful delivery of the project.	5%

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:

$$\text{Financial Score} = a \times b \times c$$

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: 10 March 2023, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked 'RFT 'PWP-245-CON: **End of Life Tyres Economic Assessment of Palau**

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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

ELT Economic Assessment of Palau

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

A 2019 UNEP funded waste audit identified an estimated 13,739m³ of End-of-Life Tyres (ELT) stockpiled in Palau comprising of both whole and shredded tyres. The large volume of ELT stockpile in the country is attributed to the absence of local ELT recycling market, and the expensive cost of exporting these items for environmental sound management. With a commitment to improve the management of ELT, local authorities in Palau choose to utilise PacWastePlus investment to implement a project that seek to establish an ELT resource recovery programme in the country that will effectively divert ELT for reuse in civil infrastructure.

The project will utilise the findings of the PacWastePlus research project on Option for utilisation of Used Tyres to design and implement a suitable repurposing option to manage ELT. Reports of relevant resources can be sourced through the following links:

- https://pacwasteplus.org/resources/?regional_project=&country_project=&document_type=&keywords=tyre#feed-resources
- https://pacwasteplus.org/resources/?regional_project=&country_project=&document_type=&keywords=recycling+market#feed-resources

This TOR seeks to engage a consultant to undertake a desktop economic assessment into the management of used tyres in Palau. The assessment should seek to determine current market prices for the importation and sale or re-tread tyres, compared to whole tyre, consider the likely life of these tyres (utilising import and disposal data), and assess the cost or management and likely hidden cost of environmental harm from the use and disposal of tyres in Palau. The intent of the study is to articulate the 'real cost' of the current tyre use/management paradigm, and contrast this will the application of a new paradigm where low quality re-treads are excluded from importation and sale in Palau.



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3. EXPECTED OUTCOME

The PacWastePlus Programme seeks to engage a consultant to deliver the following:

1. Undertake a review of tyre importation and disposal data, along with car importation to determine the scale of ELT generation in Palau
2. Undertake an assessment of the likely life of imported re-treads and contract this to the life of new tyres
3. Assess the costs of management (receiving, collecting, processing, transporting, storing) of ELT in Palau. Additionally, some estimation of likely environmental management or environmental damage costs to be determined.
4. Develop an economic assessment of the current tyre importation and management paradigm; and determine how this economic assessment would likely change if low-quality re-treaded tyres were no longer allowed to be imported.

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 delivery of the outputs of the project, issues likely to cause delays (risk management), and ensure a common understanding of the action, and required outputs.</p> <p>The Contractor shall create and submit to SPREP a Work Plan that shall upon execution ensure effective delivery of services under this contract. 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. General description of the methods which the Contractor proposes to adopt for executing the contract Comprehensive risk plan to ensure effective delivery of services. <p>Any further details and information as SPREP may reasonably require.</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.</p> <p>Draft Work Plan</p> <p>The Draft Work Plan shall be delivered to SPREP for consideration and comment. The workplan should provide confirmation of process and timing for the various stages of works described in this table. The workplan should also include details of the proposed methodology to be used to complete the necessary tasks.</p> <p>Final Work Plan</p> <p>Final work plan incorporating revisions and addressing all comments by reviewers on the draft work plan</p>
Economic Assessment of ELT in Palau	<p>The consultant will review and assess the available tyre, and car import and disposal data for Palau and conduct an economic assessment of the cost of importation and management of tyres.</p> <p>The consultant will also consider the cost of environmental protections necessary for management of ELT, and likely costs of environmental damage from poor management.</p>	Nil	<p>Draft Economic assessment Report</p> <p>The report will provide outcomes of the economic assessment and contrasted assessment if low-quality re-treads were removed from the system.</p> <p>Final Economic assessment Report</p>

Phase	Description	Documentation SPREP will provide	Supplier Output
	<p>The economic assessment should then be contrasted with an assessment where low-quality re-treaded tyres are not included in the system, to determine if there is economic benefits in restricting tyre importation.</p> <p>The output report will be used to inform Government staff in Solid Waste and the Environmental Quality Protection Board, and be the basis for development of Policy papers and Ministerial Briefs.</p>		<p>Final report will address all comments by SPREP, Palau's Solid Waste Management Division and Environment Quality Protection Board.</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 10 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 Workplan	1 day prior to Inception Meeting
2. Inception Meeting	No later than 2 weeks from date of Contract Execution
3. Finalised Workplan	No later than 4 weeks from date of Contract Execution
4. Draft Economic Assessment Report	No later than 8 weeks from the date of contract execution
5. Final Economic Assessment Report	No later than 10 weeks from date of contract execution

6. 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.

Proposals above \$15,000 USD may not be considered

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.

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, including SPREP's policy on Child Protection,

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Environmental Social Safeguards, Fraud prevention & Whistle-blower Protection and Gender and Social Inclusion Policy.

https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf

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