

# REQUEST FOR TENDERS

RFT: POLP- 2023/003  
File: AP\_6/19/4  
Date: 25 August, 2023  
To: Interested consultants  
From: POLP - Senior Project Officer

**Subject: Request for tenders (RFT): Consultancy – To Conduct Feasibility Study of Technologies to Process Plastics - Waste to Commodity.**

## 1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
  - We value the Environment
  - We value our People
  - We value high quality and targeted Service Delivery
  - We value Integrity
- 1.3. For more information, see: [www.sprep.org](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to Conduct Feasibility Study of Technologies to Process Plastics - Waste to Commodity.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: <https://library.sprep.org/sites/default/files/sprep-organisational-values-code-of-conduct.pdf> . Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.4. SPREP Standard Contract Terms and Conditions are non-negotiable

## 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
  - i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
  - ii. Provide three referees relevant to this tender submission, including the most recent work completed;
  - iii. Provide examples of past related work outputs;

- iv. 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.*
  - v. Provide Financial Proposal which should outline the schedule of priced tasks in accordance with tasks outlined under the Terms of Reference's *Deliverables - Timeline* section; and
  - vi. 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 consultant satisfies the conditions stated above and in the Terms of Reference and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should be submitted in English and outline the interested consultant's complete proposal:
- a) **SPREP Tender Application form and conflict of interest form.** (*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered*).  
*Provide examples of past related work outputs*  
*For the Technical and Financial proposals you may attach these separately.*
  - b) **Honour form**
  - c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
  - d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
  - e) **Financial Proposal** – provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
- 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 [procurement@sprep.org](mailto:procurement@sprep.org) before 13 September 2023. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 15 September 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 consultant on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tender satisfies the following criteria:
- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

**I. Technical Score – 90%**

<b>Criteria</b>	<b>Detail</b>	<b>Weighting</b>
<b>Qualification</b>	<ul style="list-style-type: none"> <li>A qualification from a recognised tertiary institution in a field related to environmental and or natural resource management preferably around waste management and plastic pollution;</li> </ul>	10%
<b>Experience</b>	<ul style="list-style-type: none"> <li>Minimum 5 years' experience in doing research, inventories, mapping exercises and conducting quantitative and qualitative assessments and economic analysis.</li> <li>Demonstrated experience of having successfully worked with government, non-government stakeholders (academic and research institutions) and communities in the Pacific Region.</li> <li>Experience in facilitating virtual stakeholder sessions.</li> <li>Ability to deliver within the timeframe.</li> <li>Demonstrated strong project management skills.</li> </ul>	30%
<b>Language Requirements</b>	<ul style="list-style-type: none"> <li>Fluency in English (oral and written) is a requirement, along with sound written and presentation skills.</li> </ul>	10%
<b>Methodology</b>	<ul style="list-style-type: none"> <li>Proposed project methodology noting schedule, activities, concurrent or sequential development, engagement with country representatives, etc.</li> <li>Methodology should include where relevant, appropriate methods and strategies, gender sensitive and human rights-based approach to community and stakeholders' engagement and consultation in the Pacific.</li> </ul>	40%

**II. Financial Score – 10%**

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

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

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

**7. Variation or Termination of the Request for Tender**

7.1 a. SPREP may amend, suspend or terminate the RFT process at any time.

- b. In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>).
- c. Tenderers are responsible to regularly check the SPREP website Tenders page for any updates and downloading the relevant RFT documentation and addendum for the RFT if it is interested in providing a Tender Response.
- d. If SPREP determines that none of the Tenders submitted represents value for money, that it is otherwise in the public interest or SPREP's interest to do so, SPREP may terminate this RFT process at any time. In such cases SPREP will cancel the tender, issue a cancellation notice and inform unsuccessful bidders accordingly.

## 8. Deadline

- 8.1. **The due date for submission of the tender is: 22 September 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 POLP – 2023/003: Consultancy – To Conduct Feasibility Study of Technologies to Process Plastics - Waste to Commodity.**

Mail: SPREP  
Attention: Procurement Officer  
PO Box 240  
Apia, SAMOA  
Email: [tenders@sprep.org](mailto:tenders@sprep.org) (MOST PREFERRED OPTION)  
Fax: 685 20231  
Person: Submit by hand in the tenders' box at SPREP reception,  
Vailima, Samoa.

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

### Feasibility Study of Technologies to Process Plastics - Waste to Commodity.

<b>Assignment Title</b>	As stated above.
<b>Project</b>	Pacific Ocean Litter Project
<b>Contract Type</b>	Individual Contractor or Consultancy Firm
<b>Contract Duration</b>	All activities are to be completed within 4 months from when the contract is signed.

#### 1) BACKGROUND

The Pacific Ocean Litter Project (POLP) (2019-2027) is funded by the Australian Government and implemented by the Secretariat of the Pacific Regional Environment Programme (SPREP) in collaboration with Pacific Island Countries (PICs). The POLP is working to reduce single-use plastic marine litter in the coastal environments of PICs. It has been developed in recognition of the threat marine litter poses to the environment, public health, and economic development of the Pacific region.

POLP reflects the regional objectives of Pacific Island Countries. Many PICs have implemented bans or levies to reduce single-use plastics. The 2017 Pacific Island Leaders Forum agreed to fast track the development of policies to ban the use of single-use plastic bags, and plastic and polystyrene packaging. The Leaders reaffirmed this commitment in 2018 by recognising the urgency of implementing the *Pacific Regional Action Plan: Marine Litter (2018-2025)*. The POLP also embeds, and directly contributes to the policy objectives of PICs as stated through the Pacific's *Cleaner Pacific 2025*.

The accelerating rate of plastic pollution is a major threat to the global environment including aquatic ecosystems. At the United Nations Environment Assembly (UNEA-5.2) in February 2022, “a historic resolution (5/14) was adopted to develop an international legally binding instrument on plastic pollution, including in the marine environment with the ambition to complete the negotiations by end of 2024”.

POLP’s long-term goal is Cleaner coastal environments for Pacific Island Countries. The end-of-project outcomes are:

1. Measures, policies, or practical strategies to reduce single-use plastic are developed and provided to pilot countries.
2. Local and visiting consumers (women, men, girls, and boys) are using less single-use plastics and more alternative products.
3. Target sectors, companies and businesses adopt plastic reduction measures.
4. Alternative products are identified for adoption.

POLP supports the phase out of single-use plastics from land-based sources in participating PICs (Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu). Specifically, single-use plastics targeted by the POLP include (but are not limited to) household litter and tourism waste such as PET bottles, plastic bags, polystyrene take-way containers and plastic straws.

POLP also supports behavioural change in the users, consumers, and producers of plastics, including through the introduction of alternative products. This emphasis on behavioural change is important to create an enduring legacy for positive impacts during the project's lifetime.

POLP is designed to support a scalable roll-out to multiple PICs. The project builds skills and capacity for PICs through the provision of technical support at regional and national levels and by the development of regionally appropriate plastic reduction initiatives.

## 2) CONSULTANCY AND ACTIVITY OBJECTIVES

Under this TOR, SPREP is seeking the services of a consultant or firm to produce a compendium of suitable technologies for micro-to-small social enterprise organisations to process plastic waste to commodity suitable for the Pacific.

The Activity will contribute to POLP outcome 1 (*Measures, policies, or practical strategies to reduce single-use plastic are developed and provided to pilot countries*) and provide the foundation to progress towards the following intermediate outcomes:

- 1.1 National and sectoral measures. Strategies and implementation plans for reducing single-use plastics are developed and shared across the region.
- 1.2 Pacific Island Country officials have knowledge about options for reduction of single-use plastics.

The study will review suitable technologies for Pacific Island Countries and the economic, environmental, social (including gender equality, disability, and social inclusion) and human health dimensions involved. This will require consideration of the entire product development process (including collection, sorting, infrastructure, etc.) as well as supply of raw materials and demand for commodities.

Pacific Island countries (Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu) are seeking support with technology assessments to inform social enterprise modelling and ultimately support communities in reducing their plastic impact and creating value from plastic waste. To establish a sustainable value-adding 'waste-to-commodity' social-business, technologies, machinery, training, and support are required.

It must be noted that the engagement and empowerment of women, girls and youth is a key principle for the POLP in relation to gender equality, disability and social inclusion.

The study will determine the suitability of technologies for Pacific Island Countries and the results will guide policy and decision making relating to waste-to-commodity technologies, including their practicality in the Pacific.

### 3) SCOPE OF WORKS

The consultant is required to undertake the tasks outlined in Table 1 below. They will also be required to have an inception meeting with SPREP POLP Project Management Unit (PMU) to agree upon the final scope of works, methodology and workplan.

**Table 1 - Required Tasks**

<b>1</b>	<p><b>Produce a report</b> containing the following information:</p> <ul style="list-style-type: none"> <li><b>a. Identify suitable technologies</b> to process plastic waste to commodity which could be operationalised by micro-to-small social enterprise organisations in a Pacific Island country context.</li> <li><b>b. Review and analyse (model) the suitability of technologies</b> in the context of participating POLP PICs, including (but not limited) to:             <ul style="list-style-type: none"> <li>I. Technological considerations (operation, scale, maintenance, infrastructure, production technique and training, etc.)</li> <li>II. Supply and viable volume thresholds of (plastic waste) raw materials (including collection, sorting and storing)</li> <li>III. Demand for the produced commodity and access to markets (which could be regional and/or international)</li> <li>IV. Sustainability considerations (financial and environmental)</li> </ul> </li> <li><b>c. Consult key stakeholders and develop case studies</b> for Pacific Island Countries (Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu) which consider the full product development process, proposed and recommended activities and country contexts relating to waste generation, collection and processing.</li> </ul> <p>Review and analysis will be a desktop exercise. The consultant is expected to engage virtually with relevant stakeholders, such as government officials, suppliers and producers of suitable technologies, NGOs and community groups, and document meetings.</p>
----------	--



<b>2</b>	<b>Present the consultancy findings</b> to SPREP (POLP PMU) and stakeholders virtually for feedback, revision, and finalisation as appropriate, and then present the final report at a regional meeting to be convened by the tenderer in 2024.
----------	---

#### 4) PROJECT SCHEDULE AND DELIVERABLES

Expected project activities are detailed in Table 2 below. The tender response should detail how and when these steps will be delivered by submitting a Technical Proposal.

Table 2 - Project Schedule

Activity	Description	Timeline
<b>1</b>	<b>Inception meeting</b> between the POLP Project Management Unit and the successful consultant/firm detailing the proposed methodology and workplan for the Consultancy. <b>Approval of workplan and methodology.</b>	No later than one (1) week from date of Contract execution
<b>2</b>	<b>Review, Consultations and Feasibility Study</b> addressing the TOR Scope of Works (Section 3)	No later than twelve (12) weeks from the date of approved Workplan.
<b>3</b>	<b>Draft Report</b> to SPREP and its stakeholders.	No later than thirteen (13) weeks from the date of approved Workplan.
<b>4</b>	<b>Presentation of findings</b> to SPREP and its stakeholders.	No later than thirteen (13) weeks from the date of approved Workplan.
<b>5</b>	<b>Submission of Final Report.</b>	No later than two (2) weeks from receiving final feedback from SPREP and relevant stakeholders.

#### 5) EVALUATION CRITERIA

The successful consultant shall satisfy the following criteria:

<b>Qualification</b>	<ul style="list-style-type: none"> <li>A qualification from a recognised tertiary institution in a field related to environmental and or natural resource management preferably around waste management and plastic pollution;</li> </ul>
----------------------	---

<b>Experience</b>	<ul style="list-style-type: none"> <li>• A minimum 5 years' experience in doing research, inventories, mapping exercises and conducting quantitative and qualitative assessments and economic analysis.</li> <li>• Demonstrated experience of having successfully worked with government, non-government stakeholders (academic and research institutions) and communities in the Pacific Region.</li> <li>• Experience in facilitating virtual stakeholder sessions.</li> <li>• Ability to deliver within the timeframe.</li> </ul>
<b>Language Requirements</b>	<ul style="list-style-type: none"> <li>• Fluency in English (oral and written) is a requirement, along with sound written and presentation skills.</li> </ul>
<b>Proposed Methodology</b>	<ul style="list-style-type: none"> <li>• Submitted proposed methodology to include noting schedule, activities, concurrent or sequential development, engagement with country representatives, etc.</li> <li>• Methodology should include where relevant, appropriate methods and strategies, gender sensitive and human rights-based approach to community and stakeholders' engagement and consultation in the Pacific.</li> </ul>
<b>Financial Proposal</b>	<ul style="list-style-type: none"> <li>• Detailed budget according to workplan activities.</li> </ul>

## 6) BUDGET

The Financial Proposal is to be priced based on a work plan on where, when, and how the technical assistance will be conducted. As the work is a desktop exercise, the proposal should be for the fees component only.

Submissions must include an annotated budget listing for each task.

Proposals above USD 40,000 will only be considered if there is a clear justification provided as to why costs above this limit are necessary.

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

## 7) REPORTING

The consultant will report to the POLP PMU Manager and Project Coordination Officer.