

REQUEST FOR TENDERS

RFT: POLP_2023/005
File: AP_16/9/4
Date: 5 September, 2023
To: Interested consultants
From: POLP - Senior Project Officer

Subject: Request for tenders (RFT): To Develop, Supply and Deliver Promotional Materials for the Greening of the 2023 Pacific Games in Solomon Islands.

1. Background

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

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to **Develop, Supply and Deliver Promotional Materials for the Greening of the 2023 Pacific Games in Solomon Islands.**
- 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. Complete the **tender application form** provided (*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered*).
Provide examples of past related work outputs
For the Technical and Financial proposals you may attach these separately.
 - iv. 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 before 25 September 2023. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 27 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 – 80%

Criteria	Detail	Weighting
Experience	Extensive experience and demonstrated record of achievement in developing high standard services, high quality products and mass-producing merchandise and promotional materials. Must include at least three (3) examples of previous work demonstrating the above.	50%

Technical Proposal / Methodology	Submission of a detailed technical proposal based on the scope of work required	30%
---	---	-----

II. Financial Score – 20%

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

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

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

7. Variation or Termination of the Request for Tender

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

8. Deadline

- 8.1. **The due date for submission of the tender is: 06 October 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 2023/005: To Develop, Supply and Deliver Promotional Materials for the Greening of the 2023 Pacific Games in Solomon Islands.**

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,



Sustainable, transformative and resilient for a Blue Pacific

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, SUPPLY AND DELIVER PROMOTIONAL MATERIALS FOR THE GREENING OF THE 2023 PACIFIC GAMES IN SOLOMON ISLANDS

1.0 Background

The Solomon Islands will host the 17th edition of the Pacific Games, the region's premier multi-sporting event and biggest event of any type, in Honiara during 19th November – 2nd December 2023.

As part of a suite of initiatives undertaken by the Solomon Islands Government to host the Games, it launched on 3rd March the 'Safe and Green Games Strategy'. The framework is overseen by the Government Services Integration Committee (GSIC). It has been developed to coordinate activities and tasks to be carried out by a range of stakeholders, to support the successful hosting of the Games and achieve 'a safe and beautiful Honiara for the games and beyond'.

During the recent missions by various SPREP Programmes in the Solomon Islands, the Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM) and the Pacific Games Organising Committee (PGOC) were engaged. Based on advice from MECDM and PGOC, the following guidelines are emphasised in relation to SPREP support toward 'Greening of the Games':

- From SPREP, support will be coordinated by WMPC through the work of POLP and included in the CTSPF with the Pacific Climate Change Centre as assistant lead in Solomon Islands
- The support will be channelled through the MECDM, as the National Focal Point.

1.1 The Pacific Ocean Litter Project

The Pacific Ocean Litter Project (POLP) is an Australian funded initiative to reduce single-use plastic marine litter in the coastal environments of Pacific Island Countries (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 supports the phase out of specific types of single-use plastics from land-based sources, including household litter and tourism waste (e.g., PET bottles, plastic bags, polystyrene take-way containers, straws). It also supports behaviour change in the users, consumers and producers of plastics and the introduction of alternative products. The project is being implemented through a combination of region-wide and country-specific activities.

Aligning to the Government's commitment to have a plastic-free Pacific Games 2023 as set out in the Safe and Green Games Strategy 2022 and in the National Waste Management & Pollution Control Strategy 2017-2026. The POLP project is implementing a single-use plastic regulation and greening of the Games activities, in particular:

- a) Supply of reusable aluminium water bottles with appropriate insignia
- b) Campaign and enforcement of no bottled water outside the game's venues (the Pacific Games Organising Committee will be enforcing all single-use plastic-free related activities inside the games venues)
- c) Installation of refillable water fountain outside game's venues

2.0 Purpose of the tender

- 2.1 SPREP (Pacific Ocean Litter Project) is seeking the services of a supplier to develop, and mass produce single-use plastic-free alternatives to effect change and increase project visibility and awareness.

3.0 Scope of Duties of the Work

- 3.1 The Secretariat of the Pacific Regional Environment Programme operate on environmental principles, for our communications products and services these are the “Blue Wave Principles”. This requires all products to have very little negative environment impact possible. This must be noted when undertaking this task.
- 3.2 The principles supplier will be required to undertake the following duties:
- a. Supply and customise promotional materials listed below with approved customised print. This consists of several logos and text.
 - i. 3,000 x 750ml Stainless steel/aluminium water bottles
 - ii. 5,000 x cotton tote bags large enough to fit A4 documents, with handles of a reasonable size for comfortable carrying.
 - b. The promotional materials need to comply with the POLP branding and visibility guidelines. All artwork developed need to be approved by the POLP team before production.
 - c. Ensure these promotional materials are delivered to MECDM Headquarters located at Honiara, Solomon Islands

The goods are to be delivered by the supplier to the following address and received by MECDM within 30 days from when the contract is signed.

Debra Kereseke
Ministry of Environment Climate Change Disaster Management and Meteorology
Outback Building
Rove, Honiara
Solomon Islands
Ph: +677 26036

4.0 Duration

- 4.1 Final outputs/deliverables are to be completed and submitted within 30 days from the day a contract is signed.
- 4.2 Starting date for production will begin when the contract is signed by the supplier.
- 4.3 Any alteration to the contract regarding the duration will be discussed between SPREP and the supplier prior to any such extension being granted.

5.0 Information for applicants

- 5.1 SPREP will provide technical support and guidance to the supplier as and when required.
- 5.2 The successful supplier will be guided by SPREP on the customisation of the promotional materials. All these sessions will be virtual.