

REQUEST FOR TENDERS

RFT: PWP-141-CON
File: AP_6/5/8/4
Date: 14 March, 2023
To: Interested consultants
From: PacWastePlus Finance and Procurement Officer

Subject: Request for tenders (RFT): Revision of Papua New Guinea's Healthcare waste management policy & development of guidelines for healthcare waste management

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 consultants who can offer their services to revise the September 2017 draft healthcare waste management policy for Papua New Guinea and the development of guidelines for healthcare waste management.
- 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://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:
 - 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 pwp.procurement@sprep.org before 31 March 2023. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 05 April 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	Demonstrated experience in the development of national healthcare waste management strategies in the Pacific region (PNG experience will be an advantage)	25%
	Demonstrate an understanding of healthcare waste treatment processes and systems.	15%

	Demonstrated experience in national and local monitoring and evaluation processes that include strengthened reporting, monitoring, and evaluation mechanism of a healthcare waste management system.	15%
Methodology	Proposed project methodology noting schedule, activities, concurrent or sequential development, engagement with country representatives, etc.	25%

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: 12 April 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 '**PWP-141-CON: Revision of Papua New Guinea's Healthcare waste management policy & development of guidelines for healthcare waste management**'

Mail: SPREP
 Attention: Procurement Officer
 PO Box 240



Sustainable, transformative and resilient for a Blue Pacific

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

Revision of the draft Healthcare Waste Management Policy for Papua New Guinea (PNG) dated September 2017 and Development of Guidelines for Health-Care Waste Management.

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).

The programme has set aside funding to invest in projects that support positive waste management and environment outcomes for businesses, community groups and social enterprises.

2. INTRODUCTION TO PROJECT

A Key Result Area (KRA) of the PacWastePlus Programme is to address Healthcare Waste Management (HCWM) issues. PNG has chosen this area as the area of greatest need for PacWastePlus investment.

The environmentally sound management of wastes will rely on a roadmap to guide the government and relevant stakeholders in delivering desired outcomes, by way of an endorsed national policy and implementation of its guidelines.

The vision for the Healthcare Waste Management Policy and Guidelines for Health-Care Waste Management in PNG is an integrated and sustainable health care waste management system developed to ensure that all wastes generated within the health sector are managed without adverse effects on human health and environment. This policy and guidance shall be consistent with the National Government Plan Vision 2050 strategies on effective waste management in all healthcare facilities located in PNG and the National Health Plan 2021 – 2023.

Note that information contained in the existing draft Healthcare Waste Management Policy for Papua New Guinea (PNG) dated September 2017 and the Guidelines for Health-Care Waste Management is outdated. Therefore, there is a need to conduct a field assessment of several healthcare facilities in PNG to ground truth data in the current draft documents and update the information as needed.

3. EXPECTED OUTCOME

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

- Conduct a field assessment of several healthcare facilities in PNG to ground truth data in the current draft documents and update the information as needed.
- Revised Healthcare Waste Management Policy for PNG.
- Developed Guidelines for Health-Care Waste Management for PNG consistent with the Healthcare Waste Management Policy.

4. SCOPE OF WORK

The activity is expected to be developed under several stages, as described in the following table.

Phase	Description	Documents SPREP will provide	Consultant Output
Inception	<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>The Inception Meeting minutes shall:</p> <ul style="list-style-type: none"> - Confirm activities agreed upon - Confirm scope to be developed as agreed by meeting participants prior to commencement of any activities. <p>The Contractor shall create 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 a</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. • Description and timing of the field assessment of several healthcare facilities in PNG to ground truth 	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 its 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>
Revision of the draft Healthcare Waste Management Policy for PNG	Develop a Healthcare Waste Management Policy for PNG that is not inconsistent with the National Government Plan Vision 2050 strategies on effective waste management in all healthcare facilities located in PNG, and the National Health Plan 2021 - 2023 for PNG.	Draft Healthcare Waste Management Policy (September 2017) for PNG	<p>Draft Healthcare Waste Management Policy for PNG</p> <p>The structure of the document shall be like the Draft Healthcare Waste</p>

		<p>Guidelines for Healthcare Waste Management in PNG (draft)</p> <p>Preparation of National Health-Care Waste Management Plans in Sub-Saharan Countries - Guidance Manual, Secretariat of the Basel Convention and World Health Organization</p>	<p>Management Policy (September 2017) for PNG.</p> <p>Healthcare Waste Management Policy for PNG</p> <p>The final Healthcare Waste Management Policy for PNG shall have incorporated all revisions and addressed all comments by reviewers and stakeholders.</p>
<p>Guidelines for Healthcare Waste Management for PNG consistent with the Healthcare Waste Management Policy</p>	<p>The Guidelines for Health-Care Waste Management for PNG shall include but not be limited to the following topics:</p> <ul style="list-style-type: none"> • Determination of the status of healthcare waste management in PNG using the PacWaste: Healthcare Waste Management Baseline Survey of April 2014, Guidelines for Healthcare Waste Management in PNG (draft) and other relevant documents. • Provision of appropriate and achievable goals with objectives to achieve the desired state as part of and consistent with the Healthcare Waste Management Policy • Developed strategy, i.e., plan/process, to achieve the desired state as part of and consistent with the Healthcare Waste Management Policy • Develop appropriate and achievable national and local monitoring and evaluation processes that evaluate whether the plan /process is achieving the goals for the healthcare waste management system as set out in achieve the desired state as part of and consistent with the Healthcare Waste Management Policy 	<p>Nil</p>	<p>Draft Guidelines for Health-Care Waste Management for PNG</p> <p>The structure of the document shall include:</p> <p>Section 1 Situational analysis of current healthcare waste management, to include the current organizational structures, in PNG</p> <p>Section 2 Rationale for this strategic plan to include the guiding vision,</p> <p>Section 3 Needed organization structures, and defined responsibilities of organizations and government ministries within the healthcare waste management system to meet the vision,</p> <p>Section 4 Required delivery and development of healthcare waste management services, to include delineation of any issues of importance in service's development,</p> <p>Section 5 Key human resource assets needing to be developed in the healthcare waste management system,</p>

		<p>Section 6 Availability and condition of infrastructure, to include equipment, in support of healthcare waste management delivery,</p> <p>Section 7 Other necessary support services such as healthcare waste information systems, transport management, financial planning, and partnership involvement to meet the vision,</p> <p>Section 8 Financing health care waste management approach including public, private and donor financing and needed capital investment, and</p> <p>Section 9 Implementation mechanisms, e.g., implementation responsibilities by organization, monitoring, and evaluation, etc.</p> <p>Guidelines for Health-Care Waste Management for PNG</p> <p>The final Healthcare Waste Management Policy for PNG shall have incorporated all revisions and addressed all comments by reviewers and stakeholders.</p>
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Institutional Arrangement

It is expected this activity will not require any travel. Introductions to representatives of PNG will be facilitated by the PacWastePlus team.

Contractor Responsibilities

The Contractor will be responsible for scheduling meetings with stakeholders, and SPREP, taking minutes, and distributing these for comment prior to finalizing.

5. SCHEDULE OF WORK

The activities are to be completed no later than **September 31, 2023**, with a preference for the activities to be completed much earlier.

Expected project activity is detailed below, it is expected that tenderers will detail how and when each of these steps will be delivered.

Activity/Deliverable	Timeline
Draft Work Plan	No later than two (2) weeks from date of Contract Execution
Final Work Plan	No later than two (2) weeks from date of receipt of final comments on draft Work Plan
Draft Healthcare Waste Management Policy for PNG	No later than ten (10) weeks from date of approved Work Plan
Healthcare Waste Management Policy for PNG	No later than two (2) weeks from date of receipt of final comments on Draft Healthcare Waste Management Policy for PNG
Draft Guidelines for Health-Care Waste Management for PNG	No later than two (2) weeks from date of approved Healthcare Waste Management Policy for PNG
Guidelines for Health-Care Waste Management for PNG	No later than two (2) weeks from date of receipt of final comments on Draft Guidelines for Health-Care Waste Management for PNG

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 \$50,000 USD requires strong justification on the proposal as to why it is 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. 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 https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf

The successful Consultant shall be fluent in English.