



REQUEST FOR TENDERS

RFT: PWP-196-CON
File: AP_6/5/8/4
Date: 29 January, 2023
To: Interested Suppliers
From: PacWastePlus Finance and Procurement Officer

Subject: Request for tenders (RFT): Supply & Delivery of Heavy Duty Industrial Solid Waste Shredder to Majuro, Republic of Marshall Islands

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 experienced and qualified suppliers capable to supply and deliver a heavy duty industrial solid waste shredder to Majuro, Republic of Marshall Islands.
- 2.2. The Terms of Reference (ToR) for this tender is 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 suppliers 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;

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- 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. Submissions must include a **TECHNICAL PROPOSAL** that includes a detailed work plan, methodology schedule of activities, and other items deemed necessary by the tenderer.
 - vi. Submissions must include a **FINANCIAL PROPOSAL** that has an annotated budget listing for each task as required of the scope of works
 - vii. 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.
 - 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.

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- 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 08 February 2023. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 10 February 2023.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the 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 & Expertise | Demonstrated and relevant experience in providing quality equipment for the intended purpose that can be delivered within the timeframe proposed | 10% |
| | Demonstrated experience (evidence to be provided) in arranging and managing shipping: including insurances, documentation, customs, and other clearance documentation; to ensure delivery to quoted timeframes. | 10% |
| Equipment Specifications | Details of proposed equipment, noting functionality, how it meets the criteria, ease of maintenance, and will meet the desired purpose | 40% |
| Design and Methodology | Proposed project methodology noting schedule, equipment supply, timeframe, shipping, etc. | 20% |

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

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- 8.1. **The due date for submission of the tender is: 17 February 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-196-CON: **Supply & Delivery of a Heavy Duty Industrial Solid Waste Shredder to Majuro, Republic of Marshall 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,
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

Supply & Delivery of a Heavy Duty Industrial Solid Waste Shredder to Majuro, Republic of Marshall Islands

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

The Republic of the Marshall Islands (RMI) forms an archipelago of coral atolls located in the Micronesia region of the South Pacific. It's 113km² of land is made up of 34 atolls and low coral islands, inside an oceanic area of 1.2 million km². The capital of RMI is Majuro, home to about 74% of the 53,158 population.

The Majuro Atoll Waste Company (MAWC), a partnership between the national government and the Majuro Atoll Local Government, is responsible for solid waste collection, landfill management, and recycling in Majuro. MAWC provides weekly collection services to households on Majuro.

As with much of the Pacific (and indeed globally), changed consumption patterns over the decades away from traditional practices to a disposable society without ability to manage waste in a sustainable way has now resulted in solid waste generation exceeding the RMI capacity to manage it effectively. Without viable alternatives, the RMI have relied primarily on disposal of waste to dumps – in particular the main dumpsite at Jable–Batkan in Majuro. This dumpsite has long exceeded its design capacity with waste now pushed up to 17m high against a seawall on the ocean side of the atoll (see photos).

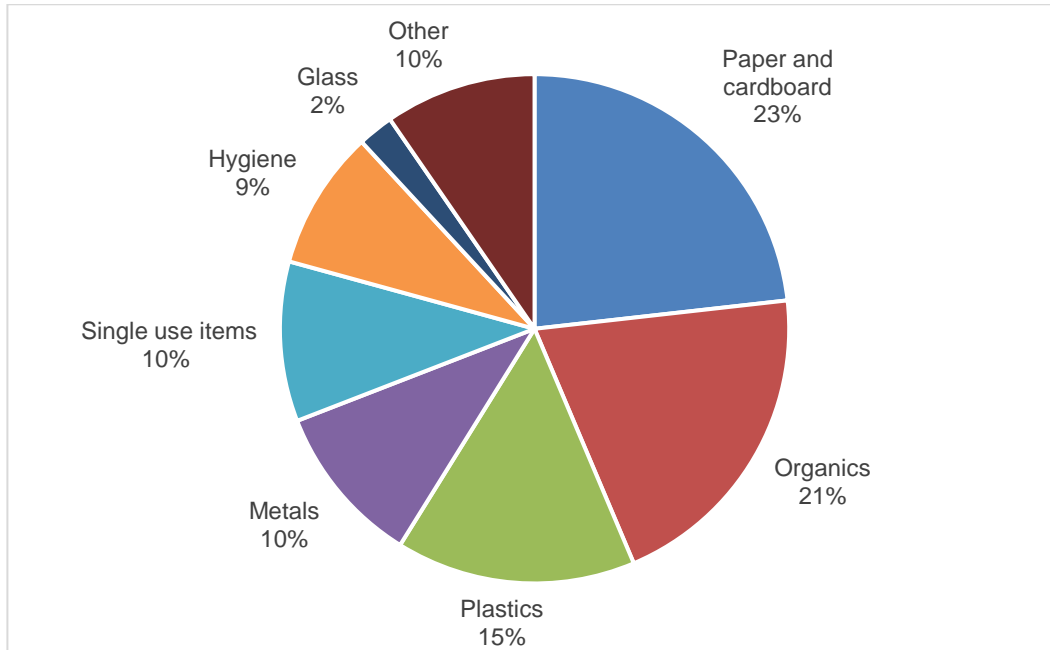
Figure 1: Jable–Batkan Dumpsite, Majuro





Results from the 2021 PacWastePlus Waste Audit, the composition of waste currently received at the Majuro landfill is as follows:

Figure 2: Composition of Solid Waste (by Weight) at Majuro Landfill, 2021



PacWastePlus Waste Audit 2021

3. EXPECTED OUTCOME

MAWC has requested PacWastePlus support to procure equipment to assist with the processing and diverting solid waste from landfill. Specifically, MAWC seeks equipment to **EITHER**:

- At a minimum, process and shred the **paper/cardboard** currently disposed at landfill (volume received = 8 tonne/week) to enable it's diversion to a compost facility, and/or moulding operation for reprocessing into firebricks or other product,

OR

- If funds allow, in addition to the 8 tonne/week of paper/cardboard, process and shred **other problematic waste items** (such as end-of-life tyres and hard plastics) to also enable size reduction for export/recycling and/or other in-country repurposing.

This TOR seeks to receive **TWO quotes** – one quote each for the above specified outcomes. *Note: PacWastePlus will procure **only one item**.*

The activities and outcomes sought from the equipment is as follows:

- Shred approximately 8 tonne/week of clean paper/cardboard (minimum)
- Shred approximately 5 tonne/week of clean hard plastics (optional)
- Shred approximately 70 car tyres/week (optional)
- Fit with existing power capacity and supply at the MAWC facility (which will be extended to a purpose built shed). Details of power supply are provided in Attachment 1.

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- Manufactured by a company with a proven quality standard

Additional services include (include in quotes):

- Provision of Operating Resources and (remote) training to operators in RMI
- Provision of 1-year warranty
- Provision of specialist PPE
- Provision of spare consumable parts for 2 years of operation

In the proposal, **for each equipment type**, please specify operating specifications and limitations, specialist PPE, training requirement, spare parts, operating costs / power supply, and additional recommended facilities to enable a comparison of options.

4. SCOPE OF WORK

PacWastePlus seeks Tender submissions from reputable companies experienced in the supply and delivery of specified equipment.

Table 1: Scope of Work

| Phase | Description | Documentation SPREP will provide | Supplier Output |
|--|---|--------------------------------------|---|
| Inception | <p>Lead an inception meeting with the PacWastePlus and MAWC teams to discuss the delivery of the equipment, addressing all issues likely to cause delays (risk management), and ensure a common understanding.</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.</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 identification of spare parts, PPE, timing of delivery, etc General description of the methods which the Contractor proposes to adopt for executing the contract, including meeting construction quality standards 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. The Draft Work/Service Plan will be presented and discussed at this meeting.</p> <p>Draft Work Plan</p> <p>Draft Work/Service Plan highlighting how services will be delivered under this contract submitted to SPREP for consideration and comment.</p> <p>Final Work Plan</p> <p>Final Work/Service Plan incorporating revisions and addressing all comments by reviewers on the Draft Work/Service Plan</p> |
| Development of Operating Resources for Safe and Effective Operation of the Equipment: | <p>Develop Operating Resources for safe and effective operation of the chosen equipment:</p> <ul style="list-style-type: none"> Maintenance Programme to enable maintenance of equipment, and Health and Safety Plan to specify safe operation the chosen equipment and use of PPE. | Design work of Maintenance Programme | <p>Draft Operating Resources</p> <p>Draft Maintenance Programme and Health and Safety Plan highlighting for safe and effective operation of the equipment</p> <p>Final Resources</p> |

| Phase | Description | Documentation SPREP will provide | Supplier Output |
|---|---|--|---|
| Maintenance Programme and Health and Safety Plan | <p>The Maintenance Programme is to specify required parts, tools, equipment, and materials to enable maintenance for 2 years. All spare parts, and specialist tools to be identified and provided with the chosen equipment and included in quote.</p> <p>Maintenance Programme to specify the daily, weekly, and monthly activities and use of the supplied parts and tools.</p> <p>Health and Safety Plan to specify required PPE for safe operation of the equipment. All PPE to be identified and specialist PPE to be provided with the chosen equipment and included in quote.</p> <p>Maintenance Programme and Health and Safety Plan is to be presented to MAWC director, operators, and maintenance team upon chosen equipment arrival into Majuro (Output 4).</p> | | <p>Final Maintenance Programme and Health and Safety Plan incorporating revisions and addressing all comments by reviewers.</p> |
| Delivery chosen equipment and Spare Consumable Parts and Specialist PPE for 2 years of Operation | <p>Arrange for delivery of chosen equipment, spare consumable parts, and specialist PPE to the Majuro Atoll Waste Company:</p> <p><i>Address: 38HM+QR7, Rairikku, Delap-Uliga-Djarrit, Majuro, Marshall Islands</i></p> <p>Include in quote all expenses to reach this destination including insurance, stevedorage, packing, loading, freight cost, land transport, customs and other clearance documentation etc.</p> <p>MAWC will formally receive the equipment and parts/PPE upon arrival at their yard and after inspection for quality.</p> | | <p>Delivery of equipment, spare consumable parts, and specialist tools and PPE to the Majuro Atoll Waste Company</p> <p>Delivery of equipment, spare consumable parts, and specialist tools and PPE to the Majuro Atoll Waste Company</p> <p>MAWC will formally receive the equipment and parts/PPE upon arrival at their yard and after inspection for quality.</p> |
| Training – Equipment Operation and Maintenance | <p>Develop and deliver training on safe and effective operation of chosen equipment. Training to include:</p> <ul style="list-style-type: none"> - Equipment operation - Health and Safety, including use of the PPE | <p>SPREP will provide formatting of presentation materials</p> | <p>Draft Presentation</p> <p>Draft Presentation on safe and effective operation of equipment</p> |

| Phase | Description | Documentation SPREP will provide | Supplier Output |
|-----------------|---|-------------------------------------|--|
| | <ul style="list-style-type: none"> - Maintenance Plan, including replacement of consumable parts and use of specialist tools | | <p>Final PowerPoint Presentation Final presentation addressing SPREPs comments on draft</p> <p>Delivery of Presentation to MAWC Operators and other Stakeholders Minutes of the workshop / meeting</p> |
| Warranty | Provide a 1-year warranty of equipment. If equipment experiences significant corrosion or damage that was unable to be prevented through the agreed maintenance programme full replacement is expected. | | <p>1-Year Warranty</p> <p>Provide a 1-year full replacement warranty of equipment</p> |

Service Provider Responsibilities

The service provider 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

Activities to be completed no later than 30 September 2023, with a desire for activities to be completed before this timeline. Discussions on the final timeline will be had with successful supplier.

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 |
|--|--|
| Inception meeting Draft Work/Service Plan | No later than 2 weeks after contract execution |
| Final Work/Service Plan | No later than 3 weeks after contract execution |
| Operating Resources for Safe and Effective Operation of the Chosen Equipment | No later than 5 weeks after contract execution |
| Delivery of Equipment and Parts/PPE to MAWC | TBD |
| Delivery of training to MAWC Operators | TBD |

6. BUDGET

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

the following:

- Equipment purchase (*not limited to*)
 - Chosen equipment
 - Required specialist tools
 - Spare parts
 - PPE required
- All delivery costs (*not limited to*)
 - insurance
 - custom clearance requirements
- All applicable taxes

Submissions must include an annotated budget listing for each task.

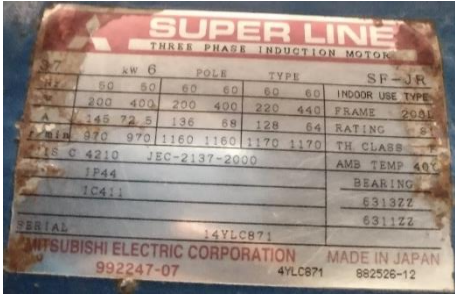
SPREP reserves the right to withdraw this tender at any time, reserves the right to accept or reject any or all bids and to waive any formal defects or irregularities in the bids, when deemed to be in the interest of SPREP.

7. Other Information

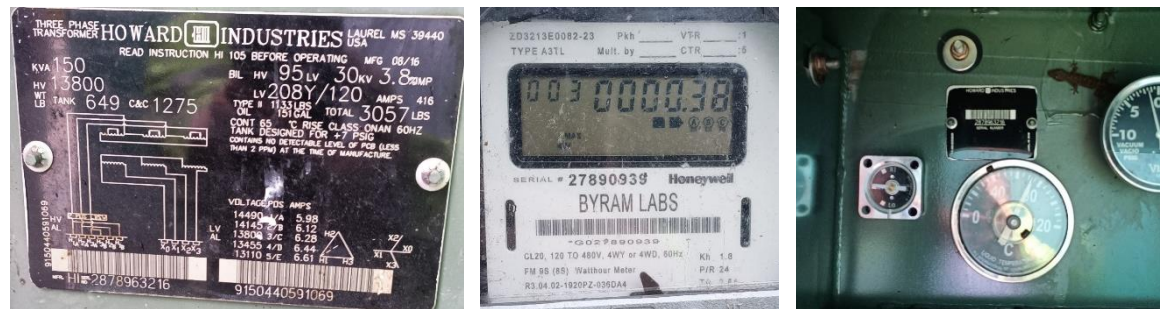
The successful consultant will be provided with any relevant project documentation.

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. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud prevention & Whistleblower Protection and Gender and Social Inclusion

Attachment 1: Site Power Details

| | |
|-----------------------------------|--|
| Model of transformer | Model 9S; 200:5 CT |
| Size of transformer | 150kVA; three phase 208V/120V 60Hz |
| Connections to transformer | <p>MAWC only connection</p> <p>MAWC power use for one main plant, a can compressor with following specifications:</p>  |
| Other notes: | <p>Multiplier of 40 is applied to the billing. The CTs are connected to the low voltage spades so any additional power connection will be able to use the same meter.</p> <p>ANY and ALL motors must be 208 volts three phase 60Hz or 120 volts single phase 60Hz. Nothing can be 50Hz</p> |

Photos:



Remuneration

- This is a delivery-based consultancy position, and the professional time allocation and annual payment of work is set and is not subject to negotiation.
- The Project officer will be paid USD 32,100 per annum
- There will be an operational budget for agreed disbursements, including travel and per diem. Travel throughout the focal area will be required and will be paid for through the individual project's travel budget.
- Disbursements will be made monthly on receipt of activity report and approval from MoE.
- The consultant will be expected to provide and cover the costs of their own mobile phone, laptop/computer equipment and associated software and stationery as part of the contract agreement.