

## REQUEST FOR TENDERS

File: ADM 1/1/4  
Date: 27 March, 2019  
To: Interested suppliers  
From: Lawrence Warner, Property Services Officer

**Subject: Request for tenders: IT Server standby generator**

### 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. For more information, see: [www.sprep.org](http://www.sprep.org).

### 2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from authorized agents of diesel generators who can offer their services to supply a 3 Phase 25kva Generator for SPREP compound situated at Vailima, Apia Samoa
- 2.3. **Specification:**
  - I. 3 Phase 25kva diesel generator
  - II. 4 cylinder water cooled
  - III. 25Kva minimum Prime Power
  - IV. 27Kva standby power
  - V. Base fuel tank with a minimum of 10 hours running time at 75% load on a single tank
  - VI. Control board with the necessary engine protections
  - VII. Auto start functionality
  - VIII. Insulated enclosed canopy
  - IX. Fork pockets & center lift
  - X. Low bystander noise
  - XI. Warranty period and specifications
  - XII. Provide maintenance/servicing quote inclusive of all required parts and labor.

### 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions: list any conditions,
  - I. Have a current valid business license
  - II. Must be an authorized agent
  - III. Must 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 or your*

*Technical Proposal. Failure to do this will mean your application will **not** be considered*

#### **4. Submission guidelines**

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria. Describe any additional minimum content and format requirements.
- 4.2. Tender documentation should outline the interested supplier's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
  - I. Financial proposal must include the breakdown of work.
    - a. Cost including freight to Apia, Samoa only.
    - b. Import duty payable by SPREP
  - II. Delivery time frame
  - III. Three (3) references
- 4.3. Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

#### **5. Tender Clarification**

- 5.1. Any clarification questions from applicants must be submitted by email to Maraea Pogi on [maraeap@sprep.org](mailto:maraeap@sprep.org) and copy [lawrencew@sprep.org](mailto:lawrencew@sprep.org) before 18<sup>th</sup> March 2019. A summary of all questions received with an associated response will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 19<sup>th</sup> March 2019.

#### **6. Evaluation criteria**

SPREP will select a preferred supplier 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 tenderer satisfies the following criteria:

- 6.1 Demonstrate generator meets the minimum specifications as per the statement of requirement (30%)
- 6.2 Demonstrate generators reliability in conditions typical of the climate in Samoa (20%)
- 6.3 Demonstrate generator meets relevant noise and emission regulations (15%)
- 6.4 Demonstrate the availability of authorized spare parts (15%)
- 6.5 Financial proposal (20%) – must include the breakdown of work – including freight to Apia, Samoa.

#### **7. Deadline**

- 7.1. **The due date for submission of the tender is: 10 April 2019 (midnight, local Apia, Samoa time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked 'TENDER: "SPREP standby generator" one of the following methods:

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

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

**For any complaints regarding the Secretariat's tenders please refer to the  
Complaints section on the SPREP website**  
<http://www.sprep.org/accountability/complaints>