



## REQUEST FOR TENDERS

RFT: PWP-146-CON

File: AP\_6/5/8/4

Date: 29 January, 2024

To: Interested consultants

From: PacWastePlus Finance and Procurement Officer

**Subject: Request for tenders (RFT): Manufacture signs (various sizes & designs) for installation on recycling depots in Cook islands and Tuvalu**

### 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 contractors who can offer their services to manufacture 171 signs of various sizes and designs for installation on recycling depots in Cook Islands and Tuvalu.
- 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 contractors must meet the following conditions:
  - i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;



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- 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 contractor 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.



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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](mailto:pwp.procurement@sprep.org) before 26 February 2024. 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 28 February 2024.
- 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
<b>Experience &amp; Expertise</b>	Demonstrated experience manufacturing outdoor signs at specified sizes and materials	20%



	Demonstrated experience manufacturing quality signs to meet required quality standards (as per technical specifications) to be used in challenging climatic environments	20%
	Demonstrated experience in arranging and managing safe and damage free delivery of quality signs to Auckland, NZ	5%
<b>Design and Methodology</b>	Provide detailed methodology and process management for the design, manufacture, delivery, and warranty of signs	35%

## 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: 04 March 2024, 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-146-CON: **Manufacture signs (various sizes and designs) for installation on recycling depots in Cook Islands and Tuvalu**

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

### Manufacture 171 Signs (Various Sizes and Designs)

#### for installation on Recycling Depots in Outer Islands of Tuvalu and the Cook 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**).

#### 2. INTRODUCTION TO PROJECT

PacWaste Plus has been working with the Tuvalu and Cook Islands governments to establish small recycling "depots" in 19 remote outer islands communities to provide for recyclable items to be safely collected and transported back to the capitals for consolidation and onwards for recycling. The recycling depots will be manufactured from 10-foot sea containers. Two of the depots will be towable in compliance with road regulations.

#### 3. EXPECTED OUTCOMES

This tender is seeking to engage a suitable company to manufacture the required signage to be installed on the new recycling depots.

The signage is to be of suitable quality to withstand the challenging climate conditions of the outer islands including annual humidity above 90%, annual temperatures between 27°C to 31°C, high exposure to salt spray (many islands are low-lying narrow coral atolls) and be in a cyclone prone region.

Please note the signs will be shipped to either Tuvalu or Cook Islands. The design difference between the various signs is related to the need for local language translations for included text.

##### Quantity

171 signs are required, with 3 different sizes and 18 designs. The signs must be printed with 4 colours, exact artwork is not yet determined (will be supplied by SPREP at the inception meeting):

- 38 (1150mm W x 2250mm H) to be used both outside and inside – 4 designs
- 19 (2000mm W x 1000mm H) to be installed outside – 2 designs
- 114 (300mm W x 500mm H) to be installed inside – 12 designs

##### Technical Specifications

Following technical specifications are the minimum standard expected:

- Print Material



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- Weatherproof exterior grade aluminium
- Anti-corrosive coating to be applied for additional protection
- Climate Protection
  - Waterproofing sealant/coating to be applied on all signages
  - UV resistant – UV curable clear coating to be applied on all signages (coating quality at a minimum of 95% UV light blocking)
  - Fade resistant solvent UV ink
- Other
  - Each sign will require pre-drilled eyelet holes in each corner to enable easy securing to the inside / outside of the depots.
  - Supply 2 packages of 500 tech screws/bolts (of necessary quality and material to be anti-corrosive to the signs and the depots, with associated rubber washers – please detail the type of product to be supplied in your quotation.

Further details of the signs are provided in the following table.

Name	Size	Quantity	Quantity Per Design	Example
<b>38 x Inside Container Door</b>  Signs to be of quality appropriate for use indoors (when closed) and outdoor (when open)	1150mm W x 2250mm H	38 in total  4 designs	12 x Cook Islands – LEFT side 12 x Cook Islands - RIGHT side 7 x Tuvalu LEFT side 7 x Tuvalu RIGHT side	
<b>19 x Outdoor Sign</b>  To be drilled on outside of sea container	2000mm W x 1000mm H	19 in total  2 designs	12 x Cook Islands 7 x Tuvalu	
<b>114 x Indoor Signs</b>  To be drilled on inside of sea container	300mm W x 500mm H	114 in total  12 designs	12 x CI Aluminium 7 x TUV Aluminium 12 x CI Glass 7 x TUV Glass 12 x CI PET 7 x TUV PET 12 x CI Tin Cans	



7 x TUV Tin Cans
12 x CI Small E-waste
7 x TUV Small E-waste
12 x CI Car Battery
7 x TUV Car Battery

4. SCOPE OF WORK

PacWastePlus seeks Tender submissions from suitably qualified companies experienced in the manufacture of signs of quality suitable for use in the remote outer island communities of Tuvalu and the Cook Islands.

Specific outcomes are detailed in the following table.



## 5. SCOPE OF WORK

The expected delivery of this consultancy will be developed in stages and is described in the following table.

Table 1: Scope of Work

Phase	Description	Documentation SPREP will provide	Consultant Output
<b>Inception</b>	<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 will include a discussion to confirming details on how signs will meet the desired purpose and withstand challenging climate of Tuvalu and the Cook Islands.</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"> <li>Proposed time schedule and sequence of events that the Contractor shall use to meet the contract deliverables.</li> <li>General description of the methods which the Contractor proposes to adopt for executing the contract, including meeting quality standards</li> <li>Comprehensive risk plan to ensure effective delivery of services.</li> <li>Any further details and information as SPREP may reasonably require.</li> </ul>	Final artwork for the signs	<p><b>Inception meeting</b></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. The Draft Work Plan will be presented and discussed at this meeting.</p> <p><b>Draft Work Plan</b></p> <p>Draft Work Plan highlighting how services will be delivered under this contract submitted to SPREP for consideration and comment.</p> <p><b>Final Work Plan</b></p> <p>Final work plan incorporating revisions and addressing all comments by reviewers on the draft work plan</p>
<b>Manufacture</b>	Manufacture the 171 Signs (per specified sizes) in reputable facility.	Nil	<p><b>Manufacture Signs</b></p> <p>Manufacture signs in reputable facility meeting required quality standard. Certify</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<p>The tenderers are required to explain how their proposed product meets the quality standard required to withstand challenging climate of Tuvalu and the Cook Islands, including:</p> <ul style="list-style-type: none"> <li>• Print Material <ul style="list-style-type: none"> <li>- Weatherproof exterior grade aluminium</li> <li>- Anti-corrosive coating to be applied for additional protection</li> </ul> </li> <li>• Climate Protection <ul style="list-style-type: none"> <li>- Waterproofing sealant/coating to be applied on all signages</li> <li>- UV resistant – UV curable clear coating to be applied on all signages (coating quality at a minimum of 95% UV light blocking)</li> <li>- Fade resistant solvent UV ink</li> </ul> </li> </ul> <p>Undertake quality check of signs prior to shipping and supply photographic evidence to SPREP.</p>		<p>quality and provide photographic evidence to SPREP.</p>
<b>Delivery</b>	<p>Arrange for and manage the delivery of the signs to an address around the Port of Auckland (to be supplied).</p> <p>The signs for each country are to be packed and separated to allow easy identification for each country. The signs will travel from Auckland to Tuvalu and the Cook Islands in the 10-foot sea containers (that will be used for the recycling depots).</p> <p>Include in quote all expenses to reach the Auckland destination including insurance, packing, loading, freight, etc.</p>	<p>Address for shipping – around the Port of Auckland</p>	<p><b>Delivery of Signs to Auckland</b></p> <p>Deliver signs to an address around the Port of Auckland (address to be supplied).</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	The Tuvalu and the Cook Islands Departments of Waste Management will formally receive the signs upon arrival to each country and inspect for quality.		
<b>Warranty</b>	Provide a 12-month warranty of signs. If signs experience significant corrosion, fading, or other damage (outside ordinary wear and tear), replacement of the signs is expected, along with delivery to the Departments of Waste Management teams in Funafuti, Tuvalu, and Rarotonga, Cook Islands.	Nil	<b>12-month Warranty</b>  Provide a 12-month replacement warranty for signs if they experience significant corrosion, fading, or other damage (outside ordinary wear and tear).

### Consultant Responsibilities

The consultant will be responsible for scheduling meetings with stakeholders and SPREP, taking minutes, and distributing draft documents for comment prior to finalising.

## 6. PROPOSED SCHEDULE OF WORK

The activities are to be completed no later than April 2023.

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 Plan	No later than 2 weeks after contract execution
Final Work Plan	No later than 3 weeks after contract execution
Manufacture signs	TBD
Delivery signs	TBD

## 7. BUDGET

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

- Fixed cost contract
- Product materials
- Costs associated with delivery of signs
- All applicable taxes

Submissions must include an annotated budget listing for each item as per the table in Section 3.

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.

## 8. 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](https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf)