

REQUEST FOR TENDERS

RFT: 2023/065
File: AP_2/44
Date: 06 December 2023
To: Interested Service Providers
From: Loraini Sivo, Project Manager PEBACC+

Subject: Request for tenders (RFT): Mua Forestry Nursery Upgrading Works

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 Building and General Constructors who can offer their expertise and undertake an upgrading work to the plant nursery currently established at Mua Research Station in Taveuni, Fiji
- 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 as per the scope of work;
 - 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** – Breakdown cost for the services to render as per deliverables outlined in Annex A. The cost must be inclusive of all foreseen expenses.
- 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 18 December 2023. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 20 December 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 contractor 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 | Details | Weighting |
|------------|--|-----------|
| Experience | i. Be a legally registered service provided in the business of construction. | 10 |
| | ii. Holds a Trade Certificate or Diploma in General Building Construction | 10 |

| | | |
|--------------------------------------|--|----|
| | <ul style="list-style-type: none"> iii. More than 5 years of experience in building construction work or something similar to the work required iv. Proven track record in building construction works, preferably within Taveuni. Proven records of quality work in construction (Provide examples of work completed) v. Demonstrates good understanding of developing building plans. | 30 |
| | <ul style="list-style-type: none"> vi. Familiar with building OHS rules and regulation | 10 |
| Workplan (Technical Proposal) | <ul style="list-style-type: none"> vii. A detailed workplan / scope of works and proposed timeline as per deliverable listed in the TOR | 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

- 8.1. **The due date for submission of the tender is: 10 January 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: RFT 2023/065 - Mua Forestry Nursery Upgrading Works



Sustainable, transformative and resilient for a Blue Pacific

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA
Email: tenders@sprep.org (MOST PREFERRED OPTION)
Fax: 685 20231

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/award 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

Terms of Reference

Mua Forestry Nursery Upgrading Works

| | |
|---------------------|---|
| Duty Station | Taveuni, Fiji |
| Type of Assignment | Works |
| Level of Engagement | National |
| Languages Required: | English & Fijian |
| Expected Start Date | February 2024 |
| Contract Duration | 4 months |
| Supervisor: | PEBACC+ Fiji Project Manager & Coordinator |

Background

The Secretariat of the Pacific Regional Environment Programme (SPREP) is implementing the Pacific Ecosystem-based Adaptation to Climate Change Plus (PEBACC+) project. It is a sub-regional project designed to explore and promote the uptake of ecosystem-based management approaches in planning for climate change adaptation in the Pacific Island Region. The 4-year project is an initiative supported by Kiwa with funds from France, the European Union, Canada, New Zealand and Australia. It is implemented by SPREP in collaboration with the Governments of Fiji, Vanuatu and Solomon Islands, New Caledonia and Wallis and Futuna and in partnership with conservation and community development NGOs.

The project is expected to support the continuous implementation of activities carried forward from the former PEBACC in Taveuni. The project aims to address the current challenges of climate change adaptation through the implementation of nature-based solutions (NbS) in the Pacific and in so doing, PEBACC+ will strengthen the resilience of ecosystems, economies and people to the impacts of climate change, how human activities are impacting on ecosystems and ensuring that interventions are targeted at addressing the root causes while at the same time investing in restoration activities.

A number of Ecosystem based Adaptation (EbA) activities have been identified for implementation under Component 1, Activity 1.1.1 of the PEBACC+ project document in Taveuni. These activities include coastal rehabilitation, riparian zone replanting, degraded farmland area reforestation and blue line buffering and restoration. The need to meet the demand of seedlings required to cater for replanting, restoration and/or reforestation activities identified, the project will be supporting the upgrading of a plant nursery.

Objectives:

Specific to this consultancy work, the project is expected to upgrade the existing Forestry nursery in Mua, Taveuni. The nursery is to help allow the successful establishment of seedlings that will be transplanted to the various PEBACC+ project sites on Taveuni Island. It will also be used to raise and propagate seedlings, saplings, cuttings of native trees and other key plant species recommended by Ministry of Forestry for the project.

A qualified building service provider to upgrade the nursery is required for this activity and will be expected work closely with Ministry of Forestry, Northern Division.

Scope of the assignment:

The contracted service provider will be expected to conduct the following:

- Work with the Ministry of Forestry officers to identify structural features to consider for the upgrading work that will improve the nursery's existing structure.
- Develop a detailed structural plan for the nursery upgrading works.

- The structural plan must include any other structural features deemed important by the Forestry Technical Officer present on Mua. This must also include climate-proven features to ensure that it will not be easily affected by cyclones. This would also mean that the nursery can be easily fixed or maintained when hit by a cyclone.
- Provide a listing of materials for quotation to accommodate the upgrading as per approved final plan.
- Develop a detailed scope of work that will be conducted and timeline.
- Construct the needed works based on the approved plan ensuring that works conducted is within the timeline given.

Key Deliverables

The following key deliverables will be expected from the Service Provider:

- An approved detailed structural plan for upgrading of the existing nursery.
- A list of building materials for quotation as per approved plan in (a) above.
- A detailed scope of works and timeline
- Completed works as per approved building plan

Required Deliverables, Estimates Duration, Fee Percentage

| No. | Deliverables | Duration | Tentative Timeline | Fee (%) |
|-----|--|----------------|--------------------|-------------|
| 1 | Approved structural plan for the upgrading | 5 | February 2024 | 20% |
| 2 | List of building materials | 3 | February 2024 | 20% |
| 3 | Completion of 50% of building works | 15 | March 2024 | 20% |
| 4 | Completion of 80% building works | 10 | March 2024 | 20% |
| 5 | Completion of 100% building works | 5 | March 2024 | 18% |
| 6 | Attending to defects - retention deposit | 3 | June 2024 | 2% |
| | Total | 41 days | | 100% |

Information on Working Arrangements

- The work is based at Mua Research Station, Taveuni hence requires that the service provider must be accessible to the site.
- The nursery manager or an appointed representative from the Ministry of Forestry, Northern Division will regularly be on site to monitor and advise where needed to ensure that the facility is built accordingly and is able to serve its purpose.
- The materials needed for the work to be conducted will be purchased separately through the approved list of materials as per approved plan submitted.
- The Service Provider will be responsible for providing her/his own building equipment and additional staff needed. This will also include insurance coverage, transportation, and any other additional costs.
- Payments will be made upon submission of approved deliverables as per TOR.
- A 2% retention of the total contracted amount will be held for a period of 2 months as a security deposit to ensure that any defects arising after completion of work is fixed accordingly.

Travel

- There is no travel cost associated to this work from outside Taveuni

Competencies:

Technical:

- Demonstrated understanding of construction works and has conducted similar work around Taveuni, Fiji
- Proven records of quality work in construction
- Good understanding of developing building plans

Functional:

Communications

- Able to communicate effectively in writing to a varied and broad audience in a simple and concise manner.

Professionalism

- Capable of working in a high- pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;
- Excellent analytical and organisational skills;
- Exercises the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.

Teamwork

- Works well in a team;
- Projects a positive image and is ready to take on a wide range of tasks;
- Focuses on results for the client;
- Welcomes constructive feedback.

Required Qualification/Experience

Qualifications:

- Should be a legally registered service provider in the business of construction.
- Holds a Trade Certificate or Diploma in General Building Construction

Experience:

- More than 5 years of experience in building construction work
- Has some understanding of setting up plant nurseries or have attending to a similar building project
- Has an understanding of OHS building rules and regulation
- Has worked in a team setting environment.

Language Requirements:

- A good understanding of spoken English is essential and must also be able to write and speak well in Fijian

Documentation to be submitted:

- A detailed CV outlining qualifications and work achievements.
- Certificate of qualifications
- Certificate as a Licensed Operation
- Breakdown cost for the services to render as per deliverables in the table above. The cost must be inclusive of all foreseen expenses.
- A signed declaration on exclusion criteria and selection criteria – form will be provided