

REQUEST FOR TENDERS

RFT: PWP-255-CON
File: AP_6/5/8/4
Date: 12 December, 2023
To: Interested contractors
From: PacWastePlus Finance and Procurement Officer

Subject: Request for tenders (RFT): Niue Asbestos Pilot Project

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 contractors who can offer their services to remove and dispose of asbestos containing material (ACM) lagging from six (6) bitumen tanks and other stored ACM on islands.
- 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;
 - 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.

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 19 January 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 24 January 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
Experience & Expertise	Demonstrated 5 years or more of experience in conducting friable and non-friable (ACM) asbestos abatement activities in accordance with international best practices. Previous experience working in Pacific Island Countries and Territories or equivalent locations.	40%
	Demonstrated experience in delivery of local training and assessment (experience in training people from diverse language and cultural backgrounds and with low literacy skills is	10%

	desirable). Provision of certified training to A/NZ standard pre-ferrable.	
Methodology	Proposed project methodology noting schedule, activities, concurrent or sequential development, engagement with country representatives, etc.	30%

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: 31 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 'PWP-255-CON: **Niue Asbestos Pilot Project**'

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.



Sustainable, transformative and resilient for a Blue Pacific

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

PWP 255

Niue Asbestos Pilot Project [removal and disposal of ACM – asbestos lagging - from six (6) bitumen tanks and other stored ACM]

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 (PWP) 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).

Countries participating in the PacWastePlus programme are: Cook Islands, Democratic Republic of Timor-Leste, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu.

2. INTRODUCTION TO PROJECT

PacWastePlus is investing in projects that support positive waste management and environment outcomes for businesses, community groups and social enterprises. As such, PacWastePlus is assisting member countries to implement legislation that enables best practice in waste management.

This work was previously advertised and tendered, materials were purchased and an Asbestos Removal Control Plan (ARCP) was drafted. These materials as well as the ARCP are available for use.

Work undertaken under the Pac Waste's Niue Pilot Scale Project confirmed asbestos containing material (ACM) remains on Niue. There were two locations where the presence of ACM is of concern to the Government of Niue.

Those areas are:

- Asbestos lagging on six (6) bitumen tanks located at the Old Quarry Pit (Kaimiti) and at the Huihui Temporary Recycling Center (see attachments).
- ACM stored in bags located at the Huihui Temporary Recycling Center and at the Niue warehouse facility.

3. EXPECTED OUTCOMES

The PacWastePlus Programme seeks to deliver the following:

- ACM abatement through the removal and disposal of ACM – asbestos lagging – from six (6) bitumen tanks located at the Old Quarry Pit (Kaimiti) and at the Huihui Temporary Recycling Center (see attachments).
- Packaging, shipment, and disposal of ACM stored in bags located at the Huihui Temporary Recycling Center and at the Niue warehouse facility.

The contractor selected for this work shall:

1. Submit an implementation Plan and ACM Removal Control Plan (ARCP) for approval by SPREP. Note as stated above an approved ARCP is available for your review and improvement as needed.
2. Identify a suitable facility, named in the ARCP, for disposal of the ACM prior to any removal work.
3. Removal of ACM from the six (6) bitumen tanks at two separate locations: Old Quarry Pit (Kaimiti) and the Huihui Temporary Recycling Centre, in accordance with best practices presented in this tender document and in accordance with national/local requirements. See attached photo album, Asbestos Insulated Tanks.
4. Marking and re-packaging (if necessary) ACM located at the Niue Government Warehouse {approximately fifteen (15) 1.5m³ HAZIBAGS} and Huihui Temporary Recycling Center {three (3) 1.5m³ HAZIBAGS} for transport and disposal. See attached photo album, ACM Bags of Waste.
5. Arrange for the shipment and disposal of ACM described in Paragraphs 4 & 5 above, to an appropriately authorized landfill, as on-island disposal is not possible, and deliver all arrangements in compliance with control procedures under international conventions and national legislation for the shipment of asbestos waste.
6. Provide all necessary equipment, monitoring, supervision, and testing to ensure works are conducted safely, lawfully and in accordance with international best practice and National/local requirements. **Note** that some equipment is currently available on-site from previous work, including consumables (see attachment – Available ACM Abatement Materials (2023)) as well as a 20' container, for use.

4. SCOPE OF WORK

The PacWastePlus programme is seeking to engage a suitably qualified contractor to undertake ACM removal, transport, and offsite disposal from various locations on the island of Niue.

Phase	Description	Documentation SPREP will provide	Consultant Output
Inception & Workplan development	<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 Consultant shall create and submit to SPREP a Work Plan that shall upon execution ensure effective delivery of services under this contract.</p> <p>The detailed work plan shall define the necessary asbestos remediation work required.</p> <p>The Draft Work Plan shall include at a minimum a</p> <ul style="list-style-type: none"> Proposed time schedule and sequence of events that the Consultant 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 Consultant proposes to adopt for executing the contract. Detailed explanation of proposed costs including bill of quantities, equipment list, hire rates (local for equipment that is sourced in Niue), personnel rates and time required for each item/personnel. Abatement crew training materials and content, as well as any resources developed/provided for the training. The Contractor shall use a Best Practice Approach (BPA) to this hazardous work to ensure that all workers removing asbestos products and registered visitors to the site are kept safe while work is underway. The training materials and content shall be appropriate for the Pacific Island context and meet all local requirements. Comprehensive risk plan to ensure effective delivery of services. Any further details and information as SPREP may reasonably require. 	<p>Attached to this Terms of Reference are five (5) documents:</p> <ul style="list-style-type: none"> Photo album: Asbestos Insulated Tanks Photo album, ACM Bags of Waste. October 27, 2011, and May 20, 2015, letters from Dowdell & Associates LTD, documenting analysis of bulk samples. Photograph of equipment and consumables for abatement. <u>Survey of the Regional Distribution and Status of Asbestos Contaminated Construction Material and Waste Best Practice Options for its Management in Pacific Island Countries</u> 	<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, at a minimum, address all of the required criteria and clearly articulate how the consultant plans to deliver the job to time and budget.</p> <p>Final Work Plan</p> <p>Final work plan incorporating revisions and addressing all comments by reviewers on the draft work plan.</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
		<u>Report for Niue,</u> July 2015.	
ACM Removal Control Planning	<p>The ACM removal control plan shall identify the specific control measures that shall be used to ensure workers and other persons are not at risk when asbestos removal work is being conducted. The plan is focused on the specific control measures necessary to minimise any risk from exposure to asbestos. The structure of the asbestos removal control plan may be generic but shall address the specific situation and requirements for this project.</p> <p>The aim of the plan is to outline the specific methods and processes that will be used to ensure the removal is safe and effective.</p> <p>A detailed “Asbestos Removal Control Plan” must be prepared that addresses the following matters:</p> <p><u>A. Identification:</u> Details of the asbestos-contaminated materials to be removed. Provide an updated listing of the facilities provided by SPREP/PWP-Niue for abatement with, at a minimum, the (1) facility locations, (2) amount of ACM that shall be removed, (3) its location, and (4) whether it is friable or non-friable – include references to analyses.</p> <p><u>B. Preparation:</u></p> <ul style="list-style-type: none"> • Consultation with regulators, owners and potentially affected stakeholders; • Assigned responsibilities for the removal; • Program of commencement and completion dates; • Consideration of other non-asbestos related safety issues such as safe working at heights; 	<p>Asbestos Removal Control Plan for: NIUE - Old Quarry Pit Kaimiti, Huihui Temporary Recycling Centre, Niue Government Warehouse, dated 8 April 2021.</p>	<p>Draft ACM Removal Control Plan</p> <p>A detailed “Asbestos Removal Control Plan” must be prepared that comprehensively addresses the stated criteria. SPREP will review and comment on the draft prior to approval.</p> <p>Approved ACM Removal Control Plan (living document)</p> <p>Once requested modifications to the Draft ACM Removal Control Plan have been made, the Plan will be deemed ‘approved’. At this time the Consultant must work towards implementing the plan but recognising the adaptive management nature required when undertaking abatement work. As such the Plan should be considered a living document and be amended as further information becomes available.</p> <p>Any modifications to the Approved ACM Plan should be</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<ul style="list-style-type: none"> Asbestos removal boundaries, including the type and extent of isolation required and the location of any signs and barriers; Control of electrical and lighting installations; Personal protective equipment (PPE) to be used, including respiratory protective equipment (RPE); Workers shall be: (a) fully acquainted with this ARCP, (b) perform work in compliance with best international practices, any direction of Niue Environment officials, and with any Niue regulatory requirements. (c) act in a safe manner and that any unsafe condition is reported and corrected immediately, and (d) work with due regard and attention to workplace health and safety issues. Details of air monitoring program if needed; Waste storage and disposal program. Methods for removing the asbestos-contaminated materials (wet or dry methods); Asbestos removal equipment (spray equipment, asbestos vacuum cleaners, cutting tools, etc); Details of required enclosures, including details on their size, shape, structure, etc, smoke-testing enclosures and the location of negative pressure exhaust units if needed; Details of temporary buildings required for asbestos removal (e.g., decontamination units), including details on water, lighting and power requirements, negative air pressure exhaust units and their locations; Other control measures to be used to contain asbestos within the asbestos work area. This includes dust suppression measures for asbestos-contaminated soil. <p><u>D. Decontamination:</u> Detailed procedures for the workplace decontamination, the decontamination of tools and equipment, personal decontamination of</p>		communicated to SPREP as soon as practicable, and be full documented as to the modification, the reason for the change, the time of SPREP notification, and any comments provided by SPREP based on the modification.

Phase	Description	Documentation SPREP will provide	Consultant Output
	<p>non-disposable PPE and RPE, decontamination of soil removal equipment (excavator, Bobcat, etc.)</p> <p><u>E. Disposal Management:</u></p> <ul style="list-style-type: none"> • Details of (1) where the asbestos will be disposed of (2) assurance that the disposal facility is licensed to accept asbestos waste and that (3) the facility has agreed to accept the asbestos waste, • An asbestos management disposal plan for the managing of risks once the asbestos has been shipped and is being transported for disposal, • Proof of shipping, • Documentation of acceptance of the asbestos for disposal in the receiving country, i.e., permits, Custom clearance, etc., • Payment of permitting/application fees, • Multinational Environmental Agreement (MEA) compliance, • Methods for disposing of asbestos abatement waste, e.g., (1) Disposable protective clothing and equipment; and structures used to enclose the removal area. <p>Note: Plans and drawings can be attached to the Asbestos Removal Control Plan to provide additional information.</p> <p>Concerning Disposal: On-island disposal is not approved, so the disposal activity will be complex (i.e. needs to be shipped to a port that will accept asbestos for disposal, ensuring all MEA requirements are met).</p>		
ACM abatement Training	<p>The Consultant shall deliver suitable in-country on-the-job training to enable works to be undertaken effectively, safely and in accordance with the tender and national requirements.</p> <p>Workers shall be fully acquainted with the ARCP, the full extent, location, and dimensions of asbestos materials to be removed, access availability, safety requirements, disposal availability, etc.</p>	Nil	<p>Draft Training plan and materials</p> <p>The Draft Work Plan and materials shall provide details of what knowledge is being transferred and be clear on what standards the training is provided under. A certificate of</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<p>Please note: it may be required to have an interpreter to be engaged to ensure the recipients fully comprehend the task and the safety requirements they will need to adhere to when undertaking abatement activities.</p>		<p>participation should be awarded to participants. SPREP and Niue Government will review and comment on Draft materials.</p> <p>Final training materials</p> <p>The final materials will be created incorporating feedback provided and be delivered to SPREP for final approval before delivery.</p> <p>List of Trained Personnel</p> <p>The listing shall include the sign-in sheets from the day of training that includes names, age, gender, and signature as proof of attendance.</p>
ACM Abatement: Removal of all ACM lagging from the six (6) tanks	<p>The Consultant shall:</p> <p>Preparation of the sites for ACM removal, Old Quarry Pit (Kaimiti) and the Huihui Temporary Recycling Center, in accordance with the best practice.</p> <ul style="list-style-type: none"> • Clearing and grubbing to access tanks • Fencing of workplace with Asbestos Barrier Tape • Marking of workplaces with appropriate advisory-warning-prohibitive signs • Provision for equipment access. • Dedicated areas established at each site for the packaging works, loading and unloading of ACM and for the temporary storage of asbestos waste on site as needed. <p>Stripping of ACM lagging from the six (6) tanks at the two locations</p> <ul style="list-style-type: none"> • Consistent with the Plan strip the ACM from the tanks. 	Nil	<p>ACM Abatement</p> <p>The safe and legal removal of all ACM from the six (6) tanks and visible ACM debris from surrounding soils will be completed to plan.</p> <p>Weekly Project Status Reports during in-country removal activities.</p> <p>The consultant shall provide weekly (or more frequently if required) reports of the activity undertaken during the</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<ul style="list-style-type: none"> Collect any ACM that can be decerned visually on the ground that may have come from the tanks. All ACM shall be wetted as necessary during the operations and consistent with the Plan. All stripping and dismantling operations shall be performed in accordance with Plan and best international practice. During the work, all equipment and the entire work area shall be kept clean and equipment shall be thoroughly cleaned prior to removal from the site. Proper care must be exercised to ensure no contamination occurs in surrounding areas from these removal activities. <p>Proper marking, containment/packaging of ACM for transport/disposal</p> <ul style="list-style-type: none"> All ACM shall be placed in polyethylene bags or other approved airtight containers of at least 0.15 mm (6mil) thickness. ACM that could puncture an airtight bag must be double-bagged and then placed in an approved puncture-proof container. Printed asbestos warning labels must appear on the outer surface of the container. Any friable asbestos should be adequately wetted/dampened using a low pressure, fine water spray to prevent blowing of asbestos fibers. Containers of ACM must be closed, without holes, rips or tears, and have no visible emissions emanating from them. The containers must only contain ACM and cannot be mixed with other demolition material. Drop sheets and barriers that are to be discarded are to be wetted or HEPA vacuumed and folded in on themselves and treated as ACM. Waste materials, including discarded polyethylene sheeting, sealing tape, cleaning materials, protective clothing, vacuum bags, and other contaminated materials, are treated as any other ACM for disposal purposes. <p>Off-site transport and temporary storage to await final disposal.</p>		abatement phase. Reports shall be provided using the approved weekly report format.

Phase	Description	Documentation SPREP will provide	Consultant Output
	<ul style="list-style-type: none"> The ACM shall be transported to a temporary storage location as approved by Niue's Department of the Environment personnel. A secondary containment storage - shipping container - in which the primary contained ACM is enclosed is required. Secondary ACM containment vessels (such as roll off bins or sea containers for intermodal transport) must be clearly marked to indicate the presence of asbestos waste. The maximum container size acceptable for a single load of commercial asbestos is 30 cubic meters (40 cubic yards). <p>Final site clearance shall be carried out at the two locations: Old Quarry Pit (Kaimiti) and the Huihui Temporary Recycling Center and shall include a:</p> <ul style="list-style-type: none"> Preliminary check of site condition and job completeness; and the Contractor, with the approval and oversight of Niue Department of Environment duly designated personnel, shall ensure that all visible asbestos has been removed from the two tank ACM lagging removal sites, Old Quarry Pit (Kaimiti) and the Huihui Temporary Recycling Center. <p><i>[Note: The Niue, Department of Environment will provide certification that all visible ACM debris and ACM contaminated soils have been recovered and properly handled consistent with their standards]</i></p>		
Off-site Disposal of ACM Tank Lagging and Stored ACM located at the Niue Government Warehouse and Huihui Temporary Recycling Center	<p>ACM shall be exported abroad and disposed of by landfill. On-island disposal is not approved, so the disposal activity will be complex (i.e. needs to be shipped to a port that will accept asbestos for disposal, ensuring all MEA requirements are met).</p> <p>Consultant shall provide details of (1) where the asbestos will be disposed of (2) assurance that the disposal facility is licensed to accept asbestos waste and that (3) the facility has agreed to accept the asbestos waste, (4) confirmation of all necessary approvals to enable the transboundary movement of the ACM.</p> <ul style="list-style-type: none"> An asbestos management disposal plan will be included in the Asbestos Removal Control Plan for the managing of risks once the asbestos has been shipped and is being transported for disposal, 	Nil	<p>Disposal Management Report</p> <p>The following documents will be included in the draft final report:</p> <ul style="list-style-type: none"> Proof of shipping, Documentation of acceptance of the asbestos for disposal in the receiving country, i.e., permits, Custom clearance, etc.,

Phase	Description	Documentation SPREP will provide	Consultant Output
	<ul style="list-style-type: none"> • Proof of shipping, • Documentation of acceptance of the asbestos for disposal in the receiving country, i.e., permits, Custom clearance, etc., • Payment of permitting/application fees, • receipt of waste disposal by the landfill accepting the waste for disposal <p><i>[Note: Marking and repackage of ACM located at the Niue Government Warehouse and Huihui Temporary Recycling Center for transport and disposal as needed. Because of weathering and the age of the HAZIBAGs, additionally packaging and containment may be necessary for proper shipment and disposal]</i></p>		<ul style="list-style-type: none"> • Documentation of payment of permitting/application fees, • Receipt of waste disposal by the landfill accepting the ACM waste.
Reporting	<p>The consultant will provide a final report to SPREP documenting all ACM abatement activities including removal and offsite disposal.</p> <p>This report shall provide a full narrative of the activity - all planning activities, through to shipping and disposal.</p> <p>The submission and acceptance by SPREP of this report represents completion of the project.</p> <p>This draft report shall include, at a minimum:</p> <ul style="list-style-type: none"> • Full description of all activities undertaken throughout the engagement • Confirmation that works have been completed at all locations; • Confirmation of site closure and legal handover process to the relevant authorities; • Documentation showing that all works were conducted in accordance with international best practice; • Documents related to shipping and disposal of ACM. i.e., <u>Disposal Management Report</u>; • Information on practices, equipment and processes that were used. 	Nil	<p>Draft Final Report</p> <p>The consultant shall develop a draft report that meets the stated criteria and provides details on the full project activities and outcomes. The draft report will be reviewed by SPREP and Niue, Department of Environment and comments provided for consideration and incorporation into the final report.</p> <p>Final Report</p> <p>The consultant shall deliver a final report that addresses all comments by reviewers on the draft report</p>

5. INSTITUTIONAL ARRANGEMENTS

Consultant Responsibilities

The consultant will be responsible for scheduling meetings with relevant stakeholders, taking minutes of meetings and ensuring meeting minutes are distributed for comment prior to finalisation.

6. PROPOSED SCHEDULE OF WORK

The activities are to be completed no later than **15 June 2024** with a preference for the activities to be completed in March or April (accounting for the cyclone season).

Expected project activity is detailed in Table 2.

Table 2: Project Schedule

Activity	Timeline
<i>Contract Signing and Execution</i>	
Submission of draft work plan	No later than two (2) weeks from Date of Contract Signing
Final work plan	No later than two (2) weeks from receipt of final SPREP comments on draft work plan
Submission of draft ACM Removal Control Plan	No later than four (4) weeks from Date of Contract Signing
ACM Removal Control Plan (living document)	No later than two (2) weeks from receipt of final SPREP comments on the draft ACM removal control plan
ACM Abatement, Transport and Disposal	To be determined after acceptance of the ACM Removal Control Plan
Weekly Project Status Reports during in-country removal activities	During in-country removal activities
Listing of Trained Personnel	Post training
Disposal Management Report	No later than two (2) weeks after receipt of acceptance of asbestos waste for disposal.
Submission of draft final report	No later than six (6) weeks after the completion of ACM removal, transport, and disposal work
Final Report	No later than two (2) weeks from receipt of final SPREP comments on draft final report

7. BUDGET

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

- Salary costs (hourly rate)
- Travel Costs
- Materials and equipment costs
- Project Management Costs
- All applicable taxes

Submissions must include an annotated budget listing for each task.

Proposals above USD 69,000 will not be considered.

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

Attached to this Terms of Reference are four (4) documents:

- Photo album: Asbestos Insulated Tanks
- Photo album, ACM Bags of Waste.
- October 27, 2011, and May 20, 2015 letters from Dowdell & Associates LTD, documenting analysis of bulk samples.
- Photograph of equipment and consumables for abatement.
- Survey of the Regional Distribution and Status of Asbestos Contaminated Construction Material and Waste Best Practice Options for its Management in Pacific Island Countries, Report for Niue, July 2015.

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