



SPREP

Secretariat of the Pacific Regional
Environment Programme

REQUEST FOR TENDERS

RFT: 2022/053_ReAd
File: AP_3/29
Date: 26 September, 2022
To: Interested contractors
From: Semi Qamese – A/Project Manager PACRES

Subject: Request for tenders (RFT): Construction of an Agroforestry and Climate Resilient Cropping Nursery in the Community of Taga, Savaii, Samoa, READVERTISEMENT

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 local building contractors to construct an Agroforestry and Climate Resilient Cropping Nursery in the Community of Taga, Savaii, Samoa.
- 2.2. The Terms of Reference and the specific statement of works for the consultancy are set out in Annex A.
- 2.3. The successful contractor 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 contractors must meet the following conditions:
 - i. Must be legally able to work in Samoa for the duration of the contract;
 - ii. Fluency in Samoan is an advantage;

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A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.



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- iii. Provide three references relevant to this tender submission, including the most recent work completed;
 - iv. Provide examples of past related work;
 - v. 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 proposal you may attach these separately; and
 - vi. 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 contractors 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 contractor'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** should be priced based on detailed design and including all costs of labour, materials, transportation of materials and construction, necessary permits, other associated costs and travel.
- 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 03 October 2022. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender 05 October 2022.
- 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:

Technical Score – 100%

Criteria	Detail	Weighting
Experience	More than five (5) years' experiences in building construction work and previous experience in building forestry nurseries or similar structures with a valid Business License. Must have their own tools and equipment and all the necessary licenses, certifications, permits, consents and insurance, including workers insurance for building	30



	works in Samoa. Workers must wear appropriate Work, Health, Safety (WHS) compliant clothing including safety boots.	
	Record of having successfully worked with government and civil society stakeholders in Samoa and established networks of cooperation. Good spoken and written English and fluency in Samoan language and culture will be an advantage.	20
Technical Proposal / Methodology	a. recommended approach to deliver scope of work in the attached terms of reference; b. key sources/data to inform the assignment and relevant stakeholders; c. detailed designs and drawings; and d. detailed work plan clearly outlining milestones and delivery timelines.	30
Financial Proposal	Detailed financial proposal (budget)	20

6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria.

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: 11 October 2022, 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 2022/053: **Construction of an Agroforestry and Climate Resilient Cropping Nursery in the Community of Taga, Savaii, Samoa, READVERTISEMENT**

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

Construction of an Agroforestry and Climate Resilient Cropping Nursery in the community of Taga, Savaii, Samoa

1. Background and Rationale

Samoa is one of five Pacific ACP Countries where the Intra-ACP GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES) is scaling up adaptation and ecosystem-based adaptation EbA pilots. PACRES activities in Samoa are led and coordinated by the Secretariat of the Pacific Regional Environment Programme (SPREP) in partnership with Samoa's Ministry of Natural Resources and Environment (MNRE), the Pacific Community (SPC) and the University of the South Pacific (USP). The €12.18 million PACRES is funded primarily by the European Union with targeted support from Monaco (€90,000) and the Swiss Confederation (€85,441).

Taga is one of the PACRES project site in Samoa located on the south-west coast of Savaii and in the district of Palauli West. A community with a population of approximately 673 (328 male and 345 female) according to the Census 2021 Preliminary Count. It is the second largest village in Palauli West district. Taga village covers a large and flat area much of which is forested and uncultivated due largely to the lack of top soil with basalt lava rock extensively surfacing throughout. Where top soil is found, it is thin and likely to be highly rich in minerals though rare. The resulting vegetation is sparse, stunted with *Morinda citrifolia* a prominent feature, in addition to coconuts, hibiscus and other littoral species.

The PACRES activities in Taga will support development of a nursery to nurture agroforestry and climate resilient crop seedlings and wildlings. This has been identified in the Community Integrated Management Plan for Palauli West District agreed between MNRE and Taga community in 2018. The objective is to cultivate and produce sufficient new seedlings and wildlings to build resilience of food supplies for the community of Taga as well as generate cash crops to finance community development and sustainment of the new agroforestry and cropping areas into the future.

SPREP is seeking the services of a suitably qualified local building contractor to work closely with the Forestry Division of MNRE, the Taga community and SPREP to construct a nursery for Taga community to facilitate raising seedlings and planting of seedlings and wildlings in identified areas in the village. The nursery site must be situated on a flat area and in good condition with good water supply and sufficient space (20m x 40m) to accommodate the required seedlings and wildlings.

The construction of new indoor and outdoor germination boxes, standout (open) nursery beds and germination beds, soil preparation and potting sheds (see Figure 1) must focus on building materials subject to control procedures that involve inspection and testing according to national standards and scientific testing. Sourcing sustainable eco-friendly materials where practical is encouraged. Structures should be able to withstand extreme weather events.

The design for the Taga Agroforestry and Climate Resilient Cropping Nursery is described below.

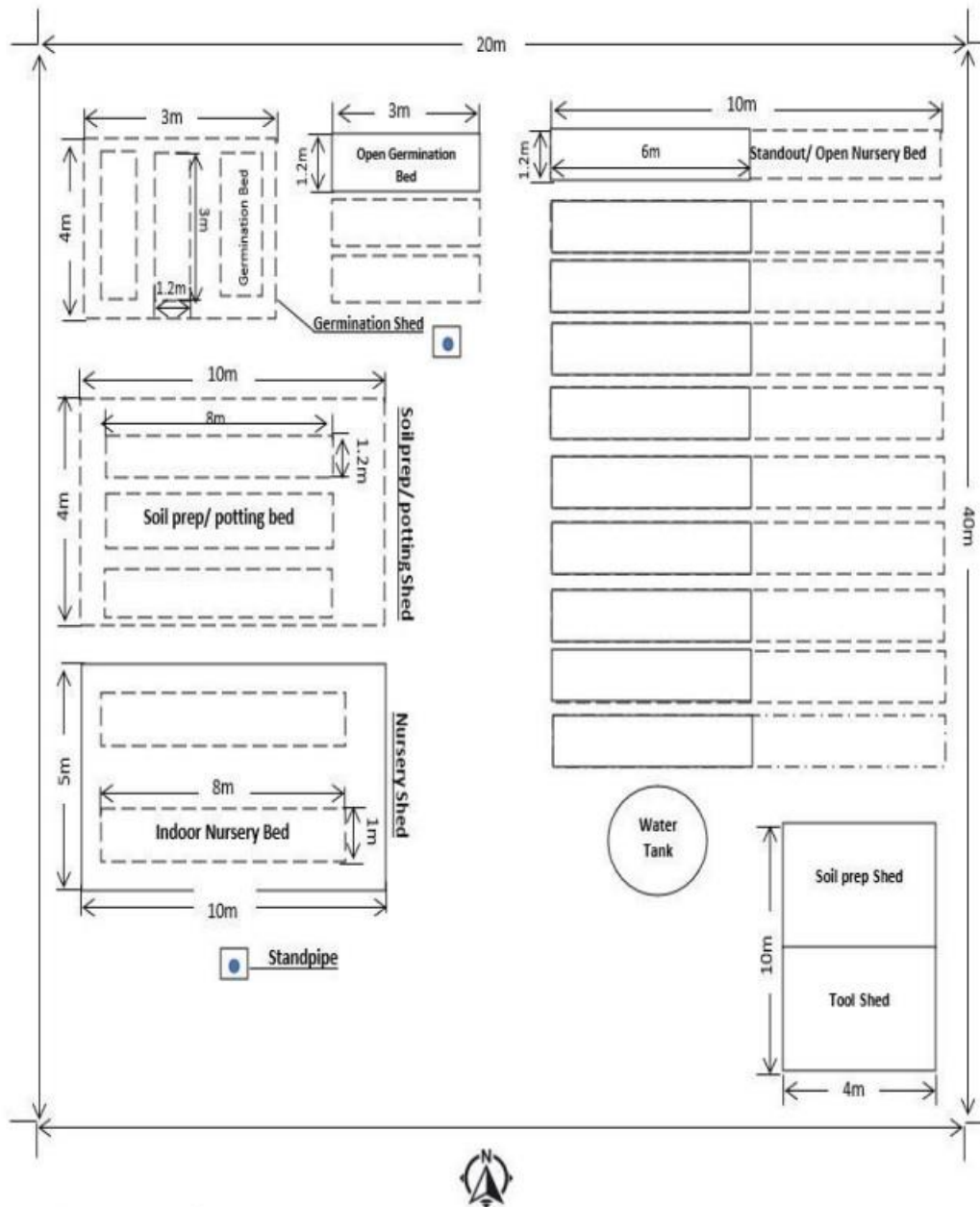
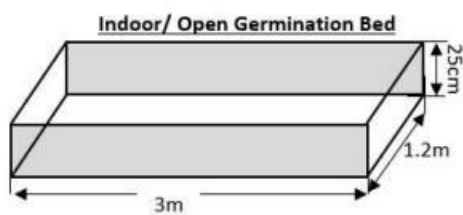


Figure 1: Layout of proposed Taga Community Nursery.

- a. Indoor/Outdoor (open) Germination Boxes: 3m x 1.2m x 25cm

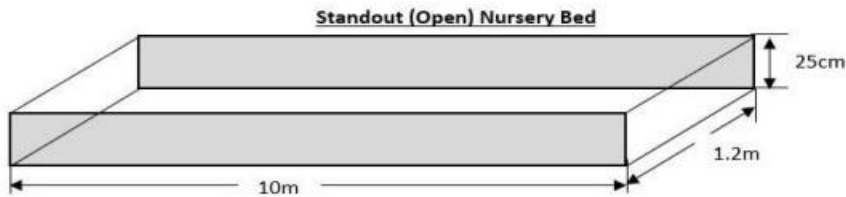




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- b. Standout (open) Nursery Bed: 10m x 1.2m x 25cm



- c. Germination shed and soil preparation and potting shed: (4m x 3m x 2.1m), (10m x 4m x 2.1m)

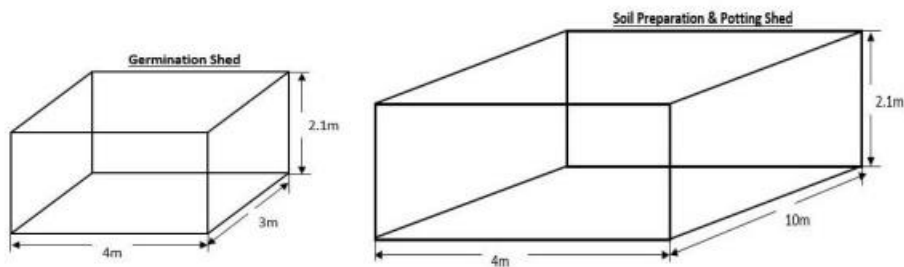


Figure 2: Sketch of construction works with dimensions required for Taga Community Nursery

2. Scope of Works

The contractor will:

1. Develop a detailed technical proposal including certified design and drawings to scale of the new structures and budget (including labour and all materials) for construction with the following specifications:
 - a. The Taga Community Nursery to have a new soil preparation and potting shed (4m x 10m x 2.1m) and a new germination shed (3m x 4m x 2.1m) with indoor germination boxes 2.5m x 1.2m x 0.25m. The sheds are to be constructed with timber and shed net 70% - 50% green cloth covering;
 - b. Construction of a total of fifteen (15) timber Standout (open) nursery beds 10m x 1.2m x 0.25m to hold a total of approximately 25,000 seedlings, depending on the sizes of planter bags (see Figure 2b);
 - c. Indoor and Outdoor (open) germination boxes (3m x 1.2m x 0.25m) will be constructed inside the proposed germination shed;
 - d. Construction of a soil preparation and potting shed (10m x 4m x 2.1m) and a germination shed (3m x 4m x 2.1m) to be able to cater for the estimated 25,000 seedlings and wildlings. 3 Germination beds (2.5m x 1.2m x 0.25m), 3 Soil preparation and potting beds (8m x 1.2m x 0.25m) will also be constructed inside the germination and soil preparation and potting sheds;



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- e. Nursery standout (open) beds with timber frames extension will be constructed from the existing 6m x 1.2m x 0.20m beds to 10m x 1.2m x 0.20m beds to cater for the 25,000 seedlings and wildlings.
2. Undertake and complete construction of the above under supervision by MNRE Principal Forestry Policy & Planning Officer and PACRES Samoa Project Officer once the design has been approved by SPREP PACRES PMU and MNRE ACEO Forestry Division.

Note:

1. The MNRE Principal Forestry Policy & Planning Officer and SPREP PACRES PMU will certify the design and drawings to scale of the new nursery;
2. The technical proposal must identify a waste disposal/treatment strategy, other risk areas such as whether there is a need to clear the area for building/drainage, local materials to be used etc. and identify strategies to mitigate these risks;
3. Workers insurance is required and workers must wear appropriate Work Health Safety compliant clothing including safety boots etc;
4. Construction will be supervised by PACRES Samoa Project Officer and MNRE Principal Forestry Policy & Planning Officer;
5. The MNRE Principal Forestry Policy & Planning Officer and SPREP will approve each stage of the construction based on contractor's agreed work plan;
6. All necessary permits (PUMA DC, Building Permit etc.) must be obtained before works commence. Contractor must include all associated costs in their financial proposal including travel.

Project schedule

Work will commence as soon as possible and be completed by 30 April 2023.

Expected project activity is detailed in Table 1 below.

Table 1

No.	Activity
1	Notification of successful tenderer
2	Contract signed
3	Commencement meeting between successful tenderer, SPREP and MNRE Forestry Division and approval of workplan/ methodology
4	Approval of design and budget
5	Undertake and complete construction work under supervision of the PACRES Samoa Project Officer and MNRE Principal Forestry Policy & Planning Officer

Budget

The Financial Proposal to be priced based on detailed design and including all costs of labour, materials, transportation of materials and construction, necessary permits, other associated costs and travel.



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Experience and Qualifications

The Contractor is expected to have the following qualifications and expertise:

1. More than five (5) years' experiences in building construction work and previous experience in building forestry nurseries or similar structures with a valid Business License;
2. The contractor must have their own tools and equipment and all the necessary licenses, certifications, permits and consents and insurance, including workers insurance for building works in Samoa. Workers must wear appropriate Work, Health Safety (WHS) compliant clothing including safety boots;
3. Record of having successfully worked with communities, government institutions and civil society stakeholders in Samoa and established networks of cooperation;
4. Good spoken and written English and fluency in Samoan language and culture will be an advantage.