

REQUEST FOR QUOTES

RFQ: 2026-067
File: AP_2/44
Date: 11 June 2026
To: Interested Service Providers
From: Loraini Sivo, Project Manager PEBACC+

Subject: Request for quotes (RFQ) Development of a Master Plan for the Port Vila Botanical Gardens, Tagabe Water Catchment Area, Vanuatu

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization 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 experienced Botanical Garden Master Planning Designers to develop a visionary Master Plan for the Tagabe - Botanical Gardens. The Master Plan will establish the garden as a globally recognized, sustainable tourism destination and world-class living museum dedicated to the conservation, research, display, and celebration of Vanuatu's unique endemic flora and fauna, while protecting and enhancing the ecological integrity of the Tagabe Water Catchment.

The Master Plan will be expected to:

- Develop a comprehensive "Living Museum" concept showcasing representative collections of Vanuatu's endemic plant and animal species to support conservation, scientific research, and environmental education.
- Create an internationally recognized visitor destination that delivers immersive, accessible, and educational experiences for local communities and international visitors.
- Integrate nature-based solutions, water-sensitive design, and ecological engineering approaches to safeguard water quality, biodiversity, and ecosystem services within the Tagabe Water Catchment.
- Respect and incorporate cultural heritage values by engaging closely with traditional landowners, local communities, and knowledge holders throughout the planning process.
- Establish a financially sustainable and phased development roadmap, including governance, operational, partnership, and investment models to support the long-term success of the Gardens.

The successful consultant will demonstrate extensive experience in botanical garden master planning, ecological landscape design, conservation-based tourism development, and stakeholder engagement within culturally and environmentally sensitive contexts.

- 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. Must be based in Vanuatu, can speak local language and legally entitled to work
 - iv. 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.
 - v. Must meet local registration requirements where consultant is based
- 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 required skills and experience to carry out this contract successfully.
 - d) **Technical Proposal** which contains the details of achieving 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 the expenses foreseen.
 - f) Where relevant provide:
 - i. Business registration/license (For Entities/ Individual consultant's as per relevant national legislations)
 - ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant's as per relevant national legislations)
- 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 17 June 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 19 June 2026.
- b. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
 - c. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFQ or any other information given or made available by SPREP, the

Tenderer should promptly notify the Requesting 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. Advanced degree in Landscape Architecture, Environmental/Civil Engineering, or a closely related field.	10
	ii. A minimum of 5 years of professional experience in the master planning and design of large-scale botanical gardens, nature parks, or eco-tourism destinations.	
	iii. Demonstrated, verifiable expertise in Water-Sensitive Urban Design (WSUD) and hydrological management for sensitive catchments.	10
	iv. Proven experience in developing "live museum" or bio-park concepts with integrated animal and plant collections.	
	v. Experience working in Vanuatu and understanding the cultural land issues of Vanuatu	10
	vi. Excellent stakeholder facilitation and visual communication skills.	
	vii. Knowledge of Vanuatu's endemic biodiversity. viii. Professional experience in Vanuatu in architectural/structural designing and understanding the land ownership structure between land owning units and government.	15
	ix. Professional experience in Vanuatu in architectural/structural designing and understanding the land ownership structure between land owning units and government. x. Knowledge of Vanuatu's endemic biodiversity. xi. Experience with sustainable tourism certification standards (e.g., Green Globe).	20
	xii. Technical Proposal in undertaking the activities as per deliverable	15

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 RFQ process at any time.
- b. In the event that SPREP amends the RFQ or the conditions of tender, it will inform potential Tenderers.
- c. 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 RFQ process at any time. In such cases SPREP will cancel this process and inform unsuccessful bidders accordingly.

8. Deadline

- 8.1. **The due date for submission of the tender is: 29 June 2026 midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked: RFQ 2026-067: Development of a Master Plan for the Port Vila Botanical Gardens, Tagabe Water Catchment Area

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

Position: Expert Engineer / Master Planning Consultant (Individual or Firm)

Project: Development of a Master Plan for the Port Vila Botanical Gardens, Tagabe Water Catchment Area

Location: Port Vila, Efate, Vanuatu

Duration: 1-2 months

1. BACKGROUND AND CONTEXT

The PEBACC+ project supports the implementation of ecosystem-based adaptation (EbA) and nature-based solutions (NbS) to strengthen climate resilience in participating Pacific Island countries, including Vanuatu. The project is financed by the Kiwa Initiative's donor partners, including the Agence Française de Développement (AFD), the European Union, and the French Facility for Global Environment (FFEM), and is implemented by SPREP in collaboration with national governments and regional partners, in Fiji, Vanuatu, Solomon Islands, New Caledonia and Wallis and Futuna.

In Vanuatu, PEBACC+ continues to work closely with the Vanuatu Department of Forestry and local communities to strengthen ecosystem restoration and climate resilience initiatives, particularly within the Tagabe River Catchment and Tanna Island. Building on restoration efforts initiated under PEBACC Phase 1 and the EU-funded PACRES project, the project has supported the establishment of community nurseries, planting of over 21,000 native seedlings and vetiver grass, and delivery of training and awareness activities for communities along the Tagabe River. Collaboration with the Department of Forestry has been central to these efforts, particularly in technical guidance, nursery management, restoration planning, and community engagement. In Tanna, the project has supported the development of the Port Resolution Protected Area Management Plan, establishment of sustainable livelihood initiatives, marine conservation activities, and community nurseries to address erosion and strengthen terrestrial conservation. To continue and scale up these efforts, PEBACC+ is supporting ongoing restoration and community resilience activities in the Tagabe River Catchment while expanding ecosystem-based adaptation interventions to Lenakel and surrounding communities in Tanna.

PEBACC+ is working with the Department of Forestry to restore a designated site that has been identified by Forestry as a potential green space in the town vicinity of Vila as its Botanical Garden. The Department of Forestry is the custodian of the Port Vila Botanical Gardens, in collaboration with the Tagabe Water Catchment Committee [TWMC], seeks to transform the existing gardens into a premier tourism icon as an arboretum "Live Museum" for Vanuatu's endemic flora and fauna.

The proposed site is located within the Tagabe Water Catchment area, adjacent to the Agriculture Station at Tagabe, along the lower ridge of the riverbank extended along the south-east direction. This area forms part of a critical watershed for Port Vila. The site covers approximately 40,000 m².

The Master Plan will serve as the definitive blueprint to guide all future development, investment, and management of the gardens for the next 20-30 years.

2. VISION AND OBJECTIVES OF THE ASSIGNMENT

The principal objective is to develop a detailed, phased, and costed Master Plan that realizes the following vision:

"To establish the Port Vila Botanical Gardens as a globally recognized, sustainable tourism icon and a world-class live museum, dedicated to the conservation, display, and celebration of Vanuatu's endemic plants and animals, while safeguarding the Tagabe Water Catchment as a model of ecological stewardship."

Specific objectives for the Master Plan are to:

1. Design a comprehensive "Live Museum" concept that hosts representative collections of all major Vanuatu endemic plant and animal species (in appropriate enclosures/aviaries) for conservation, research, and public education.
2. Create a premier tourism attraction that offers an immersive, educational, and accessible visitor experience of international standard.
3. Integrate water-sensitive urban design and ecological engineering principles to ensure the protection and enhancement of the Tagabe Water Catchment's water quality and yield.
4. Respect and incorporate the cultural significance of the land and species, working closely with traditional landowners and knowledge holders.
5. Develop a financially viable and phased implementation strategy, including operational and governance models.

3. SCOPE OF WORK

The Consultant will be responsible for delivering a comprehensive Master Plan. The scope is divided into three phases:

PHASE 1: INCEPTION, SITE ANALYSIS, AND VISIONING

- 1.1 Project Inception: Meet with the Department of Forestry, Tagabe Water Catchment Committee, and key stakeholders (e.g., Vanuatu Tourism Office, Department of Environmental Protection and Conservation, Shefa Provincial Government, local communities) to confirm the vision, methodology, and work plan.
- 1.2 Site Reconnaissance to cover the proposed site of 40,000m² and Analysis: Conduct a detailed site analysis, including:
 - 1.3 Hydrological & Topographical Survey: Assess the entire catchment area, water flow paths, recharge zones, and buffer requirements. Identify absolute "no-go" zones for any construction.
 - 1.4 Biodiversity Audit (Rapid): Map existing vegetation and fauna habitats as a baseline for the live museum design
 - 1.5 Infrastructure Assessment: Evaluate existing access, trails, water supply, power, and drainage.
 - 1.6 Cultural & Land Tenure Mapping: Identify culturally sensitive sites and clarify land tenure boundaries in collaboration with local communities and the Department of Lands.
- 1.7 Benchmarking: Review international best practices for botanical gardens in sensitive catchments (e.g., Gardens by the Bay's water management, Singapore Botanic Gardens' UNESCO status, other Pacific Island live museums).

PHASE 2: CONCEPT DEVELOPMENT AND PRELIMINARY MASTER PLAN

2.1 Core Concept & Zoning: Develop the overarching spatial framework, proposing distinct but inter-connected zones. This must include as a minimum:

2.1.1 The Live Museum Zones: Thematic zones representing Vanuatu's major ecosystems (e.g., coastal/lowland, cloud forest, dry forest) to house the endemic plant collections. Integrated aviaries and ethically designed enclosures for exhibiting endemic animals (e.g., birds, bats, reptiles).

2.1.2 Water Catchment Protection Zone: A strictly managed core conservation area with limited, low-impact access (e.g., boardwalks, research hides).

2.1.2 Visitor Gateway & Amenities: Location for an eco-designed arrival center, interpretive museum, café, and amenities with zero-discharge water systems.

2.1.3 Cultural & Research Hub: Space for a nursery, seed bank, research laboratory, and a traditional "Nasara" or knowledge-sharing space.

2.2 Engineering & Infrastructure Concept Design:

2.2.1 Water-Sensitive Design: Design a closed-loop water system. This must include eco-toilets, and a stormwater management plan where all run-off from hard surfaces is captured, treated through bio-filtration swales, and infiltrated or reused for irrigation, ensuring zero contaminated discharge into the catchment.

2.2.2 Access & Circulation: Plan a network of universally accessible trails, boardwalks, and service roads using permeable materials. Design must separate service/logistics traffic from visitor experience.

2.2.3 Renewable Energy & Waste Management: Integrate solar power, passive cooling design, and a zero-waste-to-landfill strategy.

2.2.4 Preliminary Master Plan: Present a draft spatial plan, artist's impressions for key zones, and a 3D visual model for stakeholder consultation.

PHASE 3: FINAL MASTER PLAN AND IMPLEMENTATION STRATEGY

3.1 Stakeholder Validation Workshop: Facilitate a workshop to present the preliminary plan to all stakeholders, gather feedback, and build consensus.

3.2 Final Master Plan Document: Produce the definitive Master Plan, incorporating feedback. The document will include:

- Finalized Zoning and Spatial Plan.
- Landscape and Architectural Design Guidelines (materials, forms, vernacular style).
- Technical engineering specifications for water, energy, and waste systems.
- Planting schedules and collection strategy for the live museum.
- Detailed cost estimates for capital development (infrastructure, landscaping, exhibits) and operational overheads.

- **Phasing and Implementation Roadmap:** A realistic 20-year phasing plan with clear milestones, dependencies, and quick-win projects.
- **Governance and Business Model:** A recommended sustainable operational model, including staffing structure, potential revenue streams (gate fees, guided tours, café, research grants, carbon credits), and a co-management framework between the Department of Forestry and the Tagabe Water Catchment Committee.

4. DELIVERABLES AND TIMELINE

All deliverables must be submitted in English, in both digital (editable, PDF, and GIS-compatible) and hard copy (5 copies) formats.

#	Deliverables	Date line
1.	Inception Report: Detailed work plan, site analysis findings, and refined methodology.	28 July, 2026
2.	Concept and Zoning Report: Includes 3D concept visuals and preliminary engineering approach for water-sensitive design.	11 August, 2026
3.	Draft Final Master Plan: Complete document for stakeholder review.	01 September, 2026
4.	Validated Final Master Plan: Incorporating all feedback, with a phased budget and business model.	10 September, 2026
5	Setting up headstone and dedication plaque for the botanical entrance. This will be the setup for the opening of the Botanical Garden planned for October	30 September 2026

5. EXPERTISE AND QUALIFICATION REQUIREMENTS

The consultant (or lead of a multidisciplinary firm) must possess the following qualifications:

Essential:

- Advanced degree in Landscape Architecture, Environmental/Civil Engineering, or a closely related field.
- A minimum of 5 years of professional experience in the master planning and design of large-scale botanical gardens, nature parks, or eco-tourism destinations.
- Demonstrated, verifiable expertise in Water-Sensitive Urban Design (WSUD) and hydrological management for sensitive catchments.
- Proven experience in developing "live museum" or bio-park concepts with integrated animal and plant collections.
- Experience working in Vanuatu and understanding the cultural land issues of Vanuatu
- Excellent stakeholder facilitation and visual communication skills.

Desirable:

- Professional experience in Vanuatu in architectural/structural designing and understanding the land ownership structure between land owning units and government.
- Knowledge of Vanuatu's endemic biodiversity.
- Experience with sustainable tourism certification standards (e.g., Green Globe).

The team is expected to be multidisciplinary, including expertise in landscape design, civil/hydrological engineering, zoology/botany (with a focus on Melanesian species), tourism economics, and architecture.

6. REPORTING AND MANAGEMENT

This work will be based in Port Vila hence the consultant applying must be located in the same location of where the work will be carried out.

The Consultant will work in close coordination with the Department of Forestry and Tagabe Water Catchment Steering Committee [TWCC] comprising representatives from the Department of Forestry and the Tagabe Water Catchment Committee. Day-to-day coordination will be managed by a designated PEBACC+ Project Coordinator and Technical Support Officer on the ground.