

REQUEST FOR TENDERS

RFT: 2025/036
File: AP_2/18/18/1
Date: 12 August, 2025
To: Interested consultants
From: Dominic Sadler, PRISMSS Manager

Subject: Request for tenders (RFT): Supply and delivery of a transport trailer for the Cook Islands, Rarotonga Biosecurity Division to transport a portable X-Ray machine

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 consultants who can offer their services to supply and deliver a transport trailer for the Cook Islands Biosecurity Division in Rarotonga.
- 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 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. Must meet local registration requirements, where the 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 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. Refer Annex B
- 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 27 August 2025. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 29 August 2025.
- 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	i. Demonstrated experience in the supply and delivery of transport trailers	20

	ii.	Delivery timeline	20
Technical Specification	iii.	Transport trailer meets required specifications	40

II. Financial Score – 20% - (complete ANNEX B provided)

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 September 2025, 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 2025/036: Supply and delivery of a transport trailer for the Cook Islands, Rarotonga Biosecurity Division to transport a portable X-Ray machine'

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,

PO Box 240, Apia, Samoa T +685 21929 F +685 20231 sprep@sprep.org www.sprep.org



SPREP
Secretariat of the Pacific Regional
Environment Programme

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

Context:

The Pacific Regional Invasive Species Management Support Service (PRISMSS) was established in 2019 to support and scale up on-the-ground invasive species management in the Pacific.

PRISMSS is a partnership between SPREP, Wellington University, SPC, Island Conservation, Birdlife International, Manaaki Whenua Landcare Research and New Zealand's Department of Conservation. The PRISMSS Partners are responsible for their respective regional programmes. The six regional programmes are:



PRISMSS REGIONAL PROGRAMMES



Protect Our Islands

"National and inter-island biosecurity and EDRR"



Predator Free Pacific

"Removal of invasive mammalian predators from Islands"



War On Weeds

"Management of high priority weeds"



Natural Enemies - Natural Solutions

"Biological control of widespread weeds"



Resilient Ecosystems - Resilient Communities

"Priority area ecological restoration"



Protect Our Marine Areas

"Preventing marine invasive species from spreading to priority marine areas"

PRISMSS, part of the Secretariat of the Pacific Regional Environment Programme (SPREP), works with experienced partners and in-country experts to deliver activities aimed at restoring island resilience by managing invasive species. Building on ongoing work funded by New Zealand Ministry of Foreign Affairs and Trade (NZMFAT) through the Managing the Impacts of Climate Change Adaptation in the Pacific (MISCCAP) project (concluding in October 2024), PRISMSS is aiming to continue increasing its climate impact. MFAT is providing new climate finance funding of NZD 20.6 million for the new activity, running from July 2023 – June 2026. This is being provided under a Grant Funding Arrangement (GFA) between MFAT and SPREP, which was agreed in June 2023. The work contributes to the goals and outcomes of Tuia te Waka a Kiwa – the Aotearoa New Zealand International Climate Finance Strategy.

Objective:

The Government of Cook Islands has secured a portable X-ray machine to enhance inter-island biosecurity. A transport trailer is required to move the X-ray machine to work areas. The trailer must meet the following specifications:

Item	Specification
Materials	Mainly aluminium and 50mm Insulated Panels for sides and top to minimise condensation and humidity.
Dimensions	Length: 3m Width: 1.8M Height: 2m
Ramp	Rear ramp
Doors	Side door
Weatherproof	Yes
Fully enclosed	Yes, weatherproof and grille vents
Suspension	Leaf spring
Shock absorbers	Yes
Lights	Road legal indicator, reverse and brake lights (including all adaptor connections).
Jokey wheel	Heavy duty
Jokey wheel	Heavy duty
Electrical connections	Caravan plug
Brakes	Hydraulic disk brakes, 2500kg GVM
Floor	Aluminium treadplate floor with Machine guide rails using angle iron
Winch	Electric, 12V- 3500lb capacity with synthetic rope and remote control
Vents	Yes
Generator	3kW, AC output
Battery	12V 80AH Deep Cycle + Charger
Vehicle box- to store generator etc	Length: 1.4m Width: 0.6m Height: 0.8m
Branding	Yes Type: Vinyl wrap Artwork: see Annex C

Expected services:

The transport trailer, meeting specifications, should be delivered and handed over to Cook Islands Biosecurity division at:

Ministry of Agriculture
Biosecurity Officer – Airport
Rarotonga
Cook Islands

Quotations should exclude import tax and custom fees. Custom and tax exemptions will be facilitated by Cook Island Government. A template is provided for financial proposal submissions – refer Annex B.