

REQUEST FOR TENDERS

RFT: 2025/069
File: AP_6/15
Date: 12 November 2025
To: Interested consultants
From: Julie Pillet, Senior Project Officer, SWAP

Subject: Request for tenders (RFT): Disposal of Used Oil from Samoa

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. This tender is developed under the second phase of the *Sustainable Waste Actions in the Pacific* (SWAP2) Project funded by the Agence française de développement (AFD). The 4.3 million Euro SWAP2 Project aims to improve waste infrastructure, build capacity, and foster regional collaboration between Pacific Island Countries and French Territories.
- 1.4. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced service provider to undertake the safe and compliant disposal of used oil. The scope of work will include, but is not limited to:
 - Provision of technical advice;
 - Management of shipment, including packaging, transportation, and disposal
 - Preparation of all documentation required under the Basel and Waigani Conventions;
 - Arrangement of insurance coverage; and
 - Delivery of a final report detailing the process and outcomes.
- 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://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 consultants must meet the following conditions:
- Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - Provide three referees relevant to this tender submission, including the most recent work completed;
 - Provide examples of past related work outputs;
 - 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*).
 - 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** as well as the **declaration of integrity 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:
- 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*).
 - Declaration of honour**
 - Declaration of integrity**

- d) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
 - e) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
 - f) **Financial Proposal** which contains a detailed outline and schedule of priced tasks in accordance with tasks outlined under the Terms of References. It will be submitted in United States Dollars (USD) and inclusive of all associated taxes.
 - g) 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 15 December 2025. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender 17 December 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, in collaboration with the Waste Management and Pollution Control (WMPC) Division of the Ministry of Natural Resources and Environment (MNRE), Samoa, 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
CVs & Qualification - General Expertise	1. Demonstration of Expertise and Qualifications Required in part 4, of the Terms of Reference.	20%
	2. Compliance of the disposal site with international standards.	20%
Methodology	3. The General approach – step by step methodology on how the service provider will carry out this assignment.	30%
	4. Workplan to carry out this assignment - The Service Provider must provide a detailed timeline in their proposal.	10%

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: 15 January 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 'RFT 2025/069: **Disposal of Used Oil from Samoa**

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.

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

Disposal of Used Oil from Samoa

1. Background

SWAP Presentation

The second phase of the Sustainable Waste Actions in the Pacific (SWAP2) project builds upon the first SWAP which aimed to improve sanitation, environmental, social and economic conditions in seven Pacific island countries, namely Fiji, Samoa, Solomon Islands, Tonga, and Vanuatu, and one French territory, namely Wallis-and-Futuna through proper waste management.

SWAP2 funded by the Agence Française de Développement (AFD), will contribute to achieving the strategic goals of the Pacific Regional Waste and Pollution Management Strategy (Cleaner Pacific 2025) by improving waste infrastructure, building capacity, and fostering regional collaboration of several Pacific Island Countries and French Territories.

It will be implemented by the SPREP from 2025 – 2028 and will benefit: Fiji, French Polynesia, Kiribati, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu and Wallis and Futuna.

SWAP2 will support sustainable waste management in the Pacific region, especially:

1. Support local populations and authorities in the development of national waste management policies and actions (collection, sorting, recovery, proper disposal);
2. Improve the delivery of waste services through development of waste management infrastructures and implementing pilot projects; and
3. Strengthen the technical, financial and governance capacities of authorities and practitioners.

The four main components addressed by SWAP2 are:

1. Marine Litter Management
2. Used Oils Management
3. Solid Waste Management
4. Regional Collaboration and knowledge Sharing.

Component 2 of the second phase of the SWAP Project focuses on the development and implementation of Used Oil Management Activities. Following a request from the Waste Management and Pollution Control Division of the Ministry of Natural Resources and Environment (MNRE), Samoa, it was agreed that SWAP2 will support the Samoa Recycling and Waste Management Association (SRWMA) to safely dispose of used oil stored at their facility.

Samoa Used Oil Background

As part of the first phase of the SWAP Project, a National Used Oil Management Plan was developed for Samoa. The service included an audit of used oil generation and current stockpiles. The full report is available on this link: <https://library.sprep.org/content/contract-conduct-feasibility-study-and-develop-national-used-oil-management-plan-samoa>

Based on the audit results, it is estimated that 350,000 litres of used oil are currently stockpiled in Samoa. Of this, the **Samoa Recycling and Waste Management Association (SRWMA)** holds **around 60,000 litres**, collected from mechanic shops, the Vailima Brewery, and petroleum

facilities. This used oil is stored at SRWMA's facility in IBCs and steel drums. While every effort has been made to provide accurate estimates, tenderers should note that the actual recoverable amount of oil may differ significantly from those stated above.

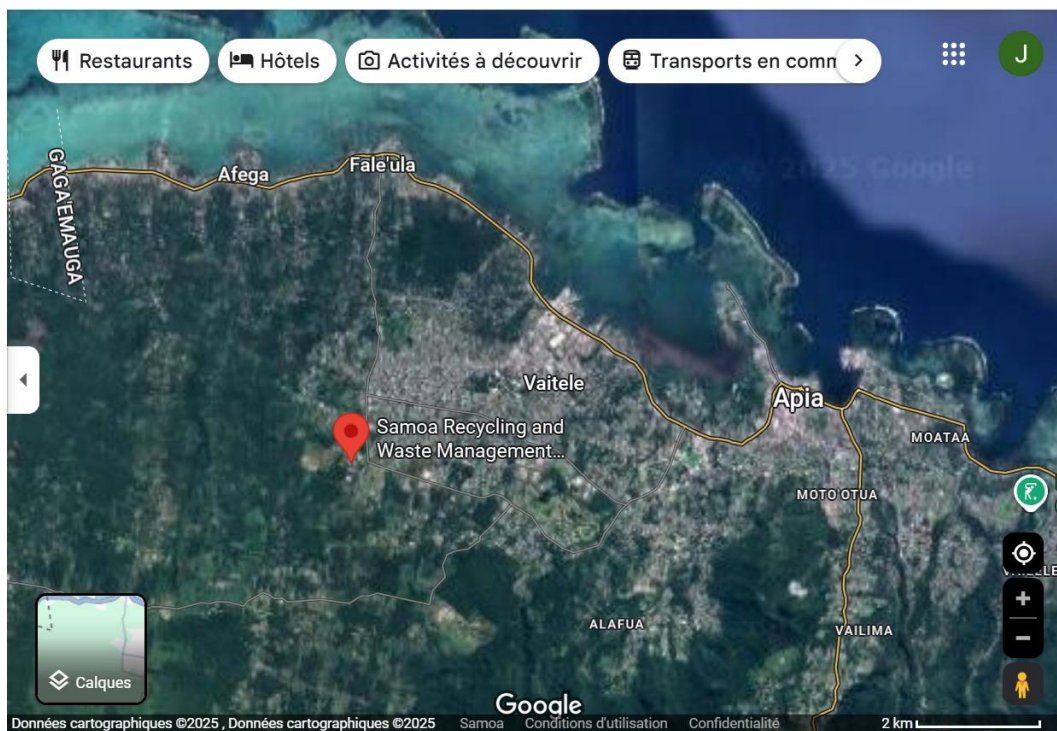
Although the volume of used oil stockpiled at SRWMA's facility represents only a small fraction of the total currently stored in Samoa, this service will be limited solely to the oil located at the SRWMA facility.

The audit also highlighted several challenges faced by SRWMA, including a lack of technical capacity to properly managed used oil. Many of the IBCs and drums have been stored for extended periods; some are leaking and others are likely to contain high water content. **The selected service provider will therefore be required to safely handle and empty these containers, ensuring measures are in place to avoid spillage. Where specialised installations or equipment are necessary, these must be included as part of the service.**

It should also be to note that SRWMA does not have access to heavy machinery on-site to lift or handle drums and IBCs. **Consequently, the service provider will be responsible for arranging the hiring of suitable equipment (e.g. forklifts, pumps, etc.) to safely transfer the oil safely.**

Location of SRWMA facility

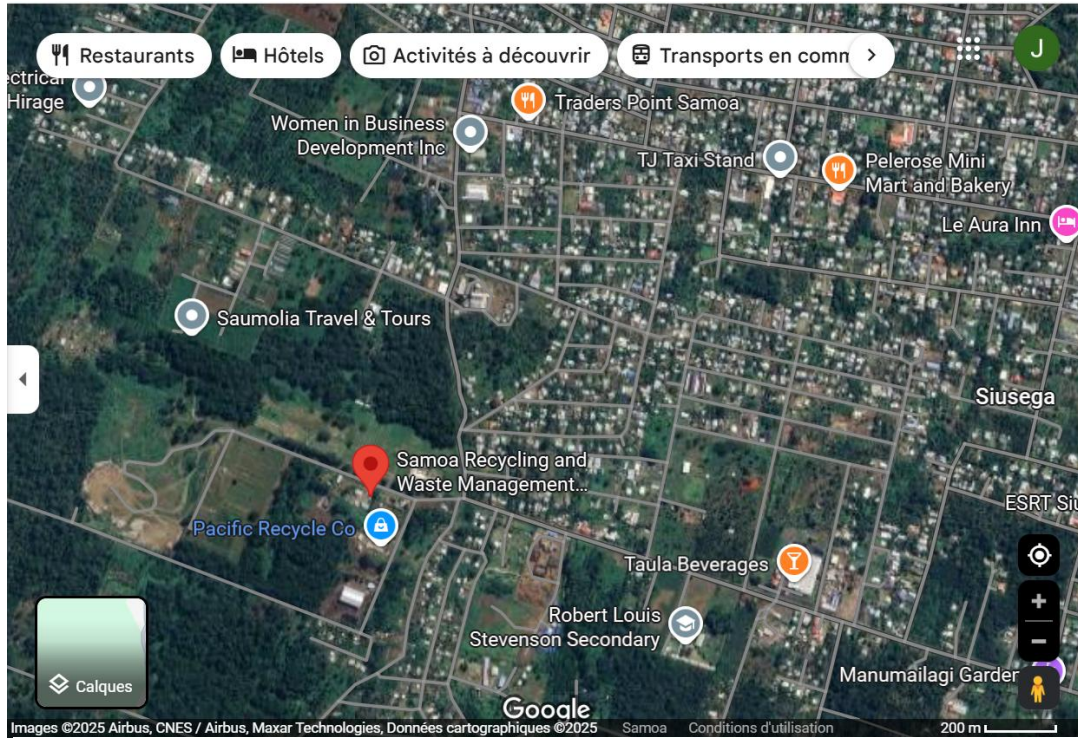
SRWMA's facility, where the used oil is stored, is located along the access road to Tafaigata landfill.





SPREP

Secretariat of the Pacific Regional
Environment Programme



Photos of the SRWMA facility and storage conditions are provided below for reference.





SPREP

Secretariat of the Pacific Regional
Environment Programme

Picture 1 (P1)



Picture 2 (P2)



Picture 3 (P3)



Picture 4 (P4)



Picture 5 (P5)



Picture 6 (P6)



Picture 7 (P7)



Picture 8 (P8)



Picture 9 (P9)





SPREP
Secretariat of the Pacific Regional
Environment Programme

Picture 10 (P10)



Picture 11 (P11)



Picture 12 (P12)



2. Objectives of the Assignment

The main objective of this assignment is to engage a qualified service provider to safely and compliantly dispose of the 60,000litres of used oil currently stockpiled at SRWMA's facility in Samoa, in accordance with international best practices and the requirements of the Basel and Waigani Conventions.

This activity will serve as a **pilot trial**, generating practical lessons (e.g., costs, logistics, international requirements, and insurance) that can be shared with other Pacific Island countries to improve regional used oil management systems.

Specific objectives are to:

- Ensure the environmentally sound management, shipment, and final disposal of the used oil at an appropriate overseas facility;
- Provide technical advice to MNRE, SRWMA, and the SWAP Project Management Unit (PMU) throughout the process;
- Produce the necessary documentation and evidence (e.g., permits, certificates, reports) to support knowledge sharing and enable replication of the process in other Pacific Island countries.

3. Scope of work

The Service Provider will be responsible for:

1. Technical Assessment & Planning

- Assess the quantity, quality, and condition of the used oil stored at SRWMA's facility.
- Prepare a comprehensive disposal plan, including timeline, logistics, health and safety protocols, and compliance requirements.

2. Compliance and Documentation

- Prepare and submit all documentation required to ensure compliance with the Basel and Waigani Conventions.
- Share all documentation produced under this service with the SWAP PMU to inform to inform replication of the similar activities in other countries.
- Ensure all necessary permits and insurance, etc, and approvals are secured prior to shipment.

3. Insurance and Risk Management

- Arrange adequate insurance coverage for the packaging, transport, shipment, and final disposal of the used oil.
- Develop and implement risk management and emergency response measures.

4. Packaging, Transportation, Export, and Disposal

- Safely transfer the used oil stored in steel drums and IBCs into appropriate packaging compliant with international standards, including:
 - Hiring or purchasing the required equipment (e.g. ISO tanks, pumps, hose, PPE). In equipment is purchased rather than hired, ownership of will remain with SPREP. In such cases, the equipment must be left in Samoa at the completion of the service.
 - establishing specific installations if required (e.g. bunded slab for ISO tank filling); and
 - hiring skilled staff to operate equipment an ensure safe handling.



- Organise secure transport and shipment from SRWMA's facility to an approved overseas disposal facility, including handling requirements within SRWMA's facility (e.g. forklift hire).
- Ensure final treatment and disposal at an **accredited, nationally licensed facility that complies with international standards**. As such, the proposal must:
 - **clearly identify the facility where disposal will occur; and**
 - **include evidence of the facility's compliance (e.g. environmental permits, audit reports, certifications).**

5. Reporting

- Provide regular progress updates to SWAP PMU, MNRE, and SRWMA throughout the process.
- Submit a **Detailed Final Report** outlining:
 - the methodology and logistics;
 - costs and financial breakdown;
 - compliance processes followed;
 - key challenges encountered;
 - lessons learned; and
 - recommendations for replication of the process in other Pacific Island countries.

4. Expertise and Qualifications Required

The Service Provider should demonstrate the following:

- i. Proven experience in hazardous waste management, particularly used oil.
- ii. Demonstrated knowledge of and compliance with Basel and Waigani Conventions.
- iii. Experience with packaging, shipping, and disposal of hazardous waste in Small Island Developing States (SIDS) or remote contexts.
- iv. Capacity to provide adequate insurance and risk management.
- v. Strong reporting and documentation skills.

5. Institutional Arrangement

The Service Provider will work under the supervision of the SWAP2 PMU, in close collaboration with MNRE (Samoa) and SRWMA.

Reports and documentation will be shared with the Senior Project Officer, SWAP2, and the country representatives, in a timely manner.

6. Deliverables / Timeline

The Service Provider will deliver the following. All deliverables must be completed within the number of days/months set out on the table below within ten (10) months from the effective date (signing) of the contract.

Table 1: Schedule of work

No.	Deliverables	Estimated Duration to Complete
1	Inception Report - including work plan, methodology, timeline, and risk management plan	within 2 weeks of contract signature
2	Disposal Plan and Required Documentation – including all Basel/Waigani documentation, permits, and insurance certificates (prior to shipment).	2 months upon approval of the Inception Report
3	Export of Used Oil – Bill of landing.	3 months upon approval of the Disposal Plan
3	Disposal Completion Certificates – issued by the receiving/disposal facility.	Within 3 months of the used oil being received at the disposal facility
4	Final Report – including full documentation of the process, cost analysis, challenges, and lessons learned	Within 1 month of disposal completion
	TOTAL	10 months

7. Budget and Payment Schedule

7.1. Financial Proposal

The Service Provider must submit a **Detailed Financial Proposal** covering all costs required to carry out the assignment. The budget must be **comprehensive, realistic, and inclusive of all applicable taxes, duties and charges**.

The Financial Proposal must include, at a minimum, the following cost categories:

- Professional and staff fees – Personnel costs for all team members engaged in the delivery of activities, including daily rates and estimated person-days.
- Travel and accommodation costs – All travel-related expenses such as international and domestic transportation, accommodation, and per diems, and any associated travel insurance.
- Logistics and Operations – Costs related to packaging (including PPE for staff), handling, storage, transport from SRWMA's facility to port, shipment to the designated disposal facility, and any specialised equipment hire or purchase.
- Basel and Waigani Conventions Compliance – Preparation, submission, and approval of all required documentation to the relevant authorities under the Basel and Waigani Conventions.



- Insurance – Adequate insurance coverage to fully cover packaging, transport, shipment, and disposal risks.
- Administrative and Overhead Costs – A reasonable allocation of indirect costs necessary for the implementation of the service.

Tenderers must also provide a **cost breakdown by activity and task**, including a justification of assumptions used to prepare the financial proposal. The budget should be transparent, with clear links between activities and associated costs.

The cost of the **shipment itself** (excluding insurance) must be **clearly itemised and presented separately** in the cost breakdown table to allow proper review.

7.2. Schedule of Payments

Payments will be made as follows:

- **10%** upon approval of the Inception Report.
- **20%** upon approval of the Disposal Plan.
- **25%** upon confirmation of shipment (bill of landing).
- **25%** receipt of disposal certificates.
- **20%** upon approval of the Final Report.