



REQUEST FOR TENDERS

RFT: 2025-GEFIS-018_ReAd
File: AP_6/5/9
Date: 26 February, 2026
To: Interested suppliers
From: GEF ISLANDS Pacific Project

Subject: Request for tenders (RFT): Renovation of the Tuvalu E-Waste and Recyclable Storage Facility, 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 contractor to renovate Tuvalu's E-waste and Recyclable Storage Facility through the replacement of exterior walls and roofing.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful supplier 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 suppliers must meet the following conditions:
 - i. **Submit a detailed Curriculum Vitae:** The CV should detail the qualifications and previous relevant experience for each proposed personnel, particularly in the development of waste management strategies and capacity building for such work.
 - ii. **Provide three relevant referees:** Include contact information and details of the most recent similar work completed by the consultant, relevant to this tender.



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- 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).
 - iv. **Provide examples of past related work outputs:** Submit examples of previous work related to hazardous waste management strategy development and capacity development.
 - v. **Submit Technical and Financial proposals:** These may be attached separately to the tender application. The technical proposal should outline the methodology, work plan, and risk mitigation strategies, while the financial proposal should provide a detailed cost breakdown.
- 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 supplier 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 supplier'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.
 - 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 13 March 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 20 March 2026.
- 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 supplier 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
Company Experience and Expertise	<p><i>Relevant Experience</i></p> <p>i. Demonstrated experience in similar construction/renovation projects, particularly in remote or coastal environments.</p> <p>Experience in the Pacific is an advantage. Awareness of Tuvalu's logistical, environmental and material challenges, ability to adapt design to local realities</p> <p>International companies must include a local counterpart or partner as part of their implementation team.</p>	35%
	<p><i>Team Qualifications and Competence</i></p> <p>ii. Qualifications and skills of engineers, technicians, and supervisors, ability to renovate and replace the existing rusted corrugated walls and deteriorated roofing of the storage facility to enhance its structural integrity and ensure it is weatherproof and secure.</p> <p>iii. Companies must clearly define and document the roles and responsibilities of each identified individual.</p>	20%
Methodology	<p>i. Detailed methodology to deliver the required project components and provide detail to the panel the value proposed by the tenderer.</p> <p>ii. Must include details of the materials being procured, source of materials and any freighting requirements to Tuvalu</p> <p>iii. Bill of Quantity for the renovation must also be included.</p>	15%
Risk Management Plan	<p>i. Identification of potential risks (e.g., logistical delays, weather) and proposed mitigation strategies.</p> <p>ii. All companies submitting proposals must clearly outline comprehensive risk management and safety measures for the repair works involving walls and roofing of the facility.</p>	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: 27 March 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-GEFIS-018: Renovation of the Tuvalu E-Waste and Recyclable Storage Facility, 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.



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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

Renovation of the Tuvalu E-Waste and Recyclable Storage Facility

1. BACKGROUND

The Secretariat of the Pacific Regional Environment Programme (SPREP) has received Global Environment Facility (GEF) funds from the United Nations Environment Programme (UNEP) to execute the GEF ISLANDS Pacific Project. The project is part of GEF 7 cycle of funding aimed at supporting Pacific Island Countries (PICs) in meeting their obligations to various multilateral environmental agreements (MEAs) relating to chemicals and waste management. These MEAs include the Basel, Rotterdam, Stockholm, Minamata and Waigani Conventions.

Globally Small Island Developing States (SIDS) are progressing on import-dependent development pathways. The quantities and variety of products that are being imported (ranging from mercury-containing thermometers to plastic packaging, from second-hand electronic products to motor vehicles, from agricultural chemicals to industrial chemicals) is rapidly increasing. This is leading to the generation of a large variety of different types of hazardous and toxic wastes which SIDS do not have the installed capacity or required treatment facilities to address. There is an urgent need for SIDS to move to integrated waste management. Extensive studies conclude the costs of inaction in SIDS are significant in terms of the economic costs of impacts on health, environment, tourism, and fisheries.

The Global Environment Facility (GEF) has recognised these challenges faced by SIDS and is supporting the Implementing Sustainable Low and Non-Chemical Development in Small Island Developing States (ISLANDS) Programme in the 14 SPREP members, namely: Cook Islands, 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 THE PROJECT

The national e-waste and recyclable storage facility for Tuvalu was constructed in 2016, to assist the Department of Waste Management in the processing and storage of materials and support the national recycling aspirations. However, due to the country's harsh weather conditions, the corrugated metal walls have rusted and now require significant repair. The facility is presently being used for mixed waste storage and poses safety and environmental concerns in its existing condition.

With proper renovation, the site could be transformed into a secure and functional e-waste management facility, accommodating safe storage of e-waste materials, housing essential equipment such as the e-waste baler and transport vehicles, and providing organised space for preparing and containerising shredded e-waste for export.

The GEF ISLANDS project is assisting the Department of Waste Management of Tuvalu to renovate Tuvalu's E-waste Storage Facility through the replacement of exterior walls and roofing. This renovation work is looking to strengthening their recycling capacities through targeted infrastructure support. The project aims to replace the existing rusted corrugated walls and deteriorated roofing of the storage facility to enhance its structural integrity and ensure it is weatherproof and secure. These upgrades are essential to protect stored materials and equipment from environmental damage, enhance workplace safety, and extend the facility's lifespan. The replacement works will use durable, weather-resistant materials suitable for Tuvalu's harsh coastal conditions, ensuring the facility remains functional and resilient in the long term. The following drawings are attached for additional information on the facility:



Facility specifications and drawings:

- (i) Material Specifications
- (ii) Assessment Report of the Facility Current status

Interested companies are invited to submit tender proposals to replace the corrugated metal walls and roofing of Tuvalu's E-waste Storage facility. Companies must **clearly highlight and justify** chosen materials in their tender submissions, including technical datasheets and any supporting documentation, to allow for proper evaluation by the Secretariat of the Pacific Regional Environment Programme.

Companies, outside of Tuvalu, are responsible for the procuring, and freighting of building materials that are not available on island. A recommended maintenance schedule must also be included with the tender submission

3. EXPECTED OUTCOME

The renovation of Tuvalu's E-Waste Storage Facility represents a critical step toward strengthening the country's capacity to safely manage hazardous electronic waste. With increasing volumes of e-waste generated from households, businesses, and government agencies—as well as from outer islands—there is a growing need for a secure, well-designed facility that protects public health, supports environmental sustainability, and aligns with regional waste management standards. The upgraded facility is expected to deliver a range of environmental, health, operational, and institutional benefits that together contribute to a more resilient national waste management system.

The targeted Outcome for this project is to rehabilitate Tuvalu's E- Waste storage facility to withstand environmental exposure, especially corrosion caused by sea breeze.

This would allow for the broader outcomes such as:

- (i) Safer working conditions for staff handling e-waste;
- (ii) Alignment with Basel Convention guidelines on hazardous waste storage; and
- (iii) Improved capability to consolidate, pack, and prepare e-waste for export.

4. SCOPE OF WORK

The expected outcome of this tender is the successful renovation of Tuvalu's Waste Management storage facility into a safe, durable, and fully functional e-waste storage and processing hub. Upon completion, the upgraded facility will provide a secure and weather-resistant structure capable of safely housing e-waste, machinery, and transport equipment. It will also enable the organised preparation and temporary storage of materials for export, thereby strengthening Tuvalu's national capacity for e-waste management and contributing to improved environmental protection and resource recovery in line with the objectives of the GEF ISLANDS Programme.

A detailed description of the deliverable of this work is provided in the table below, which should be referred to for full specifications and deliverables for this request.

Table 1: Scope of Work

Phase	Description	Documentation SPREP will provide	Supplier Output
Inception	<p>Lead an inception meeting with SPREP and Tuvalu's national focal point 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 Contractor shall create and submit to SPREP a Work Plan that shall upon execution ensure effective delivery of services under this contract.</p> <p>The Draft Work Plan shall contain at a minimum:</p> <ul style="list-style-type: none"> Proposed time schedule and sequence of events that the Contractor shall use to meet the contract deliverables General description of the methods which the Contractor proposes to adopt for executing the contract, including meeting construction quality standards Comprehensive risk plan to ensure effective delivery of services. <p>Any further details and information as SPREP may reasonably require.</p>	Nil	<p>Inception meeting Minutes of the inception meeting with confirmation of activities, and scope of work to be developed and agreed by meeting participants. The Draft Work Plan will be presented and discussed at this meeting.</p> <p>Draft Work Plan Draft Work Plan highlighting how services will be delivered under this contract submitted to SPREP for consideration and comment.</p> <p>Final Work Plan Final Work Plan adequately addressing all comments on the Draft Work Plan</p>
Removal of Existing wall and roofing	<p>The renovation works will include the careful removal of the existing corrugated walls and roofing, which have deteriorated due to prolonged exposure to harsh weather conditions. All dismantling activities will be carried out with strict adherence to Tuvalu's occupational health and safety standards and/or industry best practice to protect workers from injury and exposure to local hazards.</p>		<p>Report on removal of walls and Roofing The contractor shall submit a completion report detailing the removal and safe disposal of all existing wall and roofing materials. This report must be reviewed and</p>

Phase	Description	Documentation SPREP will provide	Supplier Output
<p>Installation of replacement walls and roofings</p> <p>Warranty</p>	<p>Contractors must ensure that the following are met:</p> <ul style="list-style-type: none"> (i) National Approval to work in Tuvalu (ii) Provision of appropriate personal protective equipment (PPE) on site; (iii) Safe work procedures on demolition and handling are established and followed particularly working at heights; and (iv) Removed materials are sorted and disposed of responsibly, ensuring that recyclable components are recovered where possible and that all waste is managed in compliance with Tuvalu's environmental and waste management regulations. <p>The installation works will involve fitting new wall panels and roofing sheets to replace the deteriorated structures, ensuring the facility is fully enclosed, weatherproof, and secure. All materials used must be of high quality and corrosion-resistant, suitable for Tuvalu's coastal and high-humidity conditions.</p> <p>The contractor will ensure:</p> <ul style="list-style-type: none"> (i) proper alignment, sealing, and fastening of panels to maintain structural integrity and prevent water ingress. (ii) All installation activities must comply with relevant building codes and safety standards, with regular inspections carried out to verify workmanship and adherence to specifications. <p>Upon completion, the renovated facility should provide a durable and resilient structure capable of supporting long-term e-waste management operations.</p> <p>Provide a 2-year warranty of equipment. If walls and roofing experiences significant corrosion or damage during the warranty period, full replacement is expected.</p>		<p>signed off by the Tuvalu Department of Waste Management to confirm that the works have been carried out in accordance with approved safety and environmental standards.</p> <p>Details on final disposal of removed materials must be included in the report.</p> <p>Completion Report</p> <p>The contractor shall submit a Completion Report confirming the full installation of the replacement walls and roofing. The report must include photographic evidence, material specifications, and a statement verifying compliance with project requirements and safety standards. It must be reviewed and signed off by the Tuvalu Department of Waste Management to formally confirm that the installation works are complete and acceptable.</p> <p>2-Years Warranty</p> <p>Provide a 2-years full replacement warranty of Wall and roofings. Issue a Certificate of Warranty</p>

Service Provider Responsibilities

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

5. SITE VISIT

A site visit is strongly recommended for all interested bidders. To arrange a site visit, please contact Epu Falenga, efalega@gov.tv no later than 19 March 2025. Transportation and travel costs will be the responsibility of the bidders.

Bidders who choose not to undertake site visits do so at their own risk and SPREP will not provide any financial assistance, additional information, or compensation for misunderstandings or omissions arising from bidder's failure to inspect the site. All bidders are responsible for ensuring they have fully understood the site conditions prior to submitting their bid.

6. SCHEDULE OF WORK

All activities outlined under this contract are required to be completed within five (5) months from the date of signing. The contractor is expected to ensure timely delivery, installation, and commissioning of the equipment, adhering to the agreed schedule and milestones. Discussions on the final timeline will be had with successful supplier.

Expected project activity is detailed below, it is expected that tenderers will detail how and when each of these steps will be delivered.

Activity/Deliverable	Timeline
Inception meeting Final Work Plan	No later than 2 weeks after contract execution
Removal of existing walls and roofings	No later than 5 weeks after contract execution
Installation of new walls and roofings	No later than 16 weeks after contract execution
Completion and Handing-Over to Tuvalu Department of Waste	No later than 20 weeks after contract execution

7. PAYMENT SCHEDULE

Payments will be made upon the successful completion and acceptance of deliverables by SPREP and the Tuvalu Department of Waste Management, according to the following schedule:

- 20% upon contract signing and submission of the approved Final Work Plan.
- 10% on Materials Procurement and Shipment
- 30% upon completion of demolition, removal, and submission of the approved Removal Report.
- 40% upon completion of installation and submission of the approved Completion Report.

8. BUDGET

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

Equipment purchase (*not limited to*)

- Chosen equipment (e.g., construction tools, equipment)
- Required specialist tools
- Spare parts
- PPE required

All delivery costs (*not limited to*)

- shipping costs
- insurance
- custom clearance requirements

All applicable taxes

Travel costs

- airfare and per diem

Submissions must include an annotated budget listing for each task.

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.

9. Other Information

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.

Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud prevention & Whistleblower Protection and Gender and Social Inclusion.

Bidders must include a signed declaration in their proposal confirming they have read, understood, and will comply with all SPREP policies listed above.