

REQUEST FOR TENDERS

RFT: 2025-GEFIS-013_ReAd
File: AP_6/5/9
Date: 3 February, 2026
To: Interested suppliers
From: GEF ISLANDS Pacific Project

Subject: Request for tenders (RFT): Supply and Delivery of Waste Management and Recycling Machinery for Kiribati, Nauru, Niue and Tonga, 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 suppliers who can supply, deliver, provide training and commissioning of the specified waste management equipment for Kiribati, Nauru, Niue, and Tonga.
- 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.

- 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 15 January 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 20 January 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%

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

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

Criteria	Detail	Weighting
Equipment Specifications and Supplier Experience	i. Details of proposed equipment, noting functionality, how it meets the criteria, ease of maintenance, and will meet the desired purpose. Include details of where similar equipment is currently in operation, with particular attention to Small Island Developing States if possible.	30%
	ii. Demonstrated and relevant experience in providing quality equipment for the intended purpose that can be delivered within the timeframe proposed	15%
	iii. Demonstrated experience in arranging and managing shipping in the Pacific region, as logistics can be different and challenging: including insurances, documentation, customs, and other clearance documentation; to ensure delivery to quoted timeframes.	15%
Methodology	iv. Detailed methodology to deliver the required project components and provide detail to the panel the value proposed by the tenderer.	15%
	v. Risk Plan (with mitigation measures) that will ensure the successful delivery of the project.	5%

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: **17 February 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-013_ReAd: **Supply and delivery of Waste Management and Recycling Machinery for Kiribati, Nauru, Niue and Tonga, 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

Supply and Delivery of Waste Management and Recycling Machinery for Kiribati, Nauru, Niue and Tonga

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 GEF ISLANDS project is assisting the governments of Kiribati, Nauru, Niue, and Tonga in strengthening their recycling capacities through targeted infrastructure support. As part of this effort, the project is procuring waste management machinery to enable in-country processing of recyclable materials for export. These machines are designed to improve collection efficiency, increase recycling rates, reduce the volume of waste sent to landfill, and enhance occupational safety for waste management personnel.

Table 1: List of Machineries to be supplied

COUNTRY	WASTE MANAGEMENT MACHINERY
Kiribati	<ol style="list-style-type: none"> 1. Garbage Truck 2. Scrap Metal Balers
Nauru	<ol style="list-style-type: none"> 1. Bobcat-type skid-steer loader chassis & engine specification, with the flexibility to swap attachments — specifically from a front loader bucket to a forklift attachment (pallet forks). 2. Scrap/Aluminum can baler 3. Car balers/Car crushers 4. Medium-duty stationary hydraulic baler
Niue	<ol style="list-style-type: none"> 1. Car Baler (ELV) 2. Aluminum Can Crusher 3. Glass Crusher 4. Organic Drum Shredder
Tonga	<ol style="list-style-type: none"> 1. Heavy Scrap/ELV Crusher

Note: Machinery specifications for each country are outlined in Annex 1.

Interested companies are invited to submit tender proposals for the supply, training and commissioning of the specified waste management equipment. While the specifications provided in this document represent the Secretariat's preferred requirements, alternative specifications that meet or exceed the performance, safety, and durability standards outlined are welcomed. Companies proposing alternative equipment must **clearly highlight and justify these deviations** 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.

All equipment supplied under this procurement must be robust, durable, and specifically designed to withstand the local climatic conditions of the Pacific Island countries, including high humidity, saline coastal environments, elevated temperatures, and unsealed road conditions. The machinery should be constructed with corrosion-resistant materials, adequately protected against rust and wear, and suitable for continuous operation in tropical environments.

In addition, suppliers are required to provide a quotation for the supply of consumables and spare parts sufficient for a minimum of two (2) years of operation. This should include, but not be limited to, filters, hydraulic fluids, blades, seals, hoses, belts, and other high-wear items relevant to the proposed equipment. A recommended maintenance and replacement schedule must also be included with the tender submission to ensure operational continuity and sustainability.

3. EXPECTED OUTCOME

The procurement of waste management machinery under the GEF ISLANDS project is expected to deliver the following outcomes in Kiribati, Nauru, Niue, and Tonga:

- 1. Improved Waste Collection and Handling Efficiency**
 - *Enhanced operational efficiency using compactor trucks and loaders, reducing collection times and frequency of trips to landfills.*
- 2. Increased Recycling and Resource Recovery**
 - *Balers for aluminum, PET, cardboard, and scrap metal will facilitate the segregation, compaction, and storage of recyclable materials, enabling higher recycling rates and reduced landfill dependency.*
- 3. Enhanced Management of End-of-Life Vehicles (ELVs)**
 - *ELV balers/crushers will allow safe processing and compaction of discarded vehicles, reducing environmental hazards and recovering valuable metals for recycling.*
- 4. Improved Occupational Health and Safety**
 - *Mechanised equipment reduces manual handling of waste, lowering risks of injuries and exposure to hazardous materials for waste management personnel.*
- 5. Environmental Benefits**
 - *Reduced volume of waste going to landfills, minimized leachate and emissions, and better containment of hazardous materials contribute to improved environmental protection.*
- 6. Strengthened Waste Management Systems**
 - *Capacity building through operator training and maintenance support will ensure the long-term sustainability and efficiency of waste management operations in the participating countries.*

4. SCOPE OF WORK

This contract covers the supply, training and commissioning of equipment required to support the objectives of the project. The scope of work includes the provision for delivery, installation of specified machinery, as well as training and any associated accessories necessary for operational readiness. A detailed description of the equipment, quantities, and specific requirements is provided in Table 1: Scope of Work below, which should be referred to for full specifications and deliverables under this contract.

The expected delivery of this consultancy will be developed in stages and is described in the following table:

Table 1: Scope of Work

Phase	Description	Documents SPREP will provide	Supplier Output
Inception	<p>Lead an inception meeting with SPREP and national focal points from the countries 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, including identification of spare parts, PPE, timing of delivery, etc• 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.• Any further details and information as SPREP may reasonably require.	Nil	<p>Inception Meeting</p> <p>Minutes of the inception meeting with confirmation of activities, and scope of work to be developed and agreed by meeting participants. The Draft Work/Service Plan will be presented and discussed at this meeting.</p> <p>Draft Work/Supply Plan</p> <p>Final Work Plan adequately addressing all comments on the Draft Work Plan</p> <p>Final Work/Supply Plan</p> <p>Final Work/Supply Plan incorporating revisions and addressing all comments by reviewers on the Draft Work/Service Plan</p>

Phase	Description	Documents SPREP will provide	Supplier Output
Development of Operating Resources for Safe and Effective Operation of Supplied Equipment	<p>Contractor is responsible for developing Operating Resources for safe and effective operation of all equipment delivered under this procurement The Operating Resources shall include, at a minimum:</p> <ul style="list-style-type: none"> <i>i. Maintenance Programme</i> <ul style="list-style-type: none"> - Detailed maintenance schedules to guide the timely service of the equipment. - Specification of all required spare parts, specialist tools, equipment, and materials necessary to enable effective operation. - Identification and provision of all spare parts and specialist tools with the supplied equipment, to be included in the supplier's quotation. - A clear programme outlining daily, weekly, and monthly maintenance activities, and the use of supplied parts and tools. <i>ii. Health and Safety Plan</i> <ul style="list-style-type: none"> - A plan specifying all safety procedures for the operation of the equipment. - Identification of the required Personal Protective Equipment (PPE) for safe operation. - Provision of any specialist PPE necessary for the operation of the chosen equipment, to be included in the supplier's quotation. <p>Both the Maintenance Programme and Health and Safety Plan must be presented by the supplier to the respective national focal points upon arrival of the chosen equipment in each of the country.</p>	Design work of Maintenance Programme	<p>Draft Operating Resources</p> <p>Draft Operating Resources including Maintenance Programme and Health and Safety Plan must be submitted to SPREP for review. Resources must provide guidance on the safe and effective operation of the equipment by local operator.</p> <p>Final Operating Resources</p> <p>Final Maintenance Programme and Health and Safety Plan incorporating revisions and addressing all comments by reviewers.</p>
Delivery of chosen equipment and Spare Consumable Parts and Specialist PPE for 2 years of Operation	<p>The Contractor is responsible for arranging for either the manufacture or procurement and delivery of the specified equipment highlighted in Table 1, including spare consumable parts, and specialist PPE sufficient for at least 2 years of operation and deliver to the following in the countries:</p> <ul style="list-style-type: none"> <i>i. Kiribati</i> – Environment and Conservation Division, Ministry of Environment, Lands, and Agriculture Developments, Tawara, Kiribati 	Nil	<p>Delivery of equipment, spare consumable parts, and specialist tools and PPE to Kiribati, Nauru, Niue, and Tonga</p> <p>Delivery of equipment, spare consumable parts, and specialist tools and PPE to each country with proof of delivery and customs documentation.</p>

Phase	Description	Documents SPREP will provide	Supplier Output
	<p>ii. <i>Nauru</i> – Department of Environment, Management and Agriculture, Nauru/Niue – Department of Environment, Alofi, Nauru</p> <p>iii. <i>Tonga</i> – Department of Environment- Ministry of Meteorology, Energy, Information, Disaster Management, Environment, Climate Change & Communications, Nukualofa, Tonga</p> <p>For each country the Supplier shall conduct a Factory Acceptance Test (FAT) to verify full functionality, safety and compliance with specifications.</p> <p>The Supplier shall then deliver the equipment to the designated sites with proof of delivery and customs clearance documentation. The nominated contractor is responsible for all expenses to reach this destination including insurance, stevedorage, packing, loading, freight cost, land transport, customs and other clearance documentation etc.</p> <p>National focal points will formally receive the equipment and parts/PPE upon arrival at their yard and after inspection for quality.</p>		Country focal points will formally receive the equipment and parts/PPE upon arrival at their yard and after inspection for quality.
Installation, Commissioning and Training on equipment operation and maintenance	<p>Upon delivery, the Supplier shall perform:</p> <p>i. Installation: Mechanical and electrical setup of all equipment</p> <p>ii. Commissioning: Functional and safety testing to verify operational readiness</p> <p>iii. Nominated contractor must develop and deliver training on safe and effective operation of chosen equipment. Training to include:</p> <ul style="list-style-type: none"> - Equipment operation - Health and Safety, including use of the PPE - Maintenance Plan, including replacement of consumable parts and use of specialist tools <p>iv. Final Operating Resources: Incorporating revisions and updates based on commissioning and training feedback.</p>	SPREP will provide formatting of presentation materials	<p>Installation and Commissioning Report</p> <p><u>Document confirming that all equipment has been installed, commissioned and tested successfully, meeting operational and safety requirements.</u></p> <p>Draft Training Materials</p> <p>Draft training programme and materials must be submitted to SPREP for vetting and clearance prior to training delivery.</p> <p>Final Operating Resources and Training Materials</p>

Phase	Description	Documents SPREP will provide	Supplier Output
			<p>Final manuals, maintenance schedules, health & safety plans and training materials adequately addressing SPREPs comments on draft materials.</p> <p>Training Report</p> <p>Record of training and evaluation must be submitted to SPREP. Report must include details of local individuals that participated in the training.</p>
Warranty	<p>Provide a minimum of 1 year warranty for all equipment covering parts and labour and a 2 year warranty is recommended for heavy machinery (e.g., garbage trucks, ELV crushers, balers).</p> <p>If equipment experiences significant corrosion or damage that was unable to be prevented through the agreed maintenance programme, full replacement is expected at no additional cost</p>	Nil	<p>1-2 Year Warranty</p> <p>Provide a 1-2 year full replacement warranty of equipment.</p> <p>Warranty certificates and term support</p>

Service Provider Responsibilities

The consultant will be responsible for scheduling meetings, country representatives, and SPREP, taking minutes, and distributing draft documents for comment prior to finalising.

5. 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
Operating Resources for Safe and Effective Operation of the Chosen Equipment	No later than 5 weeks after contract execution
Delivery of Equipment and Parts/PPE to Kiribati, Nauru, Niue, and Tonga	No later than 16 weeks after contract execution
Installation, commissioning and training in Kiribati, Nauru, Niue and Tonga	No later than 20 weeks after contract execution

6. BUDGET

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

- Purchase of equipment highlighted in table and include but *not limited to*
 - Associated equipment
 - Required specialist tools
 - Spare parts
 - PPE required
- All delivery costs (*not limited to*)
 - Shipping
 - insurance
 - custom clearance requirements
- All applicable taxes

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.

7. 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.