

REQUEST FOR TENDERS

RFT: 2025/POLP/001
File: AP_6/19/4
Date: 3 November, 2025
To: Interested consultants
From: Ngaire Ah Ching

Subject: Request for Tender (RFT): Supply and delivery of promotional materials for the Pacific Ocean Litter (POLP) Project.

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 single-use plastic-free alternatives to effect change and increase project visibility and awareness.
- 2.2. The Terms of Reference for 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
- 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.
 - 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 19 November 2025. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 21 November 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 producing high-quality branded promotional materials	20%
	ii. Ability to meet design, branding, and environmental sustainability requirements.	15%
	iii. Proven track record of working with international/regional organisations	15%
	iv. Ability to ensure safe and timely delivery to SPREP address	15%
	v. Use of sustainable or eco-friendly materials when packaging.	15%

II. Financial Score – 20%

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

7. Variation or Termination of the Request for Tender

- 7.1 a. SPREP may amend, suspend or terminate the 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: 28 November 2025, midnight (Apia, Samoa local time).**

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.

- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked **'RFT 2025/POLP/001: SUPPLY AND DELIVER PROMOTIONAL MATERIALS FOR THE POLP PROJECT'**

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 DELIVER PROMOTIONAL MATERIALS FOR THE POLP PROJECT

Terms of Reference

1) BACKGROUND

Plastic pollution is a global, intergenerational, and transboundary issue that negatively affects the environment, people, and coastal economies around the world. Eight million tons of plastic makes its way into the ocean each year with 80 percent coming directly from land.

The Pacific region has the potential to generate 580,000 tons of plastic waste by 2025, which is a 65 percent increase since 2010. Ninety-seven (97) percent of fish species sampled in the Pacific region have plastic in them. National fish consumption in the region is three to four times the global average. If these trends continue, by 2050, there will be more micro-plastics in the ocean than fish. The consequences of plastic pollution have raised concerns about its impact on human health and food security.

1.1 The Pacific Ocean Litter Project

The Pacific Ocean Litter Project (POLP) is an Australian funded initiative to reduce single-use plastic marine litter in the coastal environments of Pacific Island Countries (PICs). It has been developed in recognition of the threat marine litter poses to the environment, public health, and economic development of the Pacific region.

POLP supports the phase out of specific types of single-use plastics from land-based sources, including household litter and tourism waste (e.g., PET bottles, plastic bags, polystyrene take-way containers, straws). It also supports behaviour change in the users, consumers and producers of plastics and the introduction of alternative products. The project is being implemented through a combination of region-wide and country-specific activities.

As part of its outreach, education, and behaviour change initiatives, the POLP project is distributing branded reusable water bottles and reusable bags to promote the reduction of single-use plastics across the Pacific region. The products will reinforce POLP messages, targeting high-impact stakeholders, schools, communities, and institutions across the pilot countries.

2) PURPOSE OF THE TENDER

SPREP (Pacific Ocean Litter Project) is seeking the services of a supplier to supply and deliver single-use plastic-free alternatives to effect change and increase project visibility and awareness.

3) SCOPE OF WORKS

The Secretariat of the Pacific Regional Environment Programme operate on environmental principles, for our communications products and services these are the “Blue Wave Principles”. This requires all products to have very little negative environment impact possible. This must be noted when undertaking this task.

3.2 The principles supplier will be required to undertake the following duties:

- a. Supply and customise promotional materials listed below with approved customised print. This consists of several logos and text.
 - I. 4,000 x 750ml Stainless steel/aluminium water bottles
 - II. 4,000 x cotton tote bags large enough to fit A4 documents, with handles of a reasonable size for comfortable carrying.
- b. The promotional materials need to comply with the POLP branding and visibility guidelines. All artwork developed need to be approved by the POLP team before production.
- c. Ensure the promotional materials are delivered to SPREP headquarters in Apia, Samoa, shipping and freight costs to be included in quote.
- d. Ensure to make arrangements for door-to-door delivery.
- e. Delivery to be received by SPREP within 8-10 weeks from when the contract is signed.

4) DURATION

- a. Final outputs/deliverables are to be completed and submitted within 30 days from the day a contract is signed.
- b. Starting date for production will begin when the contract is signed by the supplier.
- c. Any alteration to the contract regarding the duration will be discussed between SPREP and the supplier prior to any such extension being granted.

31. EVALUATION CRITERIA

The successful consultant/organisation/firm shall satisfy the following criteria:

Experience	<ul style="list-style-type: none"> Demonstrated experience in producing high-quality branded promotional materials.
80%	



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Environment Programme

	<ul style="list-style-type: none">• Ability to meet design, branding, and environmental sustainability requirements. Value for money (cost competitiveness)• Proven track record of working with international/regional organisations• Ability to ensure safe delivery to SPREP address• Use of sustainable or eco-friendly materials when packaging.
Financial Proposal 20%	Submission of costs as per scope of works, shipping and freight costs to be included in quote.