

REQUEST FOR TENDERS

RFT: 2026-024
File: ADM 1/1/4
Date: 1 July, 2026
To: Interested contractors
From: Roger Warren, Human Resources Officer

**Subject: Request for tenders (RFT): Rubbish Collection for the SPREP Compound-
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 experience Rubbish Collection Companies who can offer their services for the weekly collection of rubbish from the SPREP compound situated at Vailima, for a period of 12 months with a possible 12 month extension subject to satisfactory performance.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: <https://library.sprep.org/sites/default/files/sprep-organisational-values-code-of-conduct.pdf>. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.4. SPREP Standard Contract Terms and Conditions are non-negotiable

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
 - i. Submit a detailed Curriculum Vitae detailing qualification and previous relevant experience for each proposed personnel.
 - ii. Provide three referees relevant to this tender submission, including the most recent work completed;

- iii. Complete the **tender application form** provided (*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered*).
Provide examples of past related work outputs
For the Technical and Financial proposals you may attach these separately.
 - iv. Must meet local registration requirements in Samoa.
- 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) **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.
 - d) 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 06 July 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 07 July 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 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
1	Demonstrate experience and proven ability in rubbish collection services.	25%
2	Demonstrate rubbish transportation vehicle complies with industry standards.	25%
3	Demonstrate sufficient personal protection equipment for all crew members.	20%

4	Demonstrate a working level knowledge of industry Health & Safety regulations.	10%
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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: 10 July 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 2026-024: Rubbish Collection Services for the SPREP Compound-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

Scope of works

Licensed rubbish collection companies are invited to submit quotes to provide rubbish collection services for SPREP Headquarters at Vailima.

Specifications:

1. Collect all rubbish and recyclables from SPREP rubbish depot once a week, preferably on Tuesday morning before 7.45am to avoid disruption to staff vehicle parking.
2. Clear any rubbish spills and ensure rubbish depot is swept clean and well-maintained during collection
3. All rubbish and recyclables collected must be safely transported and disposed at the MNRE landfill site at Tafaigata.
4. Provide assistance with any additional requests from SPREP regarding additional rubbish collection.
5. Additional call-out servicing requested by SPREP outside the agreed weekly servicing schedule, including the removal and disposal of bulky waste items and other large items, shall be undertaken as required. Bidders are required to include a separate call-out fee for such services in their quotation.”

All interested bidders must have carried out a site inspection of the SPREP compound with the Human Resources Officer in order to be considered. Please contact **7779005** in advance to arrange a time.

SPREP is committed to providing a safe working environment for its employees, contractors, visitors, volunteers and the general public using SPREP facilities.

All contractors engaged in rubbish collection and waste disposal services within the SPREP compound are required to comply with SPREP Occupational Health and Safety (OHS) requirements and all relevant national health and safety legislation.

The minimum standards associated with this work are listed below:

- All contractor personnel must wear appropriate Personal Protective Equipment (PPE) at all times while onsite, including:
 - High visibility vest or clothing
 - Safety boots
 - Gloves
 - Face masks where required

- Contractors must ensure that rubbish collection activities do not obstruct pedestrian walkways, emergency exits, or vehicle access routes within the compound.
- Safe manual handling practices must be followed at all times when lifting, moving, or disposing of waste materials.
- Hazardous, sharp, or potentially infectious waste must be handled and disposed of in accordance with approved health and safety procedures and applicable regulations.
- Contractors must ensure that all rubbish is securely contained during collection and transportation to prevent spills, littering, or environmental contamination within the compound.
- Reversing vehicles within the SPREP compound should exercise extreme caution and use reversing alarms and spotters where necessary.
- Contractors are responsible for keeping work areas clean and free from hazards during and after rubbish collection activities.
- All incidents, injuries, property damage, hazards, and near misses occurring within the SPREP compound must be reported to the Human Resources Officer (HRO) within 24 hours.

Service Obligations

The contractor 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.

