

REQUEST FOR TENDERS

RFT: 2026-026
File: AP_6/15
Date: 10 July, 2026
To: Interested consultants
From: Julie Pillet, Senior Project Officer, SWAP

Subject: Request for tenders (RFT): Provision and Installation of Recycling Collection Cages for 13 Schools in the Solomon Islands

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 issued 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 providers who can offer their services to design, manufacture, deliver, and install thirteen (13) recycling collection cages for plastic bottles (PET) and aluminium cans in selected schools in Honiara and its surrounding areas, Solomon Islands.
- 2.2. The Terms of Reference of the service are set out in Annex A.
- 2.3. The successful service provider 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 service providers must meet the following conditions:
- Must be currently based in the Solomon Islands and legally entitled to operate and work in the Solomon Islands;
 - 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*).
For the Technical and Financial proposals you may attach these separately.
 - Provide a copy of **valid business registration/license**;
 - Must meet local registration requirements where the service provider 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 service provider 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 service provider'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*).
Provide examples of past related work outputs
For the Technical and Financial proposals you may attach these separately.
 - Declaration of Honour**
 - Declaration of Integrity**
 - 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** which contains a detailed outline and schedule of priced tasks in accordance with tasks outlined under the Terms of Reference's *Deliverables/Timeline* sections submitted in United States Dollars (USD) and inclusive of all associated taxes.
- f) Where relevant provide:
 - i. Business registration/license (For Entities/ Individual service provider's as per relevant national legislations)
 - ii. Tax Identification Number (TIN) Letter (If applicable for Individual service provider'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 17 July 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 21 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, in collaboration the Ministry of Environment Climate Change Disaster Management & Meteorology (MECDM), will select a preferred service provider 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. The Evaluation Committee will assess all compliant tenders in accordance with the criteria set out below. 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 & Qualifications	The Service Provider must demonstrate:	
	a) Proven experience in the design, fabrication, or supply of metal structures, recycling infrastructure, or similar equipment.	20%
Technical Specifications of the Proposed Cages	b) Compliance with required design specifications (two compartments, durability, anti-rust treatment, emptying hatch), including design of the product (drawing or pictures of previous equipment produced).	20%
	c) Clear visual identification and signage for PET bottles and aluminium cans, including colour coding and material images.	10%
Methodology & Implementation Plan	d) The General approach – Understanding of the assignment and proposed approach to manufacturing and delivering the cages.	20%
	e) Proposed delivery and installation plan for the 13 schools, as well as proposed timeline and workplan demonstrating the ability to complete the assignment within the required timeframe.	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: 07 August 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 2026-026: Provision and Installation of Recycling Collection Cages for 13 Schools in the Solomon Islands'

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

Provision and Installation of Recycling Collection Cages for 13 Schools in the Solomon Islands

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
2. Used Oils
3. Solid Waste
4. Regional Collaboration and knowledge Sharing.

Solid Waste Management and Recycling Initiatives in the Solomon Islands

Waste management remains a significant environmental challenge in the Solomon Islands due to limited waste collection, transportation and recycling infrastructure. In many areas, limited access to safe drinking water also results in a high reliance on bottled water, contributing to the generation of plastic bottle waste that is often improperly disposed of and enters the environment.

Marine litter audits and beach surveys conducted under the SWAP project identified plastic and metal waste as two of the most prevalent waste streams in the Solomon Islands. Of the 28,330 litter items recorded through these surveys, 3,856 were aluminium cans (13.61%) and 3,024 were plastic bottles of less than 2 litres (10.67%).

To address this issue and promote recycling at source, the Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM) has requested support through

the SWAP2 project to install recycling collection points in 13 schools in Honiara and surrounding areas. The initiative aims to encourage waste segregation, increase environmental awareness among students, and facilitate the collection of PET plastic bottles and aluminium cans for recycling through local recycling partners and companies operating in the Solomon Islands.

Collected PET plastic bottles will be recovered through local recycling initiatives, including the Resilience Innovation and Social Change Girls Club (RISCG), while aluminium cans will be sold to local recycling companies. Revenue generated from the sale of recyclable materials may be reinvested by participating schools in environmental awareness activities and waste management initiatives, helping to support the long-term sustainability of the programme.

The installation of dedicated recycling collection cages in schools will support national efforts to reduce litter, divert recyclable materials from landfill, and strengthen emerging recycling initiatives in the country.

2. Objectives

The main objective of this assignment is to support waste minimisation and recycling efforts in schools in the Solomon Islands by installing dedicated recycling collection points. Specifically, the Service Provider will:

1. Design, manufacture, and supply 13 recycling collection cages for PET bottles and aluminium cans.
2. Deliver and install one recycling cage in each of the 13 selected schools in Honiara and its surrounding areas, Solomon Islands.
3. Provide clear signage and visual guidance on the cages to ensure proper segregation of recyclable materials.

3. Scope of work

SPREP is seeking a qualified Service Provider to procure, manufacture, deliver, and install recycling collection cages in the Solomon Islands. This service will be implemented in close collaboration with the SWAP2 Project Management Unit (PMU) and the Ministry of Environment Climate Change Disaster Management & Meteorology (MECDM).

Location

Table 1: Name of Schools

No.	School	Location
1.	Mt. Horeb Community High School	East Honiara
2.	Palm Drive International School	East Honiara
3.	Mbua Vale Community High School	Central Honiara
4.	Ilia Community High School	East Honiara

5.	Naha Community High School	East Honiara
6.	Tenavatu Primary School	North Guadalcanal
7.	Perch Christian School	East Honiara
8.	Panatina Community High School	East Honiara
9.	Emmaus Christian School	East Honiara
10.	Bishop Normal Palmer Anglican School	East Honiara
11.	Coronation Christian School	Central Honiara
12.	New Hope Academy	Town ground, West Honiara
13.	Bishop Epalle Catholic School	Rove, West Honiara

Tasks

The Service Provider will be responsible for the following tasks:

1. Design and fabrication of recycling cages

- Manufacture thirteen (13) recycling cages, each containing two separate compartments:
 - One compartment for PET plastic bottles; and
 - One compartment for aluminium cans.
- Recycling cages must be:
 - Manufactured from durable materials suitable for long-term outdoor use in tropical environments;
 - Galvanized or treated with anti-rust coating/paint;
 - Structurally stable, safe, and suitable for installation within school grounds;
 - Designed with deposit openings that are accessible to school-aged children, allowing them to easily deposit recyclable materials while ensuring safe use;
 - Designed to prevent the loss of collected materials and minimise contamination from external waste; and
 - Include surfaces suitable for the application of awareness-raising, educational, and branding graphics.
- Each compartment must:

- Be clearly identified with visual signage, including images of the appropriate material (PET bottles or aluminium cans);
- Be marked with distinct colours to facilitate easy visual identification;
- Include an appropriately sized opening to facilitate the deposit of recyclable materials;
- Include a lockable hatch, door, or access panel to enable the safe and efficient removal of collected materials; and
- Provide sufficient storage capacity for the expected quantities of recyclables generated at each school.
- The final dimensions, materials, colour scheme, artwork, and overall design of the recycling cages shall be proposed by the bidder and approved by the SWAP2 PMU and MECDM prior to fabrication.

Note: Bidders shall provide the proposed design of the recycling cages to be supplied under this assignment, including technical drawings, renderings, specifications, or photographs of similar units previously manufactured. The proposed design will be assessed as part of the technical evaluation criteria.

2. Branding and signage

- Each recycling cage must display:
 - The AFD/SPREP/SWAP project logo line-up; and
 - The Environment & Conservation Division (ECD) logo and MECDM logo.
- The Service Provider will be responsible for the design, printing, and installation of all signage and logos on the cages.

3. Delivery and installation

- Deliver and install 13 recycling cages in the selected schools in Honiara and its surrounding areas, on Guadalcanal, Solomon Islands.
- Ensure cages are securely installed and positioned in accessible areas within the school grounds.

4. Documentation and verification of delivery

- At the time of delivery, the Service Provider must:
 - Take photographs of each installed cage
 - Obtain a signed delivery confirmation form (see Annex B) from the school principal or an authorised representative confirming receipt of the cage.
- The signed forms and photos must be submitted to the SWAP2 PMU as proof of delivery and installation.

5. Maintenance services

- The Service Provider shall provide maintenance services for a period of 24 months following the installation of the recycling cages.

- The maintenance service shall include the repair or replacement of damaged or non-functioning components required to keep the recycling cages operational, including but not limited to locks, hinges, access doors, hatches, fastening systems, and other mechanical components.
- The Service Provider shall respond to maintenance requests submitted by the SWAP2 PMU or MECDM within an agreed timeframe and carry out the necessary repairs in a timely manner.
- Bidders shall describe in their proposal the maintenance services offered, including response times, procedures for reporting issues, and any exclusions.

Safety Protocols

The Service Provider must ensure that:

- All cages are constructed with safe edges and stable structures suitable for school environments.
- Installation activities comply with appropriate safety standards.
- Personnel involved in transport and installation follow basic occupational health and safety procedures.
- Installation does not pose risks to students, school staff, or surrounding infrastructure.

4. Reporting Arrangements

The Service Provider will report to the SWAP2 Project Management Unit (PMU) at SPREP and the Ministry of Environment Climate Change Disaster Management & Meteorology (MECDM) of the Solomon Islands. All deliverables must be submitted in English.

5. Deliverables / Timeline

All deliverables must be completed within the number of days/months set out on the table below within 4 months from the effective date (signing) of the contract.

Table 1: Schedule of work

No.	Deliverables	Estimated Duration to Complete
1	Kick-off meeting with SWAP2 PMU and MECDM	Within 2 weeks of contract signature
2	Design confirmation and fabrication of recycling cages	One month upon kick-off meeting
3	Delivery and installation of the 13 cages and submission of all signed forms and photos	Two months upon approval of the design

6. Schedule of Payments

Payment for the service will be phased according to the schedule of priced tasks provided, and submitted in accordance with the tasks described in section 5 above. Payments will be made based on completion of the following milestones:

1. Kick-off meeting and start of fabrication – 25% of payment
2. Delivery of first five (5) cages – 25% of payment
3. Delivery of next five (5) cages (10 cages total) – 25% of payment
4. Delivery of all thirteen (13) cages – 25% of payment

7. Additional Information

7.1. Financial Proposal

The Service Provider must submit a detailed Financial Proposal that includes all costs required to implement the assignment. The budget should be comprehensive, realistic, and inclusive of all applicable taxes and duties.

The Financial Proposal must include the following cost categories:

- Professional and staff fees – Personnel costs for all team members involved in the delivery of activities.
- Manufacturing costs of the recycling cages
- Design, production, printing and installation of logos and signage on the 13 cages
- Transport and delivery of cages to school sites
- Installation costs
- Administrative and overhead costs – A reasonable allocation of indirect costs associated with the implementation of the project.
- Bank transfer and transaction costs

7.3. Service Provider Responsibilities

The Service Provider will be responsible for:

- Designing, manufacturing, and delivering the recycling cages
- Ensuring all branding and signage are correctly produced and installed on the 13 cages
- Transporting cages to the 13 selected schools
- Installing cages safely within school grounds
- Providing photo documentation and signed delivery confirmation forms for each installation
- Providing maintenance and repair services for a period of 24 months following installation

Annex B: Delivery Confirmation Form*

Delivery Confirmation Form – Recycling Cage Installation

I, the undersigned, Mr/Ms _____, Principal / authorised representative of _____ School, confirm that the company _____ has delivered and installed one recycling cage for plastic bottles and aluminium cans, including all required signage and logos, on the school premises on the following date:

- Date of delivery: _____

Signature – School representative	Signature – Service Provider

** The signed form and photographs of the installed cage must be submitted to the SWAP Project Management Unit as proof of delivery.*