

REQUEST FOR TENDERS

RFT: 2026-027
File: AP_6/15
Date: 31 July, 2026
To: Interested service providers
From: Julie Pillet, Senior Project Office, SWAP

Subject: Request for Tenders (RFT): Procurement and installation of a New Weighbridge System at Naboro Landfill, Fiji

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 part of Phase 2 of the Sustainable Waste Actions in the Pacific (SWAP2) project, funded by the French Development Agency (AFD). With a budget of €4.3 million, SWAP2 aims to improve waste management infrastructure, strengthen capacity, and promote regional collaboration among 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 launch a tender for qualified and experienced suppliers for the procurement and installation of a new weighbridge at Naboro Landfill, Fiji.
- 2.2. The Terms of Reference for this consultation are provided in Annex A.
- 2.3. The successful individual 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/spreporganisationalvalues-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. Must be currently based in Fiji and legally entitled to operate and work in Fiji;
 - II. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - III. Provide three referees relevant to this tender submission, including the most recent work completed;
 - IV. 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*).
 - V. Provide a copy of valid business registration/license;
 - VI. Provide valid FRCS Tax Compliance Certificate;
 - VII. Provide valid FNPF Compliance Certificate.
- 3.2. Tenderers must have carried out a site inspection prior to submission of their proposal.
- 3.3. Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **conflict of interest form** provided.
- 3.4. **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.
- 3.5. Tenderer must sign a declaration of **honour form** and an **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 applicant 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 individual'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*)
 - b) **Declaration of honour**
 - c) **Declaration of integrity**
 - d) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
 - e) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
 - f) **Financial Proposal** containing a detailed cost breakdown and schedule of priced tasks in accordance with the Deliverables/Timeline section of the Terms of Reference.
 - g) Where applicable, please provide:

- i. Business registration/licence (for entities/suppliers in accordance with applicable national legislation).
 - ii. Tax Identification Number (NIF) letter (if applicable for suppliers under national legislation).
- 4.3. Provide three references relevant to this tender, including one reference for 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. The **financial proposal** must be submitted in **USD** and include all associated taxes.
- 4.9. 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 August 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 19 August 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 with the Waste Management and Pollution Control (WPC) Unit of the Ministry of Environment and Climate Change (MECC), Fiji, will select a preferred service providers 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	Details	Weighting
Experience, Qualifications and Resources	The tenderer shall demonstrate:	
	a) Proven experience in the supply, installation and commissioning of weighbridge systems or similar industrial weighing infrastructure. Preference will be given to tenderers who have successfully completed comparable projects within the last five (5) years, particularly in Fiji or other Pacific Island countries.	20%
	b) It has adequate personnel, technical expertise and resources to successfully deliver the assignment within the required timeframe. The proposed team should include personnel with relevant experience in civil works, electrical and instrumentation systems, weighbridge installation and project management.	10%
Methodology / Technical Proposal	3) a) General approach – The tenderer shall provide a detailed technical proposal demonstrating compliance with the technical specifications outlined in these Terms of Reference. The proposal shall clearly describe the proposed weighbridge system, construction methodology, installation approach, project implementation schedule, commissioning procedures and calibration methodology. The proposal should demonstrate a clear understanding of the operational requirements of Naboro Landfill and identify any potential risks together with proposed mitigation measures.	35%
	b) The tenderer shall provide details of the warranty period offered, availability of local or regional technical support, maintenance arrangements, response times for repairs, and availability of spare parts. Preference will be given to proposals offering comprehensive after-sales support and longer warranty periods.	15%

II. Financial score – 20%

A detailed budget must be provided by the tenderer(s) for each activity to be implemented.

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: 31 August 2026 at midnight (Apia, Samoa local time) or 23:00 Fiji local time.**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3. Please send all tenders clearly marked 'RFT 2026-027: **Procurement and installation of a New Weighbridge System at Naboro Landfill, Fiji**

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.

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

Procurement and installation of a New Weighbridge System at Naboro Landfill, Fiji

1. Background

Overview of the SWAP2 Project

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

Naboro Landfill - Background

The existing weighbridge at Naboro Landfill (please see Figure 1 below) has been in operation for over 20 years and remains the only weighbridge used to monitor and record all vehicle movements entering and exiting the landfill. It provides crucial data for daily waste management operations and supports waste tracking, reporting and landfill management activities.

However, over time, the weighbridge has experienced significant wear and tear due to continuous use by heavy vehicles. Recent assessments and technical reports from HG Leach (the landfill operations contractor) and Vantex Solutions (the weighbridge maintenance contractor) have confirmed data inaccuracies, structural deterioration, and load cell malfunctions. The condition of the existing system now presents operational and maintenance challenges and may affect the reliability of waste data collected at the landfill.

It is therefore recommended to install a new weighbridge system (see proposed location in Figure 2). The new system shall be designed to accommodate the range of vehicles regularly accessing the facility, including garbage compactor trucks (typically ranging from 3-tonne to 9-tonne capacities), covered and open trucks, skip loaders and roll-on-roll-off (RORO) trucks.

The proposed installation site is located within the existing landfill footprint and provides an available working area of approximately 400 square metres. The ground conditions at the proposed location consist primarily of dry red clay. Tenderers shall satisfy themselves regarding site conditions and any implications for foundation design and construction methodology.

Utilities are available within the landfill site and can be connected to support the operation of the weighbridge system and associated control cabin. There are currently no known access constraints affecting the transport of equipment, materials or construction machinery to the proposed site.

Naboro Landfill will remain operational throughout the implementation of the works. The Contractor shall therefore plan and execute all activities in a manner that minimises disruption to landfill operations. Particular attention shall be given to maintaining safe and efficient vehicle movements during construction. The Contractor shall prepare and implement a Traffic Management Plan (TMP) to ensure the continued entry, exit and safe circulation of waste collection vehicles and other authorised users of the landfill throughout the construction period.

Location maps and site photographs are provided in Figures 1 and 2 and Annexes to these Terms of Reference for reference.

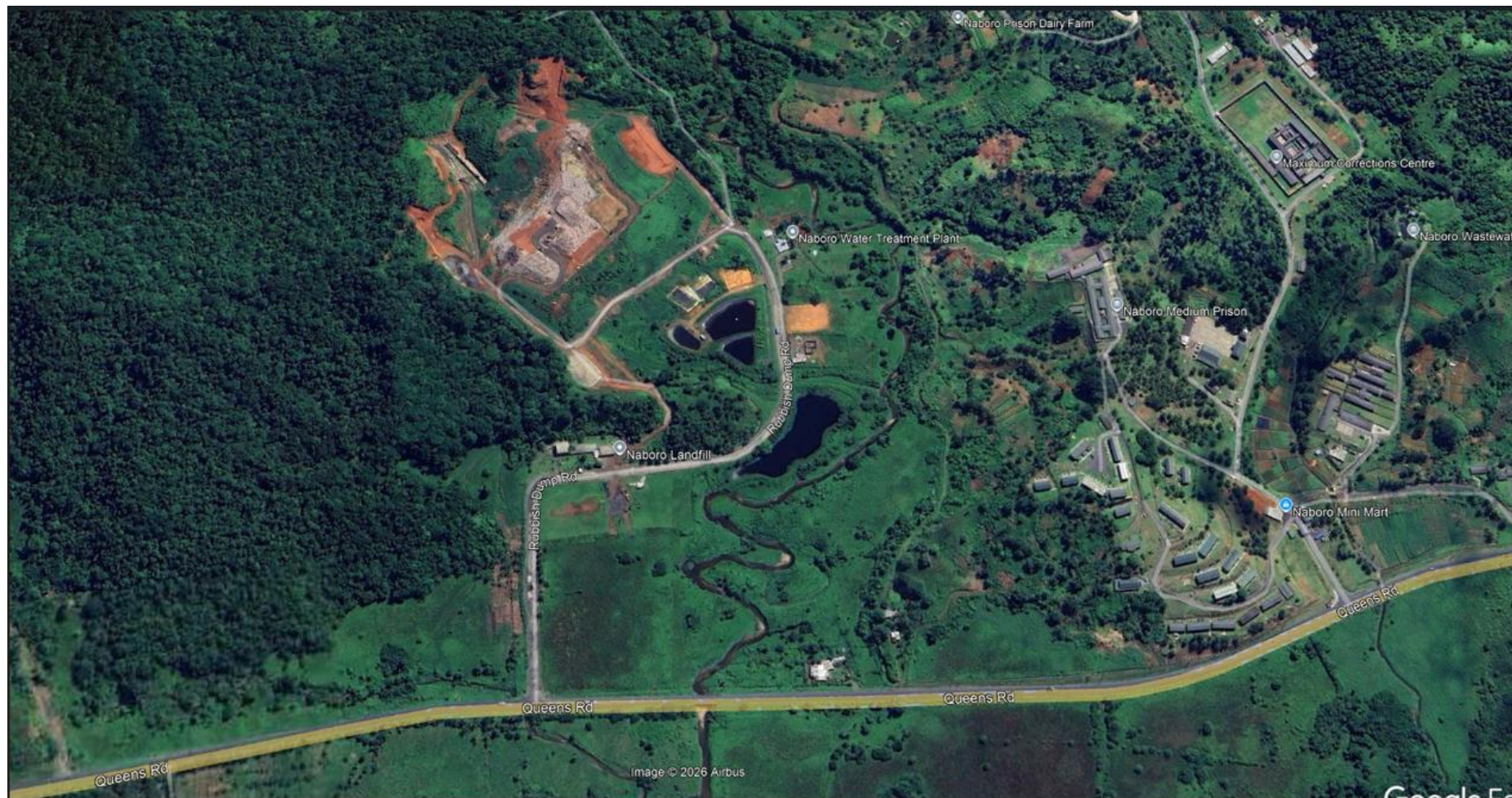


Figure 1: Location Map of the Naboro Landfill, Fiji



Proposed site
location for
installation of the
new weighbridge

Proposed site
location for the
control room

2. Objectives of the Assignment

The objective of this assignment is to engage a qualified contractor to supply, install, test, calibrate and commission a new weighbridge system at Naboro Landfill, Fiji.

The contractor shall provide a complete and operational weighbridge system, including all associated civil, structural, electrical, instrumentation, calibration and commissioning works required for its successful operation.

The assignment shall include, but not be limited to:

- site surveying, preparation and civil foundation construction;
- construction of reinforced concrete foundations, drainage infrastructure and approach ramps;
- supply and installation of a galvanised steel weighbridge structure with adequate corrosion protection suitable for tropical environmental conditions;
- supply and installation of load cells, instrumentation, software, electrical systems and internet connectivity;
- testing, calibration and certification by the relevant Fiji Weights and Measures Authority; and
- operator training, handover documentation and warranty support.

The proposed weighbridge system shall utilise equipment from a recognised manufacturer with demonstrated availability of spare parts and technical support within Fiji or the Pacific region.

The existing weighbridge will remain operational and in place throughout and beyond the implementation of this assignment unless otherwise instructed by the Client.

3. Scope of Work

The assignment will be carried out in close coordination with the SWAP2 Project Management Unit (PMU) and the Ministry of Environment and Climate Change, Fiji.

3.1. Technical Specifications and Minimum Performance Requirements

The Contractor shall supply, install, test, calibrate and commission a complete weighbridge system suitable for continuous operation at Naboro Landfill. The proposed system shall be new, fit for purpose, and sourced from a recognised manufacturer with proven experience in industrial weighing systems.

a) **Weighbridge Platform**

The weighbridge system shall meet the following minimum requirements:

- platform dimensions of approximately 3 metres wide × 14 metres long;
- minimum weighing capacity of 40 tonnes;
- heavy-duty modular steel construction suitable for landfill operations and frequent heavy vehicle traffic;
- suitable for use by garbage compactor trucks, skip loaders, roll-on-roll-off (RORO) trucks, covered trucks and other waste collection vehicles operating at Naboro Landfill;
- galvanised steel structure or equivalent corrosion-resistant treatment suitable for tropical and coastal environmental conditions; and

- design life of not less than 20 years under normal operating conditions.

b) Load Cells and Instrumentation

The weighbridge shall be equipped with:

- digital load cells designed for outdoor industrial applications;
- load cells with a minimum protection rating of IP68 or equivalent;
- protection against moisture, corrosion, lightning, vibration and overload conditions;
- weatherproof junction boxes, cabling and associated instrumentation; and
- reliable and accurate weighing performance under local climatic conditions.

c) Electrical and Communication Systems

The Contractor shall supply and install all electrical and communication systems necessary for the operation of the weighbridge, including:

- power supply connections;
- electrical conduits and cabling;
- surge and lightning protection devices;
- internet connectivity between the weighbridge and control station; and
- an uninterrupted power supply (UPS) to protect equipment from power fluctuations and temporary outages.

d) Indicator and Software System

The weighbridge system shall include a digital weighing indicator, computer workstation, printer and weighbridge management software capable of recording transactions, generating reports and maintaining vehicle and customer databases.

The software shall, at a minimum:

- record and store weighing transactions;
- generate daily, weekly and monthly reports;
- maintain a database of vehicles, customers and waste streams;
- export data to Microsoft Excel or compatible formats;
- provide user access controls and audit trails; and
- include data backup and recovery functionality.

e) Accuracy, Testing and Calibration

The weighbridge system shall:

- be designed and installed in accordance with recognised international standards for industrial weighing systems, including OIML standards or equivalent recognised trade-approved standards;
- be tested and calibrated prior to handover;
- demonstrate accuracy, repeatability and reliability during commissioning;
- be certified and approved by the relevant Fiji Weights and Measures Authority prior to operational use; and
- have a minimum accuracy of $\pm 0.1\%$ of applied load or equivalent manufacturer's standard for trade-approved weighbridges.

f) Training and Documentation

The Contractor shall provide training for designated landfill personnel covering:

- system operation;
- routine maintenance procedures;
- troubleshooting and fault identification; and
- data management and reporting functions.

The Contractor shall provide operation manuals, maintenance manuals and calibration documentation in English.

g) Warranty and After-Sales Support

The Contractor shall provide:

- a minimum twenty-four (24) month warranty period from the date of final acceptance;
- repair or replacement of defective equipment during the warranty period at no additional cost to the Client;
- details of local or regional technical support arrangements;
- recommended spare parts lists and expected lead times for replacement components; and
- availability of technical assistance during the warranty period.

The Contractor shall respond to warranty-related faults within five (5) working days of notification by the Client.

3.2. Preliminary Works:

The Contractor shall:

- undertake a site survey and confirm the final location of the new weighbridge;
- prepare all required construction drawings and technical documentation;
- obtain all necessary permits, approvals and certifications required for the installation and operation of the weighbridge system; and
- coordinate with the relevant Fiji Weights and Measures Authority regarding statutory requirements and certification.

3.3. Civil Works

The Contractor shall undertake all civil works required for the installation of the weighbridge, including:

- earthworks, excavation and site preparation;
- construction of reinforced concrete foundations designed to support the weighbridge and associated vehicle loads;
- construction of durable approach ramps and retaining structures where required;
- installation of drainage systems to prevent water accumulation around the weighbridge;
- construction of a small operator control station beside the weighbridge;
- installation of electrical conduits and associated underground services; and

- construction of all foundations, ramps and associated infrastructure shall be designed and certified by a qualified engineer and suitable for the anticipated traffic loads and local site conditions.

3.4. Mechanical and Structural Works

The Contractor shall:

- supply and install a complete modular steel weighbridge platform;
- provide all structural components, fixings and accessories necessary for the operation of the system; and
- ensure all steel components are galvanised or otherwise protected against corrosion.

3.5. Electrical and Instrumentation Works

The Contractor shall:

- supply and install load cells, junction boxes, cabling and associated instrumentation;
- install the digital weighing indicator, computer workstation, printer and weighbridge management software;
- provide all electrical works, communication systems and internet connectivity required for operation of the weighbridge; and
- install surge protection devices and an uninterrupted power supply (UPS).

3.6. Commissioning and Calibration

The Contractor shall:

- undertake full system testing and commissioning;
- perform load testing using certified test weights;
- verify the accuracy, repeatability and reliability of the system;
- obtain certification and stamping from the relevant Fiji Weights and Measures Authority.

3.7. Site Handover

Upon completion of the works, the Contractor shall:

- provide final commissioning documentation;
- deliver calibration and certification certificates;
- provide operation and maintenance manuals in English;
- train designated landfill personnel in the operation, maintenance and troubleshooting of the system; and
- formally hand over the completed installation to the Client.

3.8. Health, Safety and Environmental Requirements

The Contractor shall prepare and implement a Health, Safety and Environmental Management Plan for all activities undertaken under this contract. Particular attention shall be given to:

- working within an operational landfill environment;
- traffic management for waste collection vehicles;
- excavation and foundation works;
- use of heavy machinery and lifting equipment;



- protection of workers, landfill staff and visitors; and
- dust, noise and waste management during construction.

All personnel shall be equipped with appropriate personal protective equipment (PPE) and comply with applicable Fiji occupational health and safety regulations.

4. Deliverables / Schedule

The services under this assignment must be carried out in accordance with the following deadlines:

Deliverables	Deadline
<u>Kick-off meeting report</u> : Summary of conclusions from the project kick-off meeting, including updated project schedule	One week after contract signature
<u>Civil works</u>	2 months after contract signature
<u>Mechanical & Structural Work</u>	2 months upon completion of the Civil Works
<u>Commissioning and Hand-over</u>	2 months upon completion of the Mechanical & Structural Work

5. Payment Schedule

Payments will be made by phase following approval of deliverables, according to the following payment schedule:

Deliverables	Percentage
<u>Kick-off meeting report</u> : Summary of conclusions from the project kick-off meeting, including updated project schedule	10%
<u>Civil Works Completed</u>	30%
<u>Equipment Delivered and Installed</u>	30%
<u>Commissioning and Training</u>	20%
<u>Final Acceptance after 30 days operation</u>	10%