

REQUEST FOR TENDERS

RFT: 2026-POLP-005
File: AP_6/19/4
Date: 16 June, 2026
To: Interested consultants
From: Ngaire Ah Ching, Senior Project Officer - Pacific Ocean Litter Project

Subject: Request for Tender (RFT): Supply, Install and Maintain Filtered Water Stations in Four identified Schools in Port Moresby, Papua New Guinea.

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 licensed manufacturers and authorised distributing companies to supply, install and maintain filtered water stations in four identified schools in Port Moresby, PNG.
- 2.2. The Terms of Reference for the consultancy are set out in Annex A.
- 2.3. The successful tenderer 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, tenderer must meet the following conditions:
 - i. Submit company profile detailing business nature and goods and services provided.
 - ii. Must be a licensed/certified manufacturer and/or authorised distributing companies to supply, install and maintain filtered water stations.
 - iii. Service provider must comply with National Health Drinking Water Standards

- iv. Provide three referees relevant to this tender submission, including the most recent and relevant work completed;
 - v. 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.
 - vi. 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 tenderer 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) **Company profile**
 - d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
 - e) **Financial Quote**– 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) Must provide:
 - i. Business registration/license (For Entities/ Individual companies 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 22 June 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 24 June 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 tenderer 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 tender 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	Description	Weighting %
Experience	• Demonstrated experience of having successfully worked with government, non-government community stakeholders in Port Moresby. • Demonstrated experience in water purification process used and complies with National Health drinking water standards and Industry Health & Safety regulations. • Demonstrated experience in installation and maintenance of filtered water stations to ensure in accordance with National Health drinking water standards and Industry Health & Safety regulations.	40%
Technical Proposal	• Submitted Technical Proposal to include how to address the activities outlined in the scope of works. Vendor to develop a workplan and budget as part of the proposal.	40%

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: 03 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-POLP-005: Supply, Install and maintain Filtered Water Stations in four identified Schools in Port Moresby, PNG.'**

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, Install and maintain Filtered Water Stations in four identified Schools in Port Moresby, PNG.

Assignment Title	As stated above.
Activity Reference	RFT - 2026 POLP 005
Project	Pacific Ocean Litter Project
Contract Duration	4-6 weeks
Estimated Budget	USD 29,000

1) BACKGROUND

The Pacific Ocean Litter Project (POLP) is a regional project funded by the Australian Government and implemented by SPREP. The goal of the POLP is Coastal Environments in the Pacific Island Countries are cleaner and less polluted by plastic. The long-term outcome to achieve this is consumers using less single use plastics (SUPs) and more plastic substitutes.

Outlined in PNGs Expression of Interest for POLP support, National Capital District Commission (NCDC) is facilitating a school initiative in Port Moresby and wishes to work in collaboration with POLP to raise awareness and POLP would like to support the following activities that we understand are priorities for PNG.

The POLP school program will be implemented in collaboration with NCDC “3R HEART Eco School initiative in Port Moresby”. This is an initiative to expand the concept of 3Rs (Reduce, Reuse, and Recycle) to improve Health, Environment, Attitude, Resource efficiency and Thoughts in Port Moresby. The project was initiated in 2011, and included under the JPRISM Project Plan of Operations Output 2 and launched in October, 2014. It was later incorporated into NCD’s Waste Management Plan 2016-2025 for Waste Management Division to implement the 3R HEART program to all schools in the National Capital District. The program currently covers 23 schools in NCDC.

The overall objective is to coordinate and implement in collaboration with NCDC the 3R HEART Eco School Program for selected schools in the National Capital District. These schools include;

1. Sevese Morea Community school,
2. Koki Community School,
3. Hagara Community school,
4. Badihagwa Secondary school.

2) TENDER OBJECTIVES

Under this TOR, SPREP is seeking the services of a vendor/supplier to:

1. Supply and deliver two filtered water stations to each of the four identified schools.
2. Install the filtered water stations at the four identified schools.
3. Ensure maintenance of the water stations on a regular basis.

3) SCOPE OF WORKS

The provider is required to undertake the tasks outlined in Table 1. They will also be required to have an inception meeting with SPREP's POLP Project Management Unit (PMU) and NCDC to agree upon the workplan.

Table 1: Required tasks for the subject areas above:

1	Supply and Deliver Filtered Water stations to identified schools. The vendor is to provide quote for supplying and delivering the filtered water stations, considering the following: a) Durable and good quality of the filtered water station product. b) Value for money c) Safe delivery of the stations to the schools. d) Ensure compliance with National Health drinking water standards and Industry Health & Safety regulations.
2	Installation of Filtered Water stations at identified areas at the identified schools. The vendor is to provide quote for installation of the filtered water stations, considering the following: a) Ensure installation of water stations are in compliance with relevant work construction requirements in consultations with NCDC and the identified school. b) Ensure compliance with National Health drinking water standards and Industry Health & Safety regulations.
3	Maintenance of Filtered Water stations. The vendor is to provide quote for maintaining the filtered water stations, considering the following: a) costs of quality maintenance services to be offered on a regular basis. b) Inclusion of a warranty plan for two years. c) Ensure compliance with National Health drinking water standards and Industry Health & Safety regulations.

4) PROJECT SCHEDULE AND DELIVERABLES

Project workplan is to be completed within 4- 6 weeks of signing the contract. Expected project activities are detailed in the Table below. The quote response should detail how and when these steps will be delivered by submitting a Technical Proposal.

Activity	Description	Indicative Timeline
1	Inception Meeting between the POLP PMU, NCDC and POLP NPO to confirm workplan	Week 1 from date of Contract execution)
2	Supply and Deliver the water stations to the identified schools	Week 2 - 4
3	Installation of water stations at the identified schools	Week 5
4	Coordinate final inspection of water confirming maintenance plan.	Week 6

5) EVALUATION CRITERIA

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

Experience (40%)	• Demonstrated experience of having successfully worked with government, non-government community stakeholders in Port Moresby. • Demonstrated experience in water purification process used and complies with National Health drinking water standards and Industry Health & Safety regulations. • Demonstrated experience in installation and maintenance of filtered water stations to ensure in accordance with National Health drinking water standards and Industry Health & Safety regulations.
Technical Proposal (40%)	• Submitted Technical Proposal to include how to address the activities outlined in the scope of works. Vendor to develop a workplan and budget as part of the proposal.
Financial Proposal (20%)	• Budget is at USD 29,000. Quotes above budget amount will not be considered. • Submit quote in USD conversion of PGK amount. • Contract with successful Tenderer will be in USD currency.