



# REQUEST FOR TENDERS

RFT: 2023/006  
File: AP\_3/29  
Date: 15 February, 2023  
To: Interested consultants  
From: Semi Qamese – Project Manager PACRES

**Subject: Request for tenders (RFT): Consultancy to scale up rainwater catchment project in Keapara to include Karawa and Alukuni villages, Rigo District, Central Province, 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](http://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 scale up recently established EU GIZ Adapting to Climate Change and Sustainable Energy (ACSE) rainwater catchment project in Keapara to include Karawa and Alukuni villages, Rigo District, Central Province, PNG for the Pacific Adaptation to Climate Change and Resilience Building (PACRES).
- 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://www.sprep.org/attachments/Publications/Corporate Documents/spreporganisational-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:



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- i. Must preferably be based legally work in PNG, international consultants may apply with a locally identified counterpart in PNG;
  - 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. Provide examples of past related work outputs;
  - 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*).  
*For the Technical and Financial proposals, you may attach these separately.*
  - vi. Provide a copy of valid business registration/license.
- 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*).  
*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** – a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.

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- 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](mailto:procurement@sprep.org) before 01 March 2023. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 03 March 2023.
- 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%

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Criteria	Detail	Weighting
<b>Experience</b>	A qualification from a recognised tertiary institution in fields related to construction, plumbing, welding and fabrication, electrical and project management or similar	10
	Extensive experience and examples of previous project work in supporting building construction and plumbing as well as metal fabricating and electrical work	20
	Record of having successfully worked with government and civil society stakeholders, local and provincial government systems in the water and energy sector in PNG or the Pacific region	20
<b>Technical Proposal / Methodology</b>	<ol style="list-style-type: none"><li>recommended approach and/or a detailed work plan to deliver scope of work in the attached terms of reference, clearly outlining milestones and delivery timelines;</li><li>provide business profile to show experiences, resources and staff capacities; and</li><li>key sources/data to inform the assignment and relevant stakeholders.</li></ol>	30

## 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

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- 8.1. **The due date for submission of the tender is:** 15 March 2023, 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 2023/006: **Consultancy to scale up rainwater catchment project in Keapara to include Karawa and Alukuni villages, Rigo District, Central Province, PNG.**'

Mail: SPREP

Attention: Procurement Officer

PO Box 240

Apia, SAMOA

Email: [tenders@sprep.org](mailto: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**

### **Scale up rainwater catchment project in Keapara to include Karawa and Alukuni villages, Rigo District, Central Province, PNG**

#### **A. Background and Rationale**

The €12 million European Union funded Intra-ACP GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES) aims to ensure better regional and national adaptation and mitigation responses to climate change challenges facing Pacific ACP countries. PACRES is being implemented collaboratively by the Secretariat of the Pacific Regional Environment Programme (SPREP), the Pacific Islands Forum Secretariat (PIFS), the Pacific Community (SPC) and the University of the South Pacific (USP).

PACRES is supporting PNG to scale-up pilot adaptation projects in two communities that have been identified by Climate Change and Development Authority (CCDA) for the scaling up work. The PNG communities are the Karama mangrove rehabilitation project in Malalaua district of the Gulf Province and the Keapara rainwater catchment project in Rigo district of the Central Province. Project activities in PNG is overseen by the CCDA and works closely with relevant partners and stakeholders at national and provincial governments, communities and institutions which provide support to these rural communities.

The Keapara rainwater catchment project was implemented under the EU GIZ ACSE project and completed in 2021. Recommendations from the “EU GIZ ACSE Keapara project Completion Report” indicated that adjacent villages namely Karawa and Alukuni within the same geographic location will need similar assistance. PACRES scaling-up this initiative will therefore assist these two villages and the Keapara Primary School by supplying and installing rainwater tanks along with solar streetlights. An initial scoping assessment was conducted in March 2022 by a combined team of PACRES PMU, NDoH WASH and CCDA personnel and the recommendation in the EU GIZ ACSE completion report was confirmed. The results and findings of this scoping assessment can be made available if required. The report provides a summary of tank quantities per hamlet, information on site preferences, number of tank foundations as well as number of solar streetlights as part of the scaling up activities, see table 1.



Table 1 Water tanks and solar streetlights quantities required.

Location	Water tanks (at least 5000L) with relevant fittings and connections and concrete foundation	Solar streetlights and accessories with options of light or concrete poles and concrete foundation
Keapara village	1 water tank	3 streetlights and 2 poles
Alukuni village	2 water tanks	3 streetlights and 3 poles
Karawa village	2 water tanks	3 streetlights and 3 poles
Keapara Primary School	2 water tanks	1 streetlight and 1 pole

The Keapara Community is located on a protruding land mass (island) that is connected to the mainland by a narrow strip of land that is often submerged during high tides, see Figure 1 for location. Due to the geographical location of Keapara community, fresh water is becoming a major need caused by the consequences of climate change effects on sea level rise. The Keapara rainwater catchment project is located approximately 4 hours' drive from Port Moresby in the Rigo district of Central Province. Keapara community comprises of 3 village hamlets adjacent to each other, namely Karawa, Alukuni and Keapara itself which is bigger than the two and makes up most of the population and accommodate the only Primary School. Several rainwater tanks have been provided to Keapara village under the EU GIZ ACSE project, however, Karawa and Alukuni villages were not party to that arrangement. Therefore, this scaling up work will include Karawa and Alukuni villages receiving similar assistance. Solar streetlights will be strategically installed in the communal areas within the 3 villages as power sources and for safe mobility.

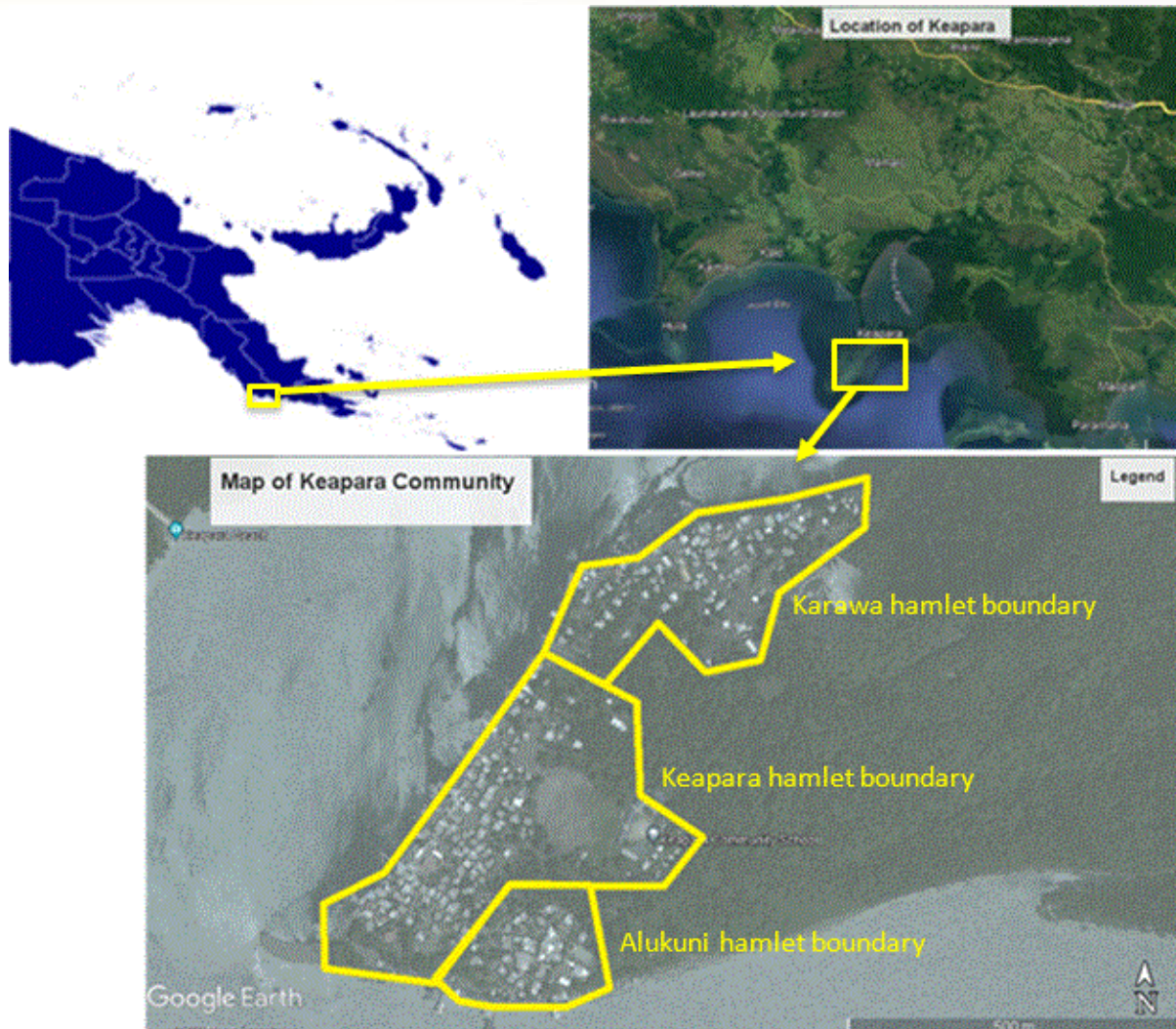


Figure 1 Location Map of Keapara Community (Keapara, Karawa & Alukuni hamlets). Source: Google map, not projected to scale

In this instance, SPREP is seeking the services of a suitably qualified consultant to work with CCDA and SPREP to undertake this task which includes the installation of rainwater tanks and piping systems as well as construction of solar streetlights for Keapara, Karawa and Alukuni communities in Keapara, Central Province of PNG, see Table 1.

## **B. Scope of Work**

The consultant will install rainwater tanks with required fittings and construct solar streetlights in Karawa and Alukuni villages of Rigo District of Central province in PNG.

1. Rainwater tank Installment (including water tank foundation and accessories)

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- (i) Provide a design on the tank instalments with relevant fittings/connections.
  - (ii) Install 7 rainwater tanks based on the agreed design in Keapara, Aulukuni, Karawa villages and Keapara Primary School, refer to table 1. Smaller size tanks may be an option if transportation is a challenge, but the combined volumes should be at least 5000L per location.
2. Solar streetlights construction (including foundation and accessories)
- (i) Provide a design on the construction of the solar streetlights with relevant accessories.
  - (ii) Construct 10 streetlights and 9 poles based on the agreed design in Keapara, Aulukuni, Karawa villages and Keapara Primary School, refer to table 1.
3. Capacity building
- (i) Provide training on basic repair and maintenance of the rainwater catchment and solar streetlight systems.
4. Project Closure report
- (i) submit a project closure report at the completion of the project with lessons learnt and good practice identified and documented.

The successful consultant 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](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.

### C. Project Schedule

The activities are to be completed by **31 August 2023**. Expected project activity is detailed in Table 1 below. The tender response should detail how and when these steps will be delivered by submitting a Technical Proposal.

**Table 1 Project schedule**

	Activity
1	Notification of successful consultant.



2	Contract signed.
3	Commencement meeting via zoom or telephone between successful consultant, PACRES Project Management Unit (PMU) and PNG's CCDA.
4	Approval of work plan and methodology.
5	Installation of 7 rainwater tanks (including water tank foundation and accessories) based on the agreed design in Keapara, Aulukuni, Karawa villages and Keapara Primary School
6	Construct 10 streetlights and 9 poles (including foundation and accessories) based on the agreed design in Keapara, Aulukuni, Karawa villages and Keapara Primary School
7	Provide training on repair and maintenance of the rainwater catchment and solar streetlight systems
8	Final testing and inspection by PACRES PMU and CCDA and contractor prior to approval for commissioning.
9	Submission a project closure report at the completion of the project with lessons learnt and good practice identified and documented.

#### **D. Budget**

The Financial Proposal to be priced based on a work plan on where, when and how the technical assistance will be conducted. The financial proposal should be for the **fees component, materials, travel and any other costs associated with full implementation of identified options.**

Any requirements outside of the component mentioned above (e.g., training workshop associated costs etc.) should be mentioned in the proposal but not costed at this stage.

#### **E. Technical Proposal**



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Interested tenderers must develop a methodology and workplan describing how they will deliver against the scope of work described above.

## **F. Expertise**

The tenderer must demonstrate expertise and experience in the following areas:

- a. A qualification from a recognised tertiary institution in fields related to construction, plumbing, welding and fabrication, electrical and project management or similar;
- b. Extensive experience and examples of previous project work in supporting building construction and plumbing as well as metal fabricating and electrical work; and
- c. Record of having successfully worked with government and civil society stakeholders, local and provincial government systems in PNG or the Pacific region.