



SPREP

Secretariat of the Pacific Regional
Environment Programme

REQUEST FOR TENDERS

RFT: 2022/041
File: AP_2/17/18
Date: 27 June, 2022
To: Interested consultants
From: Dominic Sadler, Invasive Species Component Manager, PROTEGE Programme

Subject: Request for tenders (RFT): Supply and delivery of rat traps as part of rat trapping operations in households in Wallis and Futuna

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
 - We value the Environment
 - We value our People
 - We value high quality and targeted Service Delivery
 - We value Integrity
- 1.3. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to supply and deliver rat traps to support rat trapping efforts in Wallis and Futuna's households.
- 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:
 - i. Provide three referees relevant to this tender submission, including the most recent work completed;
 - ii. 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*
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*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.

- iii. Provide a copy of valid business registration/license.
 - iv. Must be able to work in French
- 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 or French 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.
- 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 13 July 2022. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 15 July 2022.
- 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 partnership with Wallis and Futuna's Territorial Environment Service, 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%

- i. Experience of the applicant in the supply and use of equipment for the control of invasive rodents (20%)
- ii. Profile of the applicant or team, proposed equipment and availability of operators (10%)
- iii. Detailed technical proposal (50%)



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II. Financial Score – 20%

Costs/Financials – direct and indirect benefits/costs over the whole procurement cycle including taxes, import duties, freight and handling fees (where applicable) from point of procurement to assigned destination;

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: **26 July 2022, 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 2022/041: **Supply and delivery of rat traps, as part of rat trapping operations in households in Wallis and Futuna**'

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.

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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

1. CALL FOR TENDER CONTEXT

1.1. PROTEGE project

The EU-funded PROTEGE project aims to promote sustainable and climate change resilient economic development in the European Pacific Overseas Countries and Territories (OCTs).

One of the PROTEGE project components focuses on invasive species management, which is coordinated and monitored by the Secretariat of the Pacific Regional Environment Programme (SPREP), based in Apia, Samoa. This component is implemented in Wallis and Futuna by the Service Territorial de l'Environnement (STE).

The Invasive Species theme has 3 expected outcomes:

- Outcome 12: Biosecurity is improved through the development of strategies and action plans for better prevention of introductions.
- Outcome 13: Monitoring and management systems for certain invasive animal and plant species are implemented to preserve biodiversity and ecosystem services.
- Outcome 14 : Operational, coordination and support tools are put in place to strengthen and sustain inter-OCT and OCT/ACP cooperation.

This service meets expected result 13.

1.2. Implementation site

- Wallis and Futuna

The islands of Wallis and Futuna are located in the South Pacific, northeast of Fiji and west of Samoa. Wallis and Futuna consists of three main tropical volcanic islands, divided into two groups of islands about 230 kilometres apart: 'Uvea in the north-east and Futuna (and the uninhabited island of Alofi) in the south-west.

At the last census in 2018, the population of the Territory was 11,558, divided into 32 villages and 2975 households.

- Control of invasive rodents in Wallis and Futuna

In terms of invasive rodent control, the Territory had only undertaken occasional rodent identification and trapping operations. Estimates of rat abundance (2007-2008) and extensive trapping (2009-2012) were carried out in Futuna. These campaigns consisted of placing bait in households and at the landfill sites on both islands. However, these rodent control operations were stopped due to a lack of human, material

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and financial resources - the remaining stock of rat bait being distributed by the Territorial Environment Service (STE) at the (recurrent) request of individuals. Since 2017, trapping has also been carried out by the STE branch in Futuna on the island of Alofi, with a reinforced system under PROTEGE.

In 2016, a list of invasive or harmful alien species was approved by the Territory's authorities (Order n°2016-407 of 6 September 2016). Among the species listed, three rodent species (the black rat *R. rattus*, the Polynesian rat *R. exulans*, the Norway rat *R. norvegicus*) have devastating impacts in Wallis and Futuna, on the environment, food security as well as human health.

Since the implementation of PROTEGE in 2018, the Territory has made several advances in invasive rodent control, including awareness raising, biosecurity, rat eradication on islets and rat control and restoration of degraded habitats. However, the Territory has so far not developed control actions on the main islands.

- Rat control on the main islands

Following the actions carried out on PROTEGE in Alofi and on the Wallis islands, the Territorial Environmental Service wishes to carry out the following operations:

1. Carrying out control operations through the distribution and installation by the Territorial Environmental Service of a rat trap of the "Victor Easy Set Rat Trap" (or equivalent) type within the 3,000 households in strategic locations (e.g. paito, bulky items, pig farms, etc.).

The objective is to strengthen:

1. local understanding of the impacts of rats on the environment, food security and health;
2. local capacity to monitor and control invasive rodents as a prerequisite to establishing effective and sustainable management and monitoring systems.

2. EXPECTED DELIVERABLES

The selected candidate will

- 2.1. Order and transport rat traps to the Territorial Environment Service of Wallis and its branch in Futuna. The rat traps must be:
 - Easy to use by beginners
 - Easy to maintain
 - Effective against rats



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The offer must contain 3 options:

- Option 1: Supply and delivery of 3,000 traps (2,100 to Wallis and 900 to Futuna)
- Option 2: Supply and delivery of 6,000 traps (4,200 to Wallis and 1,800 to Futuna)
- Option 3: Supply and delivery of 9,000 traps (6,300 to Wallis and 2,700 to Futuna)

3. GOVERNANCE

The contract is signed between SPREP and the selected candidate as part of the implementation of activity 13B. Control of invasive species.

The service will be co-piloted by SPREP and the Wallis and Futuna Environment Service, in consultation with the Territory's authorities (Prefecture, Customary Authorities, Territorial Assembly).

4. CANDIDATE'S OBLIGATIONS

The selected candidate must comply with the information provided by the Wallis and Futuna Territorial Environment Service.

The selected candidate will be responsible for carrying out all the work as defined in these specifications.

In their technical proposal, the service provider will have to give a precise amount for each item of expenditure.

The service provider shall be responsible for and supervise the transport of the traps to their final destinations (Territorial Environment Service in Mata'Utu, Wallis and its branch in Leava, Futuna) if necessary (taking into account transport costs and times). This includes in particular authorisations and formalities linked to customs clearance, costs linked to transport, landing fees, wharfage taxes and cleaning, as well as the delivery of the material from the ports of arrival to the premises of the Territorial Environment Service in Wallis and Futuna. The Territorial Environment Service will support the service provider in liaising with the relevant services (Customs Service, forwarding agents, etc.).

Bellow is a list of shipping companies operating between Wallis and Futuna:

- Cat Services (emilie.negrax@cat-services.wf)
- Moana Shipping Sa (pierre@moana.nc)
- Transam Wallis (pdl.wallis@mail.wf)

The Environment Department undertakes to provide the selected candidate with allrelevant documents in its possession which may be useful for the delivery of this

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service. The shared data may only be used for the purposes of meeting the requirements of the service.

5. Proposed Implementation calendare

The operation starts upon signature of the contract. The work must be completed by February 2023.

The following deadlines must be met:

Date	Deliverable
1 October 2022	Order of rat traps
30 January 2023	Receipt of traps and flyers in Wallis
30 February 2023	Receipt of traps and flyers in Futuna

6. REQUIRED EXPERIENCE

The service provider must have extensive experience in providing material and equipment aimed at invasive species management.

Experience in environmental management in the Territory of Wallis and Futuna would be advantageous.

Proposals will be evaluated according to their technical quality, the references and experience of the provider and the financial offer.