

RFT: 2023/055  
File: AP\_6/15  
Date: 12 January, 2024  
To: Interested consultants  
From: Julie Pillet, Senior Project Officer, SWAP

**Subject: Request for tenders (RFT): Supply of a second-hand backhoe loader for the waste disposal site at Gizo, Solomon Islands, READVERTISEMENT**

## 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 developed under the *Committing to Sustainable Waste Actions in the Pacific* (SWAP) Project funded by the Agence française de développement (AFD). The 3 million Euro SWAP Project aims to improve sanitation, environmental, social, and economic conditions in Pacific Island countries and territories through proper waste management.
- 1.4. 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 suppliers supply a second-hand backhoe loader and spare parts as listed in Annex A this Terms of Reference.
- 2.2. The successful applicant will need to supply and deliver the equipment to the addresses specified in the Terms of Reference in Annex A.
- 2.3. Price should include freight and handling fees from point of procurement to the assigned destination.
- 2.4. The successful consultant 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.
- 2.5. 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:
- Provide proof of relevant experience in supplying similar equipment in the Pacific.
  - Provide at least three referees relevant to this tender submission, including the most recent work completed.
  - Offers must be valid for 90 days from the closing date of tenders.
  - 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 a copy of valid business registration/license.

**Any import duties or taxes would be the responsibility of the Government.**

- 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 the **SPREP-AFD Declaration of honour** 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 requirements as stipulated in the ToR. 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, comprising:
- 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*).
  - Honour form**
  - Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
  - Technical Proposal** which contains the details to meet the requirements outlined in the Terms of Reference and include the following:
    - All documents about the history of the machine for evidence of a high standard of service and repairs.

- e) **Financial Proposal** – using the Financial Proposal Form provided in Annex B: the financial proposal must be in United States Dollars (USD) and include the following:
- i. Freight and handling fees from point of procurement to the assigned destination.
  - ii. Any import duties or taxes would be the responsibility of the Government.

- 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. No tender proposal may be modified after the deadline for submission of proposals.
- 4.8. The Proposal must remain valid for 90 days from date of submission.
- 4.9. Tenderers must insist on an acknowledgement of receipt of tender / proposals / bids.

## 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 19 January 2024. 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 23 January 2024.
  - 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 Ministry of Environment, Climate Change, Disaster Management & Meteorology (MECDM), Solomon Islands, will select a preferred supplier 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:

### I. Technical Score – 80%

Detail	Weighting
i) Machine matching specifications of the order – including history (service and repairs) and clear conditions and requirements for the warranty of the equipment.	40%
ii) Convenience and timeliness of the order.	20%
iii) Performance history of the suppliers.	20%

### 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.

<b>8. Deadline</b>
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- 8.1. **The due date for submission of the tender is: 26 January 2024, 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 2023/055: **Supply of a second-hand backhoe loader for the waste disposal site at Gizo, Solomon Islands.**

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.

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 of a second-hand backhoe loader for the waste disposal site at Gizo, Solomon Islands

#### 1. BACKGROUND

##### a. SWAP Project

Pacific Island Countries and Territories (PICTs) offer some of the richest areas of biodiversity on the planet. These areas, and their island communities, are under increasing pressure from development and growing human population, and the social and economic pressures associated with this growth.

Increased populations and urbanisation have led to increased product importation, production, and waste generation. Much of the waste generated through these imported products cannot economically be managed due to issues of small and isolated populations; economic volatility; geographical isolation from large economies; limited institutional, financial and human capacity; and inadequacy of infrastructure to capture and process waste materials. Poor waste management poses risks to the economies of PICTs, as most rely heavily on clean environments for agricultural activities and a vibrant tourism industry, therefore polluted and degraded environments pose a significant threat to PICTs.

The Project funded by the Agence française de développement (AFD), referred to hereafter as “Committing to Sustainable Waste Actions in the Pacific (SWAP)”, aims to improve sanitation, environmental, social, and economic conditions in Pacific Island countries and territories through proper waste management. To achieve this, the project focuses on three streams of wastes: used oil, marine debris, disaster wastes and an overarching issue on sustainable financing mechanisms. Six countries and territories benefit from this project which include Fiji, Samoa, Solomon Islands, Tonga, Vanuatu, and Wallis and Futuna.

The objective of this project is to strengthen communities and local authorities’ capacity in the areas of technical waste management, institutional governance, and finance through several activities:

- a) The development and delivery of a regional vocational training program in collaboration with regional partners;
- b) The implementation of pilot projects; and
- c) The development and delivery of tools for a sharing of good practices through a Community of Practice for PICTs including French OCTs.

A Scoping Study for Landfill Rehabilitation and/or Climate Proofing in Solomon Islands has been completed in April 2023. Among all the consultant’s recommendations, the three key activities approved by the national stakeholders include:

- Carry out an Environmental Impact Assessment (EIA) for a Health Care Brick Incinerator at Tulagi dumpsite;
- Supply and Installation of a Health Care Brick incinerator (De Montfort Mark 9 style) at Tulagi dumpsite;
- Supply a second-hand backhoe loader and spare parts for the waste disposal site in Gizo.

These Terms of Reference are to outline the scope of work for the supply of a second-hand backhoe loader with spare parts for the waste disposal site in Gizo.

##### b. Gizo Waste Disposal Site

The following information is from the Feasibility Study Report developed under the Scoping Study for Landfill Rehabilitation and/or Climate Proofing in Solomon Islands. This report is available online at: <https://library.sprep.org/content/feasibility-report-solomon-islands-scoping-study-landfill-rehabilitation-and-or-climate>.



### **Location:**

The waste disposal site in Gizo is located on the coast (see figure below), approximately 3 kilometres west of the town.

### **Waste disposal site description**

Gizo is the third largest town in the Solomon Islands after Honiara and Auki. With a population of 7,177 (2019 Census), Gizo is part of the Western Province, with provincial administration, planning and urban management undertaken by the Western Provincial Authority (WPA).

The Gizo disposal site is operated by the Gizo Town Council and covers approximately 3000 m<sup>2</sup>. The disposal site is part of a larger parcel that extends from the road through to the coast, that is understood to be owed by the commissioner of lands (this covers an area of approximately 23,000m<sup>2</sup>). The Gizo Town Clerk mentioned that they have commenced the process of assigning land ownership to the Gizo Town Council, in order to simplify approvals process for future improvement projects.

The site is approximately 10 m above sea level. The site slopes in a northerly direction from the waste disposal area to the coast that is dominated by mangroves and salt marsh.

### **Waste acceptance**

There is no discrimination of waste types and all wastes are accepted including hazardous materials.

Waste types are not sorted and recyclable, compostable, general waste, residual medical waste and hazardous waste materials are dumped together.

### **Waste disposal methods**

The waste disposal is open dumping, with no pit or liner present. The waste is dumped at the disposal location and occasionally burnt to reduce volume. The refuse disposal area is largely across a level platform at the same elevation as the road. This platform drops off approximately 4m to a salt marsh, and intertidal flats and mangroves. There were a number of pits visible across the site, and these were reportedly used for disposal of medical waste.

The site utility is poor, with waste piled up towards the road. There is no burial of waste or application of cover material, with open dumping being practiced. There is no source of cover material available on site. The conditions are unsanitary, with strong odours and leaching apparent. There is no segregation of waste, and all waste is dumped in an uncontrolled manner, and includes hazardous materials. The north and southern extents of the site are bounded by a stream (north) and a drain in the south. The drain on the southern side of the site was full of refuse, reportedly due to fly tipping by Gizo residents.

There is no active management of the disposal site, with waste management staffing limited to collections. Waste is collected by Gizo Town Council who operate a waste compactor truck, and by a private contractor operating 3t trucks to collect waste from smaller streets within the town.

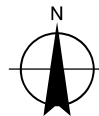
Within some communities in Gizo, practices such as open burning and dumping of the waste into the sea and bush occur. This increases the risk of vector borne diseases and health related issues.



## Legend

Gizo Site

Paper Size ISO A4  
 0 25 50 75 100  
 Meters  
 Map Projection: Transverse Mercator  
 Horizontal Datum: NZGD 2000  
 Grid: NZGD 2000 New Zealand Transverse Mercator



**Figure 15** Location of Gizo waste disposal site

Project No. 12587989  
 Revision No. -  
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## 2. OBJECTIVES

Procurement and delivery of second-hand backhoe loader to be imported into Gizo. Package to include pre-purchase inspection, spare parts, shipping, handling from point of procurement to the assigned destination, commissioning and training of operators.

**Any import duties or taxes would be the responsibility of the Government.**

## 3. TECHNICAL SPECIFICATIONS

- a. Supply of a second-hand 4WD Backhoe loader, including Cost, Insurance and Freight (CIF) to Gizo

Preferably the hours of use would be below 7,000 hours, but additional hours may be considered if the machine has documented evidence of a high standard of service and repairs. This history must be documented.

The backhoe will be used at a small regional waste disposal site at Gizo in the Solomon Islands. It must be capable of moving waste, digging trenches, cleaning out trench drains, and keeping the site in order.

The backhoe must be of a make and model where parts are readily available in the region (e.g., Fiji, New Zealand and Australia). Access to spare parts and advice is critical for sustainability, and therefore well-known makes with strong service back-up in the region, such as Case, Cat, John Deere, Komatsu and JCB.

- b. General Scope

The package components consists of but is not limited to the following:

1. Supply one (1) 4x2 Wheeled Backhoe Loader.
2. Loader to be fitted with quick hitch for loader front bucket and with quick coupler for backhoe digging bucket.
3. Supply loader with a general purpose 4 in 1, front bucket shovel configuration with fitted steel cutting edge.
4. Supply loader with a retractable/extendable reach backhoe boom allowing minimum to maximum dimensions at ground level to slew centre of approximately – minimum 5.3 metres and maximum 6.5 metres.
5. Supply two backhoe buckets – one (1) x 600mm nominal width, 4 tooth, standard profile trenching bucket with side cutters, and one (1) x 800mm nominal width, standard profile bucket (mud bucket) steel cutting edge attached.
6. Supply Parts and Accessories as detailed by Purchaser and recommended by Bidder. These spare parts and accessories will be shipped together with the backhoe loader.
7. Operators' training and Service/Operation Manuals.
8. Commissioning and handover of the machine.
9. Six-month warranty. During this period, the Supplier undertakes to assist the Gizo landfill teams in repairing the machine if it breaks

The Supplier shall provide all plant, equipment, labour, materials, and related training services necessary to supply one (1) Wheeled Backhoe Loader, in good second-hand condition, of high quality and fully operational for the following tasks;

1. Safe and efficient handling of domestic refuse on a developed landfill waste mass with overall operating weight of at least 7.5 tonnes.
2. Fitted with front loader bucket, general purpose, of nominal 1.0 m<sup>3</sup> capacity and backhoe standard bucket nominal 610mm width. Backhoe digging depth capacity of at least 4.2 metres.
3. Fitted with stabilisers and powered side shift for backhoe boom operation.

The service shall cover all the costs related to the procurement and delivery of the machine and spare parts including costs for the shipping, handling from point of procurement to the assigned destination, commissioning and training of operators.

c. Spare Parts Package

The supplier shall provide the following spare parts items for the backhoe loader (noting that modifications may be recommended by the supplier, with justification):

- Three (3) full sets of primary and secondary filter elements (air and hydraulic oil) for hydraulic system
- Two (2) full sets of replacement drive belts, including but not limited to cooling fan, air conditioner, power steering and alternator. All belts to be marketed and numbered.
- Four (4) full sets of hydraulic hoses including fittings, marked and numbered.
- Three (3) full engine service kits to supply all service parts for the first three (3) scheduled services, including all filters (fuel and oil), sump plugs and seals.
- One (1) set of all brake and clutch wear items, e.g. brake shoes / discs wear pads and seals
- One (1) full set of piston seals for all hydraulic cylinders including fittings, marked and numbered.

The supplier must be satisfied that all reasonable steps have been taken to ascertain that the machine is in sound working condition. To this end, the supplier will attach to his proposal the history of the machine including service and repairs history, hours, etc.

Moreover, before shipping, the supplier will conduct an inspection of the machine and provide a condition report for engine, tyres, hydraulic hoses and components, attachments, and any other relevant factors.

#### 4. TIMEFRAMES

The bidder/tenderer will submit its own schedule for carrying out the service, including the different steps: 1) pre-purchase inspection, 2) shipping, 3) handling to the assigned destination, 4) commissioning and 5) training of operators.

**Note: the service must be handed over by 30 September 2024 at the latest, when the SWAP project implementation ends.**

#### 5. SCHEDULE OF PAYMENT

Payment for the service will be phased as following:

- 20%: following the inception meeting;
- 30%: after proof of freight placement (copy of Bill of Lading);
- 30%: after arrival at the port of Gizo;
- 20%: after commissioning the machine and training.