

# REQUEST FOR TENDERS

RFT: 2023/042\_ReAd  
File: AP\_3/29  
Date: 16 August, 2023  
To: Interested consultants  
From: Semi Qamese, Project Manager, PACRES

**Subject: Request for tenders (RFT): Expansion and re-stocking of Samoa's Ministry of Natural Resources and Environment (MNRE) Forestry Nursery at Maota, Savaii, Samoa, READVERTISMENT**

## 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 construct the expansion of the MNRE Forestry nursery at Maota, Savaii as well as re-stocking with tree seedlings and wildings.
- 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](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. Must be legally able to work in Samoa for the duration of the contract;
  - ii. Fluency in Samoan is an advantage;
  - 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*).  
*Provide examples of past related work outputs*  
*For the Technical and Financial proposals you may attach these separately.*
  - v. 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*).  
*Provide examples of past related work outputs*  
*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** – 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.
- 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 23 August 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 25 August 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 – 100%

Criteria	Detail	Weighting
Experience	More than five (5) years’ experiences in building construction work and previous experience in building forestry nurseries or similar structures with a valid Business License. Must have their own tools and equipment and all the necessary licenses, certifications, permits, consents and insurance, including workers insurance for building	30

	works in Samoa. Workers must wear appropriate Work, Health, Safety (WHS) compliant clothing including safety boots.	
	Record of having successfully worked with government and civil society stakeholders in Samoa and established networks of cooperation. Good spoken and written English and fluency in Samoan language and culture will be an advantage.	20
<b>Technical Proposal / Methodology</b>	<ul style="list-style-type: none"> <li>a. recommended approach to deliver scope of work in the attached terms of reference;</li> <li>b. key sources/data to inform the assignment and relevant stakeholders;</li> <li>c. detailed designs and drawings; and</li> <li>d. detailed work plan clearly outlining milestones and delivery timelines.</li> </ul>	50

## 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 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 2023/042\_ReAd: **Expansion and re-stocking of MNRE Forestry Nursery at Maota, Savaii, Samoa, READVERTISEMENT**'

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



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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

### Expansion and Restocking of MNRE Forestry Nursery at Maota, Savaii, Samoa

#### 1. Background and Rationale

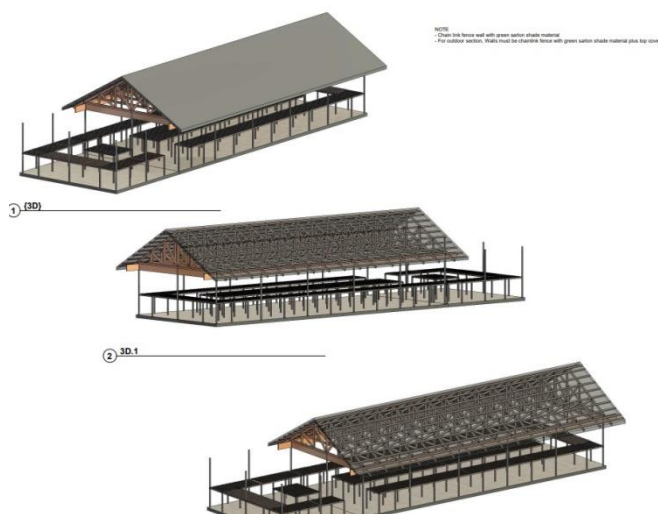
Samoa is one of five Pacific ACP Countries where the Intra-ACP GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES) is scaling up adaptation and ecosystem-based adaptation EbA pilots. PACRES activities in Samoa are led and coordinated by the Secretariat of the Pacific Regional Environment Programme (SPREP) in partnership with Samoa’s Ministry of Natural Resources and Environment (MNRE), the Pacific Community (SPC) and the University of the South Pacific (USP). The €12.18 million PACRES is funded primarily by the European Union with targeted support from Monaco and the Swiss Confederation.

The Forestry Nursery at Maota will support tree planting activities in village communities within the East Savaii Forestry region from Puapua village in the Northern coast to Satuiatua village in the south. The Nursery Germination house to be installed at Maota Forestry compound is an expansion/extension of the current Forestry nursery that will nurture agroforestry and climate resilient crop seedlings and wildlings and supply villages within the vicinity whenever it is needed. The objective is to germinate, cultivate and produce sufficient new seedlings and wildlings to build resilience of food supplies for the communities as well as generate cash crops to finance community development and sustainment of the new agroforestry and cropping areas into the future.

SPREP is seeking the services of a suitably qualified local building contractor to work closely with the Forestry Division of MNRE and SPREP to expand the forestry nursery at Maota, Savaii to facilitate raising seedlings and wildlings.

The construction of new indoor germination house with indoor seedling transplanting shelves to hold/support pots (see Figure 1) must focus on building materials subject to control procedures that involve inspection and testing according to national standards and scientific testing. Sourcing sustainable eco-friendly materials where practical is encouraged. Structures should be able to withstand extreme weather events.

Figure 1: Germination House 3D



The design for the expanded nurseries is described below.

Figure 2: Floor Plan

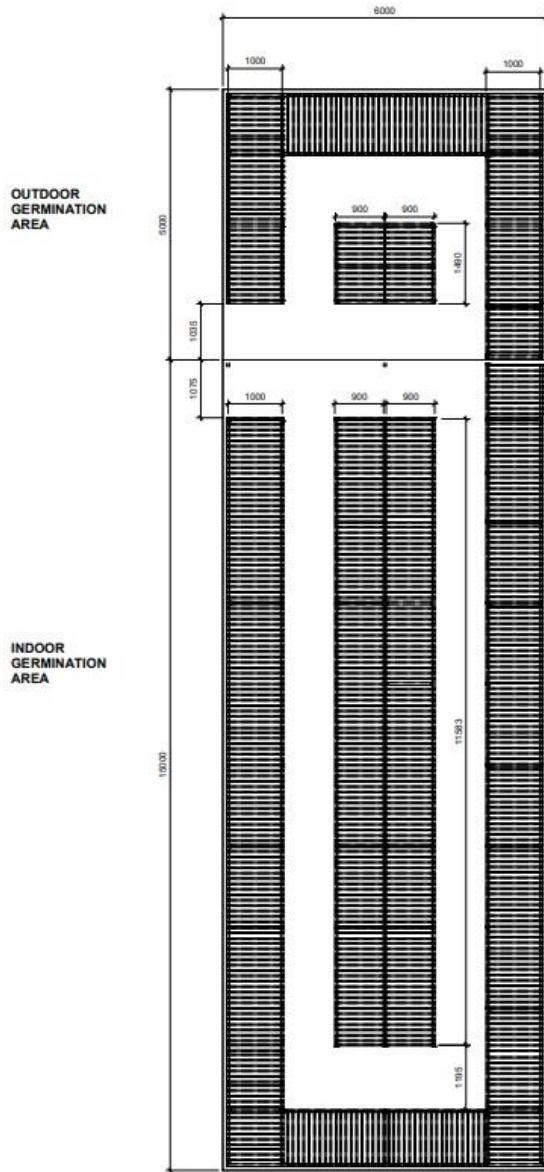


Figure 3: Elevations

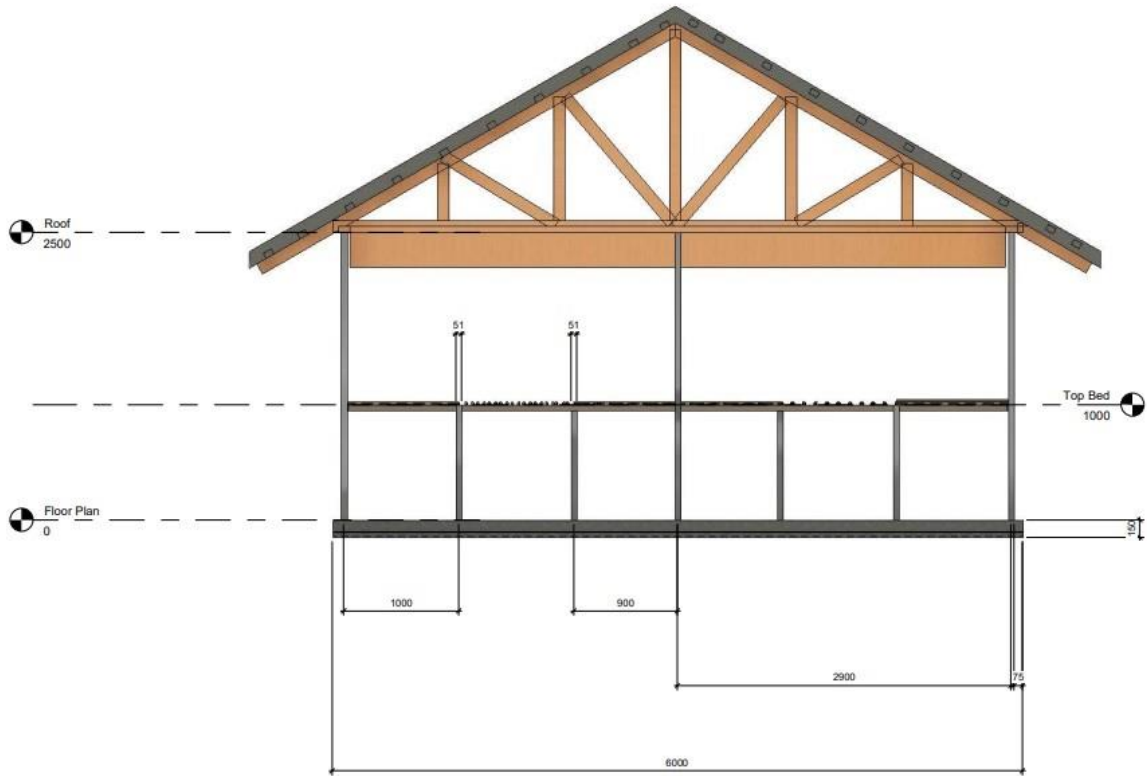
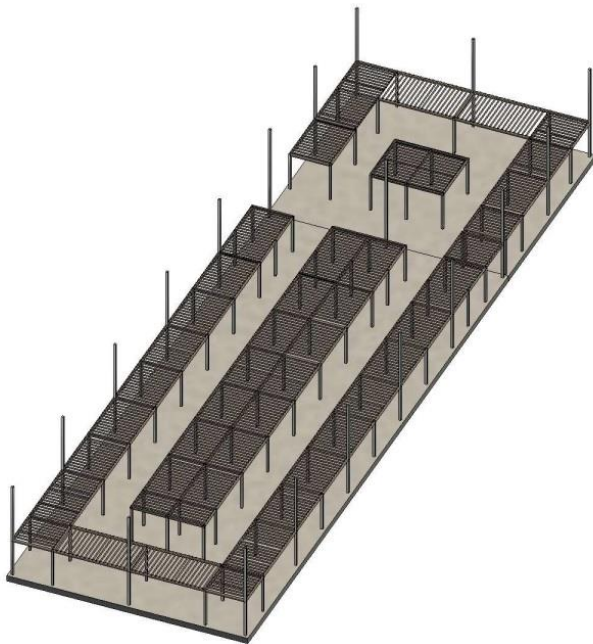


Figure 4: Germination Beds



**NOTE**

- Germination Bed Frame are built from 2" x 2" Steel box section.
- Germination Bed top is cover 1" x 1" steel box section.
- Coco wire goes ontop of the 1" x 1" steel box sections and tied to the frame.

Please refer to attached drawings (see Annex A1).



## Explanatory notes:

The Seedling Germination House consists of two sections:

- I. The Outdoor Seed germination area.
  - 5m x 6m in dimension
  - House Germination beds built with treated timber on the bare ground with various dimensions as shown in Figure 2.
    - 1 x 5m x 1m
    - 2 x 4m x 1m
    - 2 x 1.5m x 1m
  - Covered on the top with green shalon shade 70%, and the sides with 2m chain link wire and 70% green shalon shade cloth.
  - Not concreted.
  
- II. The Indoor Seedling Transplanting area.
  - 15m x 6m dimension
  - House raised beds with various dimensions as shown in Figure 2, Figure 3, Figure 4 and Annex A1.
    - i. 1 x 15m x 1m
    - ii. 1 x 14m x 1m
    - iii. 2 x 11.5m x 0.9m
    - iv. 1 x 4m x 1m
  - Beds built with box iron frame with treated timber pots support.
  - Coco wire box iron decking.
  - The area will be concreted and covered with corrugated iron
  - The sides will be covered with 2m chain link and 70% green shalon shade.

## 2. Scope of Works

The contractor will:

1. Develop a detailed technical proposal including certified design and drawings to scale of the new structures and budget (including labour and all materials) for construction with the following specifications:
  - a. The Maota nursery to have a new germination house with an area of 15m x 6m with indoor raised transplanting shelves, be constructed with galvanized steel pipes, timber and covered with corrugated iron roof, with the sides covered with chain-link wire and green shalon shade cloth 50% - 70% (green) with a concrete floor;
  - b. Construction of raised indoor transplanting beds with various dimensions as shown in design drawings (see Annex A1) to hold a total of approximately 14,000 seedlings at a time, depending on the sizes of planter bags (see Figure 2);
  - c. The raised Indoor seedling transplanting shelves to be constructed inside the proposed germination shed with galvanized steel pipes frame and treated timber decking;
  - d. The Maota Nursery will also have a new outdoor germination area with an area of 6m x 5m and house stand out germination beds with various dimensions as shown in design drawings (see Annex A1) with treated timber frames; and

- e. The complete outdoor germination area with outdoor standout germination beds to be covered with green shalun shade at the top and chain-link wire and green shalun shade at the sides.
2. Undertake and complete construction of the above under supervision by MNRE Principal Forester\_FM Savaii and PACRES Samoa Project Officer once the design has been approved by SPREP PACRES PMU and MNRE ACEO Forestry Division.
3. Restocking of MNRE Forestry Nursery at Maota with agroforestry and climate resilient crop seedlings and wildlings.

**Note:**

1. The MNRE Principal Forester\_FM Savaii and SPREP PACRES PMU will certify the design and drawings to scale of the expanded nurseries;
2. The technical proposal must identify a waste disposal/treatment strategy, other risk areas such as whether there is a need to clear the area for building/drainage, local materials to be used etc. and identify strategies to mitigate these risks;
3. Workers insurance is required and workers must wear appropriate Work Health Safety compliant clothing including safety boots etc;
4. Construction will be supervised by PACRES Samoa Project Officer and MNRE Principal Forester\_FM Savaii;
5. The MNRE Principal Forester\_FM Savaii and SPREP will approve each stage of the construction based on contractor’s agreed work plan;
6. All necessary permits (PUMA DC, Building Permit etc.) must be obtained before works commence. Contractor must include all associated costs in their financial proposal including travel.

**Project schedule**

Work will commence as soon as possible and be completed by 30 November 2023.

Expected project activity is detailed in Table 1 below.

*Table 1*

No.	Activity
1	Notification of successful tenderer
2	Contract signed
3	Commencement meeting between successful tenderer, SPREP and MNRE Forestry Division and approval of workplan/ methodology
4	Approval of design and budget
5	Undertake and complete construction work under supervision of the PACRES Samoa Project Officer and MNRE Principal Forestry Policy & Planning Officer

**Budget**

The total budget is USD 25,000, inclusive of all fees, inter-island travel and charges. Proposals over this amount will not be considered.

**Experience and Qualifications**

The Contractor is expected to have the following qualifications and expertise:

1. More than five (5) years’ experiences in building construction work and previous experience in building forestry nurseries or similar structures with a valid Business License;



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2. The contractor must have their own tools and equipment and all the necessary licenses, certifications, permits and consents and insurance, including workers insurance for building works in Samoa. Workers must wear appropriate Work, Health Safety (WHS) compliant clothing including safety boots;
3. Record of having successfully worked with communities, government institutions and civil society stakeholders in Samoa and established networks of cooperation;
4. Good spoken and written English and fluency in Samoan language and culture will be an advantage.



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## Annex A1: Design Drawings



Rev	Description	Date
CODE	SUBMITAL DESCRIPTION	
STATUS	PURPOSE OF ISSUE	
<b>AUTODESK</b> www.autodesk.com/revit		
PROJECT		
Germination House		
TITLE		
Site Plan		
CLIENT		
MNRE - Forestry		
DRAWN BY TSGJ	CHECKED BY TSGJ	DATE 19/6/23
SCALE @ A1)	PROJECT NUMBER	
DRAWING NUMBER A100		REV

19/06/2023 10:39 AM



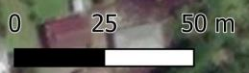
Forestry Office-Maota

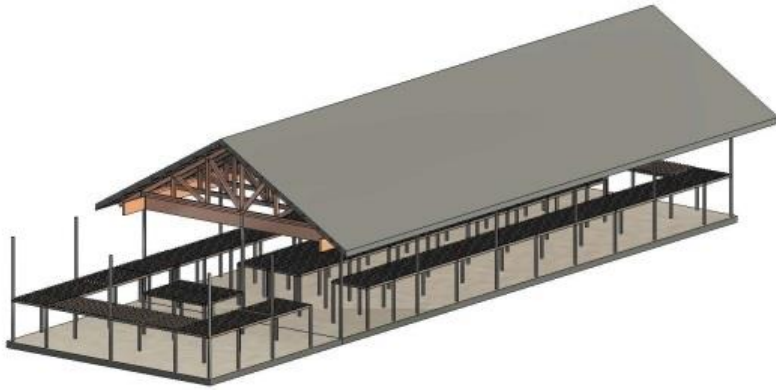
26



**Legend**

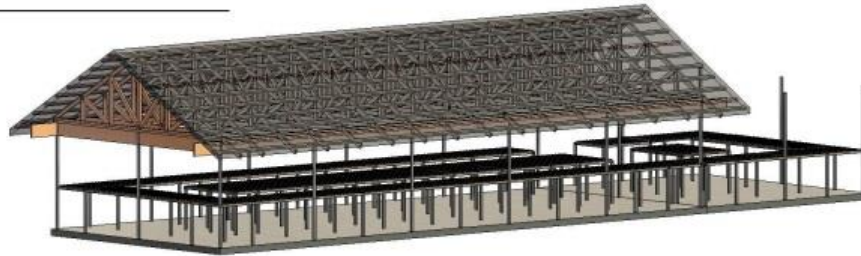
◆ Proposed Germination House Location





NOTE  
 - Chain link fence wall with green sarion shade material  
 - For outdoor section, Walls must be chainlink fence with green sarion shade material plus top cover.

1 (3D)



2 3D.1



3 3D.2



Rev	Description	Date

CODE	SUITABILITY DESCRIPTION
STATUS	PURPOSE OF ISSUE



PROJECT  
 Germination House

TITLE  
 3D

CLIENT  
 MNRE - Forestry

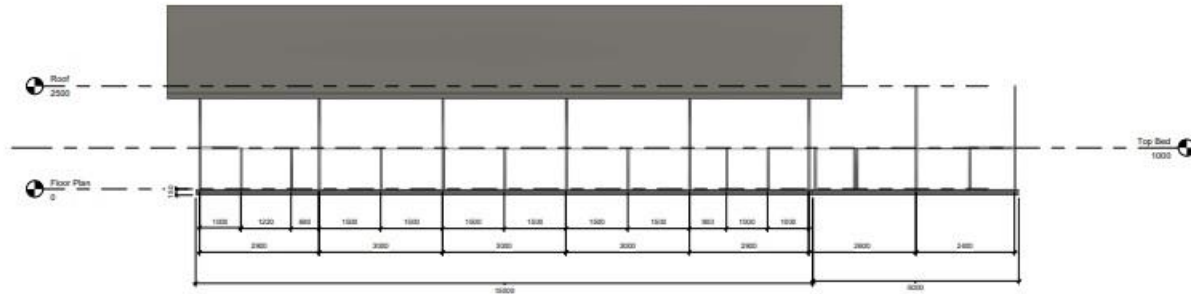
DRAWN BY Author	CHECKED BY Checker	DATE 06/19/23
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SCALE (@ A1)	PROJECT NUMBER Project Number
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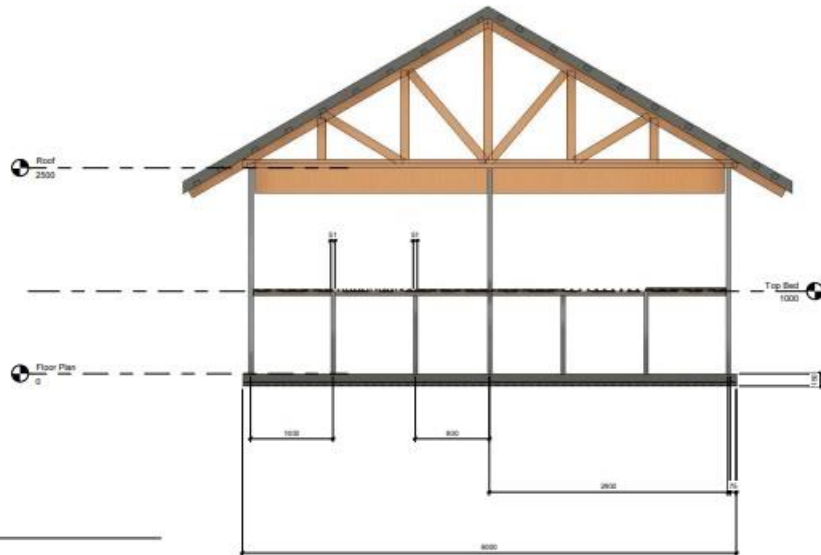
DRAWING NUMBER A101	REV
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① East  
1:50



② North  
1:25

Rev	Description	Date

CODE: AUTABILITY DESCRIPTION  
 STATUS: PURPOSE OF ISSUE



PROJECT: Germination House

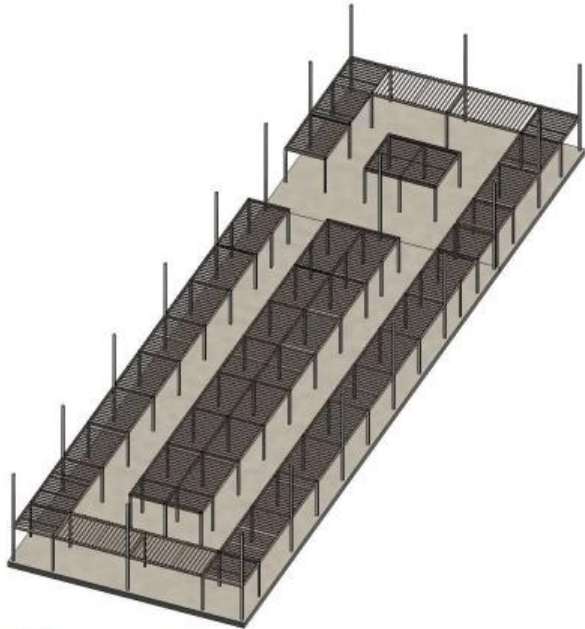
TITLE: Elevations

CLIENT: MNRE - Forestry

DRAWN BY: Author  
 CHECKED BY: Checker  
 DATE: 06/19/23

SCALE (IF APPLICABLE): As indicated  
 PROJECT NUMBER: Project Number

DRAWING NUMBER: A103  
 REV:



1 Beds

**NOTE**  
 - Germination Bed Frame are built from 2"x 2" Steel box section.  
 - Germination Bed top is cover 1" x 1" steel box section.  
 - Coco wire goes ontop of the 1" x 1" steel box sections and tied to the frame.



Rev	Description	Date

CODE	SUITABILITY DESCRIPTION
STATUS	PURPOSE OF ISSUE



PROJECT  
 Germination House

TITLE  
 Beds

CLIENT  
 MNRE - Forestry

DRAWN BY Author	CHECKED BY Checker	DATE 06/19/23
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SCALE (@ A1)	PROJECT NUMBER Project Number
DRAWING NUMBER A104	REV