



SPREP

Secretariat of the Pacific Regional
Environment Programme

REQUEST FOR TENDERS

RFT: 2022/046
File: AP 2/18/18
Date: 19 July, 2022
To: Interested suppliers
From: David Moverley, Invasive Species Adviser

Subject: Request for tenders (RFT): System Developer for the development of the Pacific Regional Invasive Species Management Support Service (PRISMSS) Business System

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 qualified and experienced consultants who can offer their services to develop the PRISMSS Business System.
- 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/sprepororganisational-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. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - ii. Provide three referees relevant to this tender submission, including the most recent work completed;

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- iii. Provide examples of past related work outputs;
 - 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*).
For the Technical and Financial proposals you may attach these separately.
 - v. Provide a Financial Proposal which should outline the schedule of priced tasks in accordance with requirements outlined under the Terms of Reference; and
 - 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** with a detailed outline of all the costs involved in successfully delivering this project submitted in New Zealand Dollars (NZD) 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 **03 August 2022**. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by **05 August**.
- 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 based on 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 – 85%**
 - i. Tertiary qualifications in System Development/Information System Management or equivalent (10%)
 - ii. At least five years of proven experience in systems analysis, design, and development. (10%)



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- iii. Proven experience in designing web-based application with key focus on: (25%)
 - a. workflow approval and/or email notifications/alerts
 - b. interactive dashboards and/or business intelligence
 - c. advanced search functionality
 - d. file attachment and/or storage functionality
 - e. ranking system
 - f. export search results (excel, word, pdf)
 - g. and other useful features
- iv. Experience with developing Web APIs (10%)
- v. Good understanding on the current information/communication technologies and current challenges being faced in the Pacific. (5%)
- vi. Web Hosting Services Options (5%)
- vii. Technical Support (5%)
 - a. ease in submitting cases
 - b. response times
 - c. intuitive services (chat, online help)
- viii. Detailed technical proposal/workplan and methodology including timeframe.(15%)

II. Financial Score - 15%

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: 17 August 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 2022/046: **System Developer for the development of the PRISMSS Business System**'

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

Developer for the PRISMSS Business System

i. Background

The Pacific Regional Invasive Species Management Support Service (PRISMSS) is a coordinating mechanism designed to facilitate the scaling up of operational management of invasive species in the Pacific. PRISMSS brings together experts to provide support within the Pacific region with a focus on protection of indigenous biodiversity and ecosystem function. The intention is to provide a comprehensive suite of support services in a cohesive, effective, efficient, and accessible manner to Pacific Island countries and territories. The goal is to reduce the ecological and socio-economic impact of invasive species on ecosystems through the management or eradication of prioritised species and the protection of valued sites.

The Business System is to maximise productivity for PRISMSS by providing tools to assist in automating daily processes and operations which would otherwise have to be performed manually and create a convenient and easy-to-use application.

Currently, there is no system being used, daily processes are mostly done manually. Most frustrations faced by PRISMSS is a result of not having a proper business system.

The bottom line is the business system can bring efficiency for PRISMSS by capturing and managing activities and at the same time focus all efforts on our business goals.

ii. Objective

This call for tender is for the provision of technical services for the Managing Invasive Species for the Climate Change Adaptation in the Pacific (MISCCAP) project at SPREP to conduct the design and development of the PRISMSS Business System and provide technical support in liaison with the Invasive Species Team and SPREP IT.

iii. Scope of work

The following essential functions are to be conducted under the guidance of the Invasive Species Team and SPREP IT Systems Developer/Analyst. These essential functions include, but are not limited to:

- Prepare a plan and schedule detailing the delivery of this work.
- Reanalyse and document in detail the business needs and the processing requirements of the new system including a review of physical processes and activities of existing systems (if any).
- The implementation of notification alerts to selected users that are triggered by specific events such as insert, delete and update of records/field(status).
 - Similar to a workflow process
- The development of an interactive dashboard on selective fields/information to display from the Business System and should have embedded functionality to any website, similar to [Microsoft Power BI](#).
- Develop advanced search and reporting functionalities
 - Export search results in excel, word and/or pdf
- Develop an API to expose and get selected information from a web application (API first approach).
- Design the solution system, based on the requirements defined and decisions made during analysis and/or as provided in the:
 - preliminary assessment report,
 - existing Entity Relationship Diagram (ERD)
 - dashboard example and



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- mock-up system.
- Provide options or alternatives with prototypes to the SPREP team on how the Business System should look and how it works (wireframes and prototypes).
- Provide a user and technical manual for the PRISMSS Business System.
- Provide maintenance options to the SPREP team for the sustainability and continuity of the Business system.
- Provide 1000 hours retainer of Technical Support or Service Level Agreement (SLA)
- Report to the SPREP Team at the end of each phase of analysis, design, implementation, and support.
- Include 3 month warranty period for fixing any bugs identified in that period

iv. Logistical and Reporting Arrangements

The consultancy will be funded through the MISCCAP Project at SPREP.

The scope for this is to be a remote working consultancy, therefore internet access is compulsory.

The developer is to have their own technical equipment required to undertake this work.

The consultant will liaise with the Invasive Species Team and SPREP IT Systems Developer/Analyst, for guidance and support.

v. Evaluation Criteria

Technical and Financial Evaluation Criteria	Score	Guideline
i. Tertiary qualifications in System Development/Information System Management or equivalent	10%	
ii. At least five years of proven experience in systems analysis, design, and development.	10%	Give at least 2 examples of recent systems analysis and design work. Prefer systems development projects
iii. Proven experience in designing web-based application with key focus on: <ul style="list-style-type: none"> a. workflow approval and/or email notifications/alerts b. interactive dashboards and/or business intelligence c. advanced search functionality d. file attachment and/or storage functionality e. ranking system f. export search results (excel, word, pdf) g. and other useful features 	25%	Give at least 2 examples of recent projects and highlight any special features with reference to the corresponding key focus. Prefer contributions to open-source projects.
iv. Experience with developing Web APIs	10%	Give at least 2 examples of projects that involved building WEB API's.
v. Good understanding on the current information/communication technologies and current challenges being faced in the Pacific.	5%	Give at least 2 examples. SPREP/PRISMSS is based in the Pacific.



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vi.	Web Hosting Services Options	5%	Best value for money, prefer Amazon Web Services
vii.	Technical Support a. ease in submitting cases b. response times c. intuitive services (chat, online help)	5%	Best value for money for 1000hrs of support.
viii.	Detailed technical proposal/workplan and methodology including timeframe.	15%	A detailed breakdown of workplan, tasks, and expected timeframe
ix.	Total (Technical)	85%	
	Financial		
x.	Detailed financial proposal	15%	Best value for money. Include total cost, broken down by phase or according to the proposed workplan

vi. Requirements

The consultancy seeks to establish a web-based Business System. It will be a:

1. Management Information system used by PRISMSS for their daily operations
2. Dashboard for the public/stakeholders to browse the information related to PRISMSS Programmes that has been collected and entered by the PRISMSS team and partners.

i. User Profiles

We expect a minimum of the following system user profiles

Role	C	R	U	D	Examples of Tasks
Public/Unauthenticated	Y	A	O	O	<ul style="list-style-type: none"> • Enter requests on the PRISMSS Activity Portfolio (PAP)-Module 1 • Interactive dashboard (only specific information) • Browse the public interface • Perform simple queries on the data using facets and filters
PRISMSS Partners	Y	G	G	G	<ul style="list-style-type: none"> • Enter PRISMSS Activity Portfolio • Update PRISMSS Programme Capability and indicators • Assess and Update Country Capabilities
PRISMSS Staff	Y	A	A	A	<ul style="list-style-type: none"> • Update PRISMSS information • Manage users (create, block) <ul style="list-style-type: none"> ○ Assign level of access to users ○ Notification levels etc • Manage content/navigation
Site Admin	Y	A	A	A	<ul style="list-style-type: none"> • Full Access
Y-Yes, N-No, O-Owner, G-Group, A-All C-Create, R-Read, U-Update, D-Delete					



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ii. Supporting documents

Please download and read the following documents, these are our expectations for a system but not limited to the following:

- a. [Preliminary Assessment Report](#)
a rough analysis of the proposed Business System
- b. [Entity Relationship Diagram \(ERD\)](#)
proposed entity relationship diagram of the Business System
- c. [Dashboard](#)
some examples of what we expect the interactive dashboard should look like
To see how the Power BI dashboard works in real time
Please
- d. [Existing Mock-up/Prototype](#)
Please log in and look at the mock-up, the login credentials are provided.
 - <http://bsprismss.online/>

iii. Systems Integration

The following systems integration is expected:

- Pacific Invasive Species Indicator Survey (PISI) – Country information entered to the PRISMSS Business System choose thematic areas and others from the PISI on a Windows Server IIS and in VB.NET connected to an MS SQL server database.
- Google Analytics (GA)-GA code will be provided.

iv. Skills Required

- System analysis and development
- Programming (front-end and back-end)
- In-depth knowledge of various web application platforms not limited to Drupal and/or database management systems
- Oral and written fluency in English

v. Preferred technology stack

The solution should be in line with SPREPs' technology stack which include:

- Latest stable Drupal 9 OR any proven stable platform available.
- Docker using docker4drupal docker-compose yaml which includes:
 - Php 8.1 (or later), MariaDB, Nginx, Varnish, Redis, Solr
- Production version to be deployed using [Wodby service](#) or a similar service
- Preferably Git version control system and issue tracking or a similar service
- Amazon Web Services

vii. Timeline

The consultant will work closely with SPREP for up to 4-5 months..

Task	Deliverable	Timeframe (Samoan time)
i. Inception meeting a. Discuss changes to the proposed workplan and	<ul style="list-style-type: none"> • Meeting minutes • Approved workplan 	19 th of Sep 2022 26 th of Sep 2022



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timeframe (if any)		
iii. Review existing documentations provided such as Preliminary System Assessment, ERD, Dashboard examples and Mock-up a. After review meet to discuss if there are any questions.	<ul style="list-style-type: none"> Progress meeting minutes Analysis report of existing documentation 	2 nd of Sep 2022 9 th of Sep 2022
iii. Provide a system design document for the development of the Business System a. Design the application architecture b. Implement system integration using API c. Design user interfaces, dashboard and/or business intelligence, file attachment and/or storage, reports etc d. Create and develop prototypes iv. Design and integrate system controls	<ul style="list-style-type: none"> System design document, wireframes, and prototypes Approved system design System deployment notification 	7 th of Oct 2022 14 th of Oct 2022 25 th of Nov 2022
v. Deliver tests regularly for comments vi. PRISMSS Team review, feedback and test the business system	<ul style="list-style-type: none"> Compilation of feedbacks and comments during testing 	23 rd of Dec 2022
v. Provide a feasible analysis on maintenance options (hosting service fees, software, and hardware upgrade etc)	<ul style="list-style-type: none"> Business continuity options report (½-1 page) 	23 rd of Dec 2022
vii. Submit manual or end of contract report on the overall development of the Business System	<ul style="list-style-type: none"> User manual\End of Contract report All outstanding tickets recorded in SPREP provided Gitlab repository All custom code uploaded to SPREP provided Gitlab repository including instructions on setting up a 	31 st of Jan 2023

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	development environment and the deployment workflow	
viii. User and system support training (towards the end of the project)	<ul style="list-style-type: none">• Submit short training plan• Deliver training to users, PRISMSS partners, system admins, etc	7 th Feb 2023
ix. Warranty Period (3 month)	<ul style="list-style-type: none">• Compilation of bugs and fixes report (if any)	End date

viii. Working Arrangements

The developer will require to work remotely.

The developer will work under the direction of the SPREP Invasive Species Team and SPREP IT Systems Developer/Analyst with updates to the SPREP Invasive Species Team reporting against agreed tasks and deliverables under timeline.

The developer will need to demonstrate that he/she is legally entitled to work.

ix. Project Management

The execution of this consultancy work requires the capacity to manage several orders simultaneously and to ensure coordination between all parties involved, where needed.

Where instruction is challenging to address via email, the consultant is expected to interact with the SPREP Invasive Species Team and other relevant colleagues via teleconference and other virtual platforms (Zoom, Microsoft Teams, etc).