

REQUEST FOR TENDERS

RFT: PWP-182-CON
File: AP_6/5/8/4
Date: 19 April, 2023
To: Interested consultants
From: PacWastePlus Finance and Procurement Officer

Subject: Request for tenders (RFT): Repair and commission three (3) healthcare waste incinerators in Timor-Leste

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 contractors who can repair and commission three (3) healthcare waste incinerators at the Baucau, Maubisse, and Suai hospitals in Timor-Leste.
- 2.2. The Terms of Reference for the consultancy is 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 contractors 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;

- iii. 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.
 - iv. 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 contractor 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 contractor'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 pwp.procurement@sprep.org before 11 May 2023. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 15 May 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 contractor 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%

Criteria	Detail	Weighting
Experience	Strong working knowledge and experience in dealing with incinerator type (matching the manufacturer, model and size is preferable), operation, and repair of such incinerators in the Pacific environment outlined in the Terms of Reference in the Pacific region.	30%

	Demonstrated experience in delivering capacity building on the use and maintenance of healthcare waste incinerators to incinerator operators and relevant hospital staff.	20%
Methodology	Detailed plan showing timeframe and deployment schedule for repair maintenance activities.	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

- 8.1. **The due date for submission of the tender is: 22 May 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 '**PWP-182-CON: Repair and commission three (3) healthcare waste incinerators in Timor-Leste.**

Mail: SPREP
 Attention: Procurement Officer
 PO Box 240
 Apia, SAMOA

Email: tenders@sprep.org (MOST PREFERRED OPTION)

Fax: 685 20231



Sustainable, transformative and resilient for a Blue Pacific

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

Repair and commissioning three (3) healthcare waste incinerators located at the Baucau, Maubisse, and Suai hospitals in Timor-Leste

1. BACKGROUND

The Secretariat of the Pacific Regional Environment Programme (SPREP) is working with the European Union's Delegation to the Pacific, and 14 Pacific Island Countries and Timor-Leste to undertake the PacWastePlus Programme (the Project) which seeks to improve and enhance waste management activities and the capacity of governments, industry, and communities to manage waste to reduce the impact on human health and the environment.

PacWastePlus seeks to generate improved economic, social, health and environmental benefits for Pacific Island Countries arising from stronger regional economic integration and the sustainable management of natural resources and the environment. The programme activities will be designed to assist Countries to ensure the safe and sustainable management of waste with due regard for the conservation of biodiversity, reduction of marine litter, health and well-being of Pacific Island communities, and climate change mitigation and adaptation requirements.

Activities for PacWaste Plus will focus on targeted priority waste streams which are: hazardous wastes (specifically **asbestos, e-waste and healthcare waste**); solid wastes (specifically **recyclables, organic waste, disaster waste and bulky waste**); and related aspects of **wastewater** (water impacted by solid waste).

The programme has set aside funding to invest in projects that support positive waste management and environment outcomes for businesses, community groups and social enterprises.

2. INTRODUCTION TO PROJECT

The overall objective of PacWaste Plus is to generate improved economic, social, health and environmental benefits for PACP states arising from stronger regional economic integration and the sustainable management of natural resources and the environment. The specific objective is to ensure the safe and sustainable management of waste with due regard for the conservation of biodiversity, health and well-being of Pacific Island communities and climate change mitigation and adaptation requirements.

Outstanding issues that were carried over from PacWaste will be addressed under this project. For the healthcare waste management activities, these issues among others are related to the procurement, installation and commissioning of high temperature incinerators and operational issues in the running of the incinerators.

The PacWastePlus Programme has a specific Key Result Area (KRA) which requires providing corrective actions and repairs for several healthcare incinerators that were deployed by the PacWaste Programme to various hospitals around the Pacific region.

This project is to complete the installation and commissioning of healthcare waste incinerators as well as to undertake maintenance to ensure they are operating at optimal machine standards set by the manufacturer.

3. PROJECT ACTIVITIES

This engagement seeks the required repair and maintenance work for the following healthcare incinerators to ensure these facilities operate optimally.

Site	Model	Summary of Issues
(1) Baucau Hospital	Model I8-75a	Unit was never installed. Chinese manufactured incinerator utilised at new hospital has failed.

NOT IN USE		
(2) Maubisse Hospital	Model I8-M15	Never Installed/Commissioned. NOT IN USE
(3) Suai Hospital	Model I8-M15	Never Installed/Commissioned. NOT IN USE

4. PROJECT DELIVERY

SITE 1: Baucau Referral Hospital, Inciner8 Model i8-75A - Repair and Maintenance

Transport, Building Works, and Incinerator Installation

- Preliminary site visit to assess the works and subsequently present a works action plan report to SPREP detailing technical information regarding the services required to be provided by the hospital, a layout plan, proposed slab and building modifications, proposed installation and commissioning plan and a proposed works schedule.
- Dismantle and remove Clover YD 30, and all associated components from existing incinerator enclosure at Baucau Hospital.
- If necessary, modify existing incinerator plinth to accommodate the Inciner8 i8-75a incinerator.
- If necessary, modify existing incinerator enclosure roof to accommodate Inciner8 i8-75a incinerator.
- Transport Existing Inciner8 i8-75a incinerator from old Baucau Hospital and install within existing incinerator building at new Baucau Referral Hospital.
- Reinstate incinerator enclosure roof to prevent ingress of water into the building around the incinerator stack penetration.

Fuel Tank & Oil Burners

- Supply and Install Replacement 400 litre diesel fuel tank, complete with fuel level gauge. The tank shall be elevated to a minimum of 800mm above ground level and fabricated from mild steel to suitable international standards for the storage of diesel fuel. The fuel tank and support stand shall be sandblasted and painted using a paint system acceptable for use in a coastal or marine environment.
- Supply and Install Replacement Ecoflam Primary & Secondary Chamber diesel burners in accordance with OEM specification. Each burner is to be equipped with an inlet fuel filter and pressure gauge.
- Fit Burners with capillary type thermostat/Heat Switches to automatically activate the burner fan when the burner temperature exceeds 60 degrees Celsius.
- Supply and Install Replacement Control Panel and associated field wiring to accommodate burner heat switches to activate burner fan even when Control Switch is in the OFF position.
- Supply and install flow and return piping to the primary and secondary burners from the fuel tank. All piping and fittings shall be of rigid copper or stainless steel with flexible lines permitted for use only as an immediate connection to the burner.

Replacement of Incinerator Stack

- Supply and Install Replacement Incinerator stack to a total height of 6 metres above ground level. The replacement stack shall be equipped with cooling air entry slots as per the design of the existing incinerator stack.
- The new stack shall be provided with guy wires and fixed to the incinerator enclosure during installation.

- The new stack shall also be provided with a cowl to prevent the ingress of water from the roof into the building enclosure.

Mild Steel Incinerator Body & Painting

- All mild steel surfaces are to be cleaned and any corrosion or paint or salt residue removed by either manual or powered wire brushing.
- Apply two coats of inorganic zinc primary followed by two coats of high temperature enamel paint.

Replacement of Refractory Lined Ducting

- Manufacturer, sandblast, and paint then refractory line a replacement ducting section to be installed in between the primary and secondary combustion chambers.

Incinerator Startup & Operation

- At the conclusion of installation of all new components and prior to the incineration of any waste materials the incinerator refractory must be dried out in accordance with the original refractory curing procedure as specified by the incinerator manufacturer.
- If free water is observed within the incinerator chamber the dry out process shall be extended, and the incinerator maintained at a temperature of 150 degrees Celsius until all free water is evaporated.
- Documented proof of the completion of the curing procedure in the form of a manual temperature log and timed and dated photographs of the system temperature controller must be available for review if requested by SPREP.
- At the conclusion of the refractory curing process waste incineration operations can commence. A minimum of two trial burns over two separate days must be performed. As the conclusion of this process the maximum batch size, burn time and combustion air settings must be confirmed and documented in an as commissioned data sheet which is to be provided to the hospital and SPREP for future reference.

Incinerator Theory and Operational Training

- A minimum of three (3) informal training sessions for a duration of not less than 30 minutes duration shall be performed for the incinerator operational staff. The first session shall be performed at the conclusion of plant installation either after or during the refractory curing procedure.
- Two (2) more training sessions shall be performed on two separate days simultaneously with the incinerator start up trial burns. Training shall address the theory of operation of the incineration plant, identification and maintenance of all incineration plant components and operation of the incineration plant in an effective and environmentally sound manner.

Provision of Spare Parts

The successful tenderer should provide the following spare parts.

Primary & Secondary Burners Parts

Oil Nozzles	2 sets per Burner
Oil Valve, Oil Pump & Coupling	2 set per Burner
Diffuser, Blast Tube & Ignition Electrodes	1 set per Burner
Burner Motor, Capacitor & Fan Impeller	1 Set per Burner

Common Burner Parts

Burner Controller	1 Off
Flame Sensor	2 Off

Burner Heat Switch	2 Off
Ignition Transformer	1 Off

Thermocouples

Secondary Chamber Thermocouple	2 Off
Door Sealing Ceramic Rope	1 Set

Provision of PPE

The successful tenderer should provide the following PPE.

Leather Gloves & Full-Face Shields	3 Sets
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SITE 2 : Maubisse Referral Hospital (Non PacWaste Supplied Incinerator) - Maintenance

Transport, Building Works & Equipment Installation

- Preliminary site visit to assess the works and subsequently present a works action plan report to SPREP detailing technical information regarding the services required to be provided by the hospital, a layout plan proposed installation and commissioning plan and a proposed works schedule.

Fuel Tank & Oil Burners

- Supply and Install Replacement 400 Litre diesel fuel tank, complete with fuel level gauge. The tank shall be elevated to a minimum of 800mm above ground level and fabricated from mild steel to suitable international standards for the storage of diesel fuel. The fuel tank and support stand shall be sandblasted and painted using a paint system acceptable for use in a coastal or marine environment.
- Supply and Install Replacement Ecoflam Primary & Secondary Chamber diesel burners of similar thermal capacity of the existing burners. Each burner is to be equipped with an inlet fuel filter and pressure gauge.
- Fit Burners with capillary type thermostat/Heat Switches to automatically activate the burner fan when the burner temperature exceeds 60 degrees Celsius.
- Supply and install flow and return piping to the primary and secondary burners from the fuel tank. All piping and fittings shall be of rigid copper or stainless steel with flexible lines permitted for use only as an immediate connection to the burner.

Control Panel and Field Wiring

- Supply and Install Replacement Control Panel. The control panel shall be of dustproof and weatherproof construction and the system is to be designed to permit fully automatic operation of the incinerator with a programmed startup, burn cycle and shut down cycle. The controls system should consist of the following:
 1. Colour HMI Screen showing operational status of incinerator with the ability to monitor any alarm situations and adjust operational setpoints.
 2. Programmable logic controller.
 3. Variable Speed Drive for Combustion Air Fan.
 4. Main isolating switch, control switch and cycle start/stop buttons.
 5. All necessary motor starters, overloads, and timers for the nominated operating sequence.

Incinerator Startup & Operation

- At the conclusion of the new component installation process a minimum of two trial burns over two separate days must be performed. The maximum batch size, burn time and combustion air settings must be confirmed and documented in an as commissioned data sheet which is to be provided to the hospital and SPREP for future reference.

Incinerator Theory and Operational Training

- A minimum of three (3) informal training sessions for a duration of not less than 30 minutes duration shall be performed for the incinerator operational staff. The first session shall be performed at the conclusion of plant installation either after or during the refractory curing procedure.
- Two more training sessions shall be performed on two separate days simultaneously with the incinerator start up trial burns. Training shall address the theory of operation of the incineration plant, identification and maintenance of all incineration plant components and operation of the incineration plant in an effective and environmentally sound manner.

Provision of Spare Parts for 2 years operation

The successful tenderer should provide the following spare parts.

Primary & Secondary Burners Parts

Oil Nozzles	2 sets per Burner
Oil Valve, Oil Pump & Coupling	1 set per Burner
Diffuser, Blast Tube & Ignition Electrodes	1 set per Burner
Burner Motor, Capacitor & Fan Impeller	1 Set per Burner

Common Burner Parts

Burner Controller	1 Off
Flame Sensor	2 Off
Burner Heat Switch	2 Off
Ignition Transformer	1 Off

Thermocouples

Secondary Chamber Thermocouple	2 Off
Door Sealing Ceramic Rope	1 Set

Provision of PPE

The successful tenderer should provide the following PPE.

Leather Gloves & Full-Face Shields	3 Sets
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SITE 3: Suai Referral Hospital, Inciner8 Model i8-15M - Maubisse Referral Hospital Relocation & Repair

Transport, Building Works & Incinerator Installation

- Preliminary site visit to assess the works and subsequently present a works action plan report to SPREP detailing technical information regarding the services required to be provided by the hospital, a layout plan, proposed slab and building modifications, proposed installation and commissioning plan and a proposed works schedule.
- If necessary, modify existing waste treatment building at Suai Referral Hospital to accommodate Inciner8 i8-M15 incinerator.

- Transport Existing Incinerator i8-M15 incinerator from Maubisse Referral Hospital and install within existing building at Suai Referral Hospital.
- Reinstate waste treatment building roof to prevent ingress of water into the building around the incinerator stack penetration.

Fuel Tank & Oil Burners

- Supply and Install Replacement Ecoflam Primary & Secondary Chamber diesel burners in accordance with OEM specification. Each burner is to be equipped with an inlet fuel filter and pressure gauge.
- Fit Burners with capillary type thermostat/Heat Switches to automatically activate the burner fan when the burner temperature exceeds 60 degrees Celsius.
- Supply and Install Replacement Control Panel to accommodate burner heat switches to activate burner fan even when Control Switch is in the OFF position.
- Supply and Install wiring between the control panel and the burners as required. Final as built wiring diagrams must be supplied to the hospital and a laminated copy retained in the incinerator control panel.
- Supply and install a galvanized steel frame that elevates the existing diesel fuel a minimum of 1 metre above ground level.
- Supply and install flow and return piping to the primary and secondary burners from the fuel tank. All piping and fittings shall be of rigid copper or stainless steel with flexible lines permitted for use only as an immediate connection to the burner.

Replacement of Incinerator Stack

- Supply and Install Replacement Incinerator stack to a total height of 5.5 metres above ground level. The replacement stack shall be equipped with cooling air entry slots as per the design of the existing incinerator stack.
- The new stack shall be provided with guy wires and fixed to the incinerator enclosure during installation.
- The new stack shall also be provided with a cowl to prevent the ingress of water from the roof into the building enclosure.

Mild Steel Incinerator Body & Painting

- All mild steel surfaces are to be cleaned and any corrosion or paint or salt residue removed by either manual or powered wire brushing.
- Apply two coats of inorganic zinc primary followed by two coats of high temperature enamel paint.

Incinerator Startup & Operation

- At the conclusion of installation of all new components and prior to the incineration of any waste materials the incinerator refractory must be dried out in accordance with the original refractory curing procedure as specified by the incinerator manufacturer.
- If free water is observed within the incinerator chamber the dry out process shall be extended, and the incinerator maintained at a temperature of 150 degrees Celsius until all free water is evaporated.
- Documented proof of the completion of the curing procedure in the form of a manual temperature log and timed and dated photographs of the system temperature controller must be available for review if requested by SPREP.
- At the conclusion of the refractory curing process waste incineration operations can commence. A minimum of two trial burns over two separate days must be performed. As the conclusion of this process the maximum batch size, burn time and combustion air settings must be confirmed and documented in an as commissioned data sheet which is to be provided to the hospital and SPREP for future reference.

Incinerator Theory and Operational Training

- A minimum of three (3) OFF informal training sessions for a duration of not less than 30 minutes duration shall be performed for the incinerator operational staff. The first session shall be performed at the conclusion of plant installation either after or during the refractory curing procedure.
- Two more training sessions shall be performed on two separate days simultaneously with the incinerator start up trial burns. Training shall address the theory of operation of the incineration plant, identification and maintenance of all incineration plant components and operation of the incineration plant in an effective and environmentally sound manner.

Provision of Spare Parts

The successful tenderer should provide the following spare parts.

Primary & Secondary Burners Parts

Oil Nozzles	2 sets per Burner
Oil Valve, Oil Pump & Coupling	1 set per Burner
Diffuser, Blast Tube & Ignition Electrodes	1 set per Burner
Burner Motor, Capacitor & Fan Impeller	1 Set per Burner

Common Burner Parts

Burner Controller	1 Off
Flame Sensor	2 Off
Burner Heat Switch	2 Off
Ignition Transformer	1 Off

Thermocouples

Secondary Chamber Thermocouple	2 Off
Door Sealing Ceramic Rope	1 Set

Provision of PPE

The successful tenderer should provide the following PPE:

Leather Gloves & Full-Face Shields	3 Sets
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6. Scope of Work

The activity is expected to be developed under several stages, as described in the following table.

Phase	Description	Documentation SPREP will provide	Consultant Output
Inception	<p>Lead an inception meeting with the PacWastePlus team to discuss the delivery of the project, addressing all issues likely to cause delays (risk management), and ensure a common understanding of the action, and required outputs.</p> <p>The Inception Meeting minutes shall:</p> <ul style="list-style-type: none"> - Confirm activities agreed upon - Confirm scope to be developed as agreed by meeting participants prior to commencement of any activities. <p>The Contractor shall create and submit to SPREP a Work Plan that shall upon execution ensure effective delivery of services under this contract.</p> <p>The Draft Work Plan shall contain at a minimum a</p> <ul style="list-style-type: none"> • Proposed time schedule and sequence of events that the Contractor shall use to meet the contract deliverables, including preparation stages, drafting and review, training, site works, disposal, site closure and consultations. • Contingency plan if travel into countries is impacted by the continued COVID-19 pandemic, weather events, or natural disasters. • General description of the methods which the Contractor proposes to adopt for executing the contract 	Nil	<p>Inception meeting</p> <p>Minutes of the inception meeting with confirmation of activities, and scope of work to be developed and agreed by meeting participants prior to commencement of any activities.</p> <p>Draft Work Plan</p> <p>The Draft Work Plan shall be delivered to SPREP for its consideration and comment.</p> <p>Final Work Plan</p> <p>Final work plan incorporating revisions and addressing all comments by reviewers on the draft work plan</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<ul style="list-style-type: none"> • Approach to be adopted for operator training appropriate for the Pacific Island context. • Comprehensive risk plan to ensure effective delivery of services. • Any further details and information as SPREP may reasonably require. 		
Fabrication	Fabrication and procurement of necessary parts and equipment to repair incinerators.		Fabrication and procurement of parts to repair the three-healthcare waste incinerators
Certificate of manufacture	Provision of certificate of manufacture for replacement stainless steel stacks, fuel tank and tank stands, as well as the procured burners, oil piping and other required components		Provision of <i>Certificate of Manufacture</i> for parts procured for the three healthcare waste incinerators.
Repair/Maintenance of three (3) healthcare incinerators	Repair of previously procured healthcare incinerators located at the following locations, Baucau Hospital, Suai Hospital, Maubisse Hospital. Complete the installation/repair of healthcare waste incinerators as well as to undertake necessary maintenance to ensure they are operating at optimal machine standards set by the manufacturer.		Repair of the three (3) healthcare waste incinerators
Incinerator StartUp & Operation of three (3) healthcare incinerators	<p>Completion of the curing procedure</p> <p>Execute a minimum of two trial burns over two separate days. At the conclusion of this process the maximum batch size, burn time and combustion air settings must be confirmed and documented in an as commissioned data sheet which is to be provided to the hospital and SPREP for future reference.</p>		<p>Provision of a commissioned data sheet to be provided to the hospital and SPREP for future reference.</p> <p>This sheet shall include documented proof of the completion of the curing procedure in the form of a manual temperature log and timed and dated photographs of the system temperature controller</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
Incinerator Theory and Operational Training for operation staff of three (3) healthcare incinerators	<p>A minimum of 3 informal training sessions for a duration of not less than 30 minutes shall be performed for the incinerator operational staff.</p> <p>The first session shall be performed at the conclusion of plant installation either after or during the refractory curing procedure.</p> <p>Two more training sessions shall be performed on two separate days simultaneously with the incinerator start up trial burns.</p> <p>Training shall address the theory of operation of the incineration plant, identification and maintenance of all incineration plant components and operation of the incineration plant in an effective and environmentally sound manner.</p>		Three (3) informal training sessions for a duration of not less than 30 minutes shall be performed for the incinerator operational staff.
Report documenting all actions	<p>Submission of draft completion report for the repair and commissioning of the three incinerators.</p> <p>The report shall contain but not be limited to the following information for each incinerator repair:</p> <ul style="list-style-type: none"> - Listing of all repairs completed - Commissioned data sheet - List of trained staff - Listing of type and amount of PPE provided - Certificate of Manufacture for parts procured for the three healthcare waste incinerators. 		<p>Draft Report</p> <p>Documentation of the repair and commissioning of the three (3) incinerators.</p> <p>Final Report</p> <p>Final Report incorporating revisions and addressing all comments by reviewers on the Draft Report</p>

Institutional Arrangement

It is expected this activity will require travel. Introductions to representatives of Timor-Leste will be facilitated by the PacWastePlus team.

Contractor Responsibilities

The Contractor will be responsible for scheduling meetings with stakeholders, and SPREP, taking minutes, and distributing these for comment prior to finalising.

7. Schedule of Work

The activities are to be completed no later than **October 31, 2023**, with a preference for the activities to be completed much earlier.

Expected project activity is detailed below, it is expected that tenderers will detail how and when each of these steps will be delivered.

Activity/Deliverable	Timeline
Inception meeting	No later than two (2) weeks from date of Contract Execution
Draft Work Plan	No later than four (4) weeks from date of Contract Execution
Final Work Plan	No later than two (2) weeks from date of receipt of final comments on draft Work Plan
Fabrication and procurement of parts	No later than twenty (20) weeks from approval of Final Report with Scopes of Works (SOW) & Assessment Report
Provision of <i>Certificate of Manufacture</i> for parts	No later than twenty (20) weeks from approval of Final Report with Scopes of Works (SOW) & Assessment Report
Repair, startup, and commissioning of Baucau Hospital Incinerator & Training	No later than twenty (20) weeks from approval of Final Report with Scopes of Works (SOW) & Assessment Report
Repair, startup, and commissioning of Suai Hospital Incinerator & Training	No later than twenty (20) weeks from approval of Final Report with Scopes of Works (SOW) & Assessment Report
Repair, startup, and commissioning of Maubisse Hospital Incinerator & Training	No later than twenty (20) weeks from approval of Final Report with Scopes of Works (SOW) & Assessment Report
Draft Report	No later than two (2) weeks from final incinerator repair
Final Report	No later than two (2) weeks from date of receipt of final comments on draft Work Plan

8. BUDGET

Submissions are required to itemise all financial elements of their proposal in **USD**, including, but not limited to, the following:

- Salary costs (hourly rate)
- All applicable taxes

Submissions must include an annotated budget listing for each task.

Proposals above \$ 240,000 USD will not be considered.

SPREP reserves the right to withdraw this tender at any time, to accept or reject any or all bids and to waive any formal defects or irregularities in this bids, when deemed to be in the interest of SPREP.

9. Other Information

The successful consultant will be provided with any relevant project documentation.

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