

REQUEST FOR TENDERS

RFT: PWP-123-CON
File: AP_6/5/8/4
Date: 17 July, 2023
To: Interested consultants
From: PacWastePlus Finance and Procurement Officer

Subject: Request for tenders (RFT): Tuvalu Asbestos Assessment Support (using MicroPHAZIR AS) & Strategic Action Plan Development.

1. Background

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

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to support the Government of Tuvalu to complete an assessment of asbestos on the outer islands using the MicroPHAZIR AS Diagnostic Tool, and develop a strategic action plan for asbestos abatement.
- 2.2. The Terms of Reference for the consultancy are set out in Annex A.
- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: https://www.sprep.org/attachments/Publications/Corporate_Documents/spreporganisational-values-code-of-conduct.pdf. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.4. SPREP Standard Contract Terms and Conditions are non-negotiable

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
 - i. 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 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 pwprocurement@sprep.org before 27 July 2023. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 31 July 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 – 80%

Criteria	Detail	Weighting
Experience & Expertise	Demonstrated 5 years or more of experience in asbestos assessment and reporting in accordance with international best practices. Previous experience working in Pacific Island Countries and Territories or equivalent locations advantageous.	30%
	Demonstrated experience working with the MicroPHAZIR AS diagnostic tool	5%

	Demonstrated experience in developing long-term strategic asbestos management plans to guide government policy	10%
	Demonstrated experience clearly communicating options for asbestos abatement management to be understood by government personnel with limited understanding of asbestos. Project experience with people from diverse language and cultural backgrounds is desirable.	5%
Methodology	Proposed project methodology noting schedule, activities, concurrent or sequential development, engagement with country representatives, etc.	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: 07 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 **'PWP-123-CON: Tuvalu Asbestos Assessment Support (using MicroPHAZIR AS) & Strategic Action Plan Development.**



Sustainable, transformative and resilient for a Blue Pacific

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

Tuvalu – Asbestos Assessment

Complete an Assessment of Asbestos on the Outer Islands using the MicroPHAZIR AS Diagnostic Tool, and Develop a Strategic Action Plan for Asbestos Abatement

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).

2. INTRODUCTION TO PROJECT

Tuvalu is a small atoll nation located in the Polynesia region in the Central Pacific. The nine islands of Tuvalu cover a land area of 26km² making it the fourth smallest nation in the world. Its exclusive economic zone covers an oceanic area of approximately 750,000km². The capital of Tuvalu is Funafuti, home to 60% of the 10,507 population (World Bank 2022).

As with many Pacific Island countries, Tuvalu has a history of asbestos use in construction. During the EU-funded PacWaste programme, an assessment of asbestos in Tuvalu was undertaken, assessing 350 of the 639 buildings on Funafuti. Results show 18.4% (+/-3.5) of buildings contain ACM. The report concluded with several recommendations, the main two being:

1. Remove and replace the asbestos cladding identified on the two "higher priority" public buildings on Funafuti.
2. Test all buildings in the outer islands and abate (i.e. the asbestos removed or encapsulated) the ACM where resources permit.

The Tuvalu Department of Waste Management seeks to utilise PacWastePlus to action Recommendation #2. To date, the following activities have been undertaken (March 2023):

- DWM Trained (classroom and in-field) on asbestos awareness and identification, and on the use of MicroPHAZIR AS diagnostic tool
- Field tested and laboratory verified (using the Hibbs National Association of Testing Authorities, Australia (NATA) accredited laboratory) the MicroPHAZIR AS diagnostic tool in the Pacific context



Sustainable, transformative and resilient for a Blue Pacific

- Developed an assessment methodology to enable the sampling of all buildings in the islands of Tuvalu using the MicroPHAZIR AS diagnostic tool.

3. EXPECTED OUTCOME

The PacWastePlus Programme seeks assistance to support the Government of Tuvalu complete an assessment of asbestos on the Outer Islands of Tuvalu and develop a Strategic Action Plan for future management of Presumed ACM in Tuvalu.

To achieve this outcome, expected services are outlined below in Table 1. This work is anticipated to be completed remotely with on-ground work undertaken by a dedicated and trained staff from the Tuvalu DWM.

Ultimately, the Strategic Action Plan will guide the abatement of asbestos from Tuvalu (which will be completed in the future by another donor).

4. SCOPE OF WORK

The following activities outlined in the table below is required to be completed:

Table 1: Scope of Work

Phase	Description	Documentation SPREP will provide	Consultant Output
<p>Inception & Workplan development</p>	<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 Consultant 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 include at a minimum a</p> <ul style="list-style-type: none"> • Proposed time schedule* and sequence of events that the Consultant shall use to meet the contract deliverables, including preparation stages, drafting and review, training, site works, disposal, site closure and consultations. • General description of the methods which the Consultant proposes to adopt for executing the contract • Comprehensive risk plan to ensure effective delivery of services. • Any further details and information as SPREP may reasonably require. <p>* Timing for completion of ACM sampling on each island will be determined by the Government of Tuvalu ferry schedule and other factors that may be out of SPREP control (cyclone, breakdown, DWM work commitments, etc). An indicative timeframe will be provided at the inception meeting, but flexibility may be required from the consultant to provide support for data collection activities.</p>	<p>Nil</p>	<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, at a minimum, address all of the required criteria and clearly articulate how the consultant plans to deliver the job to time and budget.</p> <p>Final Work Plan</p> <p>Final work plan incorporating revisions and addressing all comments by reviewers on the draft work plan</p>
<p>Remotely Support DWM to complete ACM sampling on the Outer</p>	<p>Remotely support the DWM staff member during the completion of the ACM sampling on each Outer Island of Tuvalu during the agreed and specific timeframe* to ensure data is collected and recorded as per agreed methodology.</p>	<p>Agreed assessment methodology</p>	<p>Datasets of presumed ACM on each island of Tuvalu</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
Islands of Tuvalu using the MicroPHAZIR AS diagnostic tool and agreed assessment methodology	<p>Remote support may include 1 x support call per island as needed (and as internet provides) via zoom or other agreed platform, covering topics such as:</p> <ul style="list-style-type: none"> • data collection and use of the data collection software (Kobobox) • evaluate and review raw data and results • undertaking ACM awareness and communicating with concerned public • other support as requested and mutually agreed <p>The reviewed raw datasets must include the following data:</p> <ol style="list-style-type: none"> 1) location (geographic coordinates) of presumed ACM (including ACM in stockpiles) 2) quantity and condition of ACM <p>* Timing for completion of ACM sampling on each island will be determined by the Government of Tuvalu ferry schedule and other factors that may be out of SPREP, DWM staff, and contractor control. Flexibility will be required from the consultant to provide support for data collection activities.</p>	<p>Dedicated focal point in Tuvalu</p> <p>Outcome report from Tuvalu MicroPHAZIR case study 2023</p>	<p>Develop and submit reviewed raw datasets of presumed ACM on each Outer Island of Tuvalu</p>
Consolidate and analyse raw data and develop report on Presumed ACM in Tuvalu	<p>Using raw datasets provided from the on-ground ACM investigations conducted by Tuvalu DWM staff; consolidate and analyse data and develop report on Presumed ACM in Outer Islands of Tuvalu</p> <p>The report on Presumed ACM in Tuvalu must include a full description of all activities undertaken throughout the engagement, and the location, quantity, and condition of presumed ACM on each island of Tuvalu.</p>	<p>Nil</p>	<p>Draft report on Presumed ACM in Tuvalu</p> <p>Develop and submit a draft report on Presumed ACM in Tuvalu as per the criteria. The draft report will be assessed by SPREP and DWM and comments provided back to the consultant for consideration and incorporation.</p> <p>Final report on Presumed ACM in Tuvalu</p> <p>Submit a final report on Presumed ACM in Tuvalu that has addressed all comments by reviewers on the draft report</p>
Develop Strategic Action	<p>Using the report on Presumed ACM in Tuvalu, and in liaison with the DWM to obtain other information as needed, develop a Strategic Action Plan and</p>	<p>Nil</p>	<p>Draft Strategic Action Plan for abatement of Presumed ACM in Tuvalu</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
Plan for abatement of Presumed ACM in Tuvalu	<p>Analyses of Options for the Government of Tuvalu to consider for future abatement of Presumed ACM in Tuvalu</p> <p>The Strategic Asbestos Management Plan must include:</p> <ol style="list-style-type: none"> 1) a prioritised list of local best-practice options for stabilisation, handling, and final disposal of Presumed ACM on each island of Tuvalu, linked to and explicitly responding to the outcomes of the Report on presumed ACM location. 2) a list of equipment, facilities (including details on dumpsites, boat harbour, etc), labour, and other relevant factors available to assist in the abatement and final disposal of Presumed ACM in Tuvalu. 3) an estimate of costs of options for stabilisation, handling, and final disposal of Presumed ACM 4) actions necessary to minimise exposure (potential and actual) of the community to asbestos fibres. 5) Evaluation of potential ACM disposal options for Tuvalu and provide recommendations and a path forward. <p>Note: This Strategic Action Plan for Abatement of Presumed ACM from Tuvalu may form a development proposal the DWM will present to suitable future donors who may undertake the undertake the recommended abatement activities</p>		<p>Develop and submit a draft Strategic Action Plan for abatement of Presumed ACM in Tuvalu as per the criteria. The draft action plan will be assessed by SPREP and DWM and comments provided back to the consultant for consideration and incorporation.</p> <p>Final Develop Strategic Action Plan for abatement of Presumed ACM in Tuvalu</p> <p>Submit a final Strategic Action Plan for abatement of Presumed ACM in Tuvalu that has addressed all comments by reviewers on the draft action plan.</p>
Presentation of Options for Abatement of ACM in Tuvalu	<p>Using the Strategic Action Plan, and in liaison with the DWM to obtain other information as needed, develop a PowerPoint presentation (with detailed speaking notes) detailing options for the Government of Tuvalu to consider for future abatement of Presumed ACM in Tuvalu</p> <p>The Presentation of Options for Abatement of Presumed ACM in Tuvalu must include:</p> <ol style="list-style-type: none"> 1) location, quantity, and condition of Presumed ACM on each island of Tuvalu 2) options for stabilisation, handling, and final disposal of Presumed ACM from each island of Tuvalu 		<p>Draft PowerPoint Presentation of Options for Abatement of Presumed ACM in Tuvalu</p> <p>Develop and submit a draft PowerPoint Presentation of Options for Abatement of Presumed ACM in Tuvalu as per the criteria. The draft presentation will be assessed by SPREP and DWM and comments provided back to the consultant for consideration and incorporation.</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<p>3) analysis of options against agreed criterion – including health, environmental, and financial</p> <p>4) financial proposal for undertaking selected options abatement of Presumed ACM in Tuvalu</p> <p>5) recommendation of path forward for the Government of Tuvalu to consider for future abatement of Presumed ACM in Tuvalu</p> <p>Remotely present the PowerPoint presentation to the Secretary of Local Government and Agriculture, Director of Waste Management, and other Tuvalu government representatives as requested by the DWM. Facilitate discussion on options presented for the abatement of Presumed ACM in Tuvalu and obtain agreement on a selected option or options for future abatement of Presumed ACM in Tuvalu.</p>		<p>Final PowerPoint Presentation of Options for Abatement of Presumed ACM in Tuvalu</p> <p>Submit a final PowerPoint Presentation of Options for Abatement of Presumed ACM in Tuvalu that has addressed all comments by reviewers on the draft presentation.</p> <p>Remote Presentation of Options for Abatement of Presumed ACM to Tuvalu Government Representatives</p> <p>Remotely present Final PowerPoint on Options for Abatement of Presumed ACM to Tuvalu Government Representatives (DWM will arrange the venue and participant invitations)</p>

Institutional Arrangement

This activity is anticipated to be a remote working arrangement, with on-groundwork and government consultation undertaken by a dedicated and trained focal point in Tuvalu. Necessary introductions to focal points in Tuvalu will be made during the inception phase. If a consultant feels in-country engagement may be beneficial, particularly for finalising Phase 4 and/or Phase 5, please include travel in proposal.

Consultant Responsibilities

The consultant will be responsible for scheduling meetings with relevant stakeholders, taking minutes of meetings and ensuring meeting minutes are distributed for comment prior to finalisation.

5. Project Schedule

Schedule of Work

The activities are to be completed no later than **36 weeks (9 months) from Agreement signing date** with a preference for the activities to be completed much earlier.

Expected project activity is detailed in Table 2, it is expected that tenderers will detail how and when each of these steps will be delivered.

Table 2: Project Schedule

Activity	Timeline
<i>Contract Signing and Execution</i>	
Submission of Work Plan	Two weeks from date of Contract Execution
Submission of report on Presumed ACM on all Islands of Tuvalu	No later than 30 weeks from date of Contract Execution
Submission of Develop Strategic Action Plan for abatement of Presumed ACM from all Islands of Tuvalu	No later than 33 weeks from date of Contract Execution
Submission of Presentation of Options for Abatement of Presumed ACM from all Islands of Tuvalu	No later than 36 weeks from date of Contract Execution
Remote Presentation of Options for Abatement of Presumed ACM to Tuvalu Government Representatives	No later than 36 weeks from date of Contract Execution

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
- Source samples of each reusable and compostable diaper to be included in technical review

Submissions must include an annotated budget listing for each task.

The expect budget for this activity is \$30,000USD – proposals that exceed this limit may not be considered.

SPREP reserves the right to proceed only with the Task(s) it deems necessary.

6. 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 .

