

# REQUEST FOR TENDERS

RFT: 2023/015  
File: AP\_3/28/5  
Date: 13 March 2023  
To: Interested suppliers and service providers  
From: Tuvalu NAP Project Team (Filomena Nelson and Salome Tukuafu)

**Subject: Request for tenders (RFT): Supply of IT equipment for the Tuvalu NAP Project “Development of Tuvalu’s National Adaptation Plan (NAP) to advance medium and long-term adaptation planning project (TUV-RS-002)”**

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## 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 would like to call for tenders from qualified and experienced suppliers to supply the equipment listed in Annex A: Terms of Reference for the equipment under the project “Development of Tuvalu’s National Adaptation Plan (NAP) to advance medium and long-term adaptation planning project (TUV-RS-002)”
- 2.2. The successful applicant will need to supply and deliver the equipment to the addresses specified in the Terms of Reference in Annex A.
- 2.3. Must be able to offer a competitive package including 1 year warranty and technical after sales support for the hardware.
- 2.4. Price should include all taxes and import duties as well as freight and handling fees from point of procurement to the assigned destination.
- 2.5. The successful consultants 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](https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf). Including SPREP’s policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.

2.6. 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. Provide proof of relevant experience in supplying similar equipment in the Pacific.
- ii. Must be able to offer a competitive package including 1 year warranty and technical after sales support for the hardware.
- iii. Price should include all taxes and import duties as well as freight and handling fees from point of procurement to the assigned destination
- iv. Provide at least 3 referees relevant to this tender submission, including the most recent work completed.
- v. Offers must be valid for 90 days from the closing date of tenders.
- vi. 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.

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 under 3.2 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 applicant satisfies the conditions stated above and is capable of meeting the requirements as stipulated in the ToR. Documentation must also include supporting examples to address the evaluation criteria.

4.2. Tender documentation should be submitted in English and outline the interested consultant's complete proposal, comprising:

- 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. **Financial proposal:** The financial proposal must be in United States Dollars (USD) and include the following:
  - i. 1 year warranty
  - ii. technical after sales support for the hardware
  - iii. all taxes and import duties as well as freight and handling fees from point of procurement to the assigned destination
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. Tenderers 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 might be requested to provide additional information relating to their submitted proposal, if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
- 4.7. No tender proposal may be modified after the deadline for submission of proposals.
- 4.8. The proposal must remain valid for 90 days from date of submission.
- 4.9. Tenderers / bidders must insist on acknowledgement of receipt of tender / proposals / bids.

## 5. Tender Clarification

- 5.1 Any clarification questions from applicants must be submitted by email to [procurement@sprep.org](mailto:procurement@sprep.org) before 22 March 2023 and responses will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 24 March 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 tenderer satisfies the following criteria:

Detail	Weighting
i) Costs/Financials – direct and indirect benefits/costs over the whole procurement cycle including taxes, import duties, freight and handling fees (where applicable) from point of procurement to assigned destination;	30
ii) Products matching specifications of the order – including clear conditions and requirements for the warranty of the hardware and the software components;	30
iii) Convenience and timeliness of the order;	20
iv) Performance history of the suppliers;	20
<b>Total</b>	<b>100%</b>

### 6.2 Financial Score

The following formula shall be used to calculate the financial score for ONLY the proposals which score 80% 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.

## 7. Deadline

- 8.1 The due date for submission of the tender is: 03 April 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 2023/015: Supply of IT equipment for the Tuvalu NAP Project "Development of Tuvalu's National Adaptation Plan (NAP) to advance medium and long-term adaptation planning project (TUV-RS-002)" to one of the following methods:

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. 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, thereby incurring no liability to the affected tenderer/bidder, nor any obligation to inform the affected tenderers/bidders of the grounds for SPREP's action.

SPREP reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award / awards and to consider localised award/awards between any proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.

**A binding contract is in effect once signed by both SPREP and the successful tenderer. Any contractual discussion/work carried out/goods supplied prior to a contract being signed does not constitute a binding contract.**

**For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website <http://www.sprep.org/accountability/complaints>.**

## Annex A – Terms of Reference

### Supply of IT equipment for the Tuvalu NAP Project: “Development of Tuvalu’s National Adaptation Plan (NAP) to advance medium and long-term adaptation planning project (TUV-RS-002)”

#### Background

This tender is for the supply of office equipment as per specifications and quantities listed below.

#### Scope of Work

1. The supplier is responsible for supplying:
  - (i) two laptop computers;
  - (ii) two desktop computers;
  - (iii) two external storage drives;
  - (iv) eight tablets and
  - (v) required software and licenses.
2. The equipment to be supplied must be in accordance with the specifications set out below.
3. The equipment is to be delivered to the Department of Climate Change in Tuvalu as per address listed below.
4. The supplier must ensure the equipment meets the Tuvalu power supply requirements.
5. The vendor is responsible for ensuring that the hardware meets the specifications outlined in the table below.

#### Technical specifications:

Devices	Quantity	Brands	Description
Business desktop computers	Two	Dell, or HP, or Lenovo	Intel Core i5/i7 CPU 3.9GHz, HD Graphics 4600 4K Support, 32GB RAM, 512GB SSD + 1TB HDD, DisplayPort, HDMI, Wi-Fi, Bluetooth, Ethernet port - Windows 10 Pro 64bit
Laptop computers	Two	Lenovo, or Thinkpad, or Dell XPS, or HP Spectre	12th Generation i9, 14-15" FHD or OLED, 16GB RAM, 512GB SSD, Win 10/11 Pro 64bit





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External Hard Drive	Two	AADATA, or Seagate or Silicon Power Armor	2TB USB 3.1 IP68 Water-proof/Shockproof/Dustproof
Tablets	Eight	Samsung Tab A	2.0 GHz Quad-Core Qualcomm SDM 429, Android 9, 8" Display, 128-256GB RAM - Accessories: rugged protective cover
Software	Four (4) Office 365 licenses for the computers, wireless keyboard and mouse, UPS and Monitors for the Desktops.		

The equipment is to be delivered by the supplier to the address below.

Ms. Pepetua Latasi  
 Director  
 Climate Change Department  
 Ministry of Finance  
 Government of Tuvalu  
 Partnership House  
 P.O. Box 81  
 Vaiaku  
 Funafuti