

CLARIFICATION QUESTIONS

RFT: PWP-188-CON
File: AP_6/5/8/4
Date: 15 October 2024
To: Interested Consultants
Contact: PWP Finance and Procurement Officer

Subject: Request for tenders (RFT): Drafting of legislative guidance for the management of end of life tyres in the Pacific

1. The tender includes two key parts - firstly, the Training Manual; and secondly, Legislative Report + Legislative Drafting note.
 - (a) Would SPREP consider splitting these two parts up, so that they are released for tender separately?
 - (b) it seems that the two parts are quite different in nature.
 - (a) We are wanting the two together as it closely link in terms of targeted waste stream. PacWaste Plus has established the End of Life Vehicles Depollution Guideline and we are wanting consultant to turn this into a training material with possible delivery in one of the Pacific Countries. The training material is anticipated to also capture legislative intervention to manage ELT management and legislative need.
 - (b) While the documents are different, it is still dealing with the same Waste Stream. It is anticipated that consultants may want to sub contract for deliverable they are not able to achieve.
2. Regarding the Training Manual;
 1. Do you have existing Training Manuals that the successful tenderer would be asked to follow in terms of format?
 - We are opening this up to the consultant to propose based on their assessment of the Depollution Guideline. Guideline can be found online: <https://pacwasteplus.org/re-sources/practitioners-guideline-on-depollution-on-end-of-life-vehicles-depollution-guide-line/>
3. What is your expected approximate length (in number of pages) for the Training Manual?
 - Once again this will be up to the consultant based on their assessment of the Depollution Guideline. The main objective for PacWaste Plus is that all the critical elements and components are captured in the manual.



4. The tender document states that "activities are to be completed no later than 29 November" [2024].
 - With the due date for tender submissions 21 October, and then expecting it to take 2-3 weeks for successful consultant to be selected and for contracts to be signed, we might expect that work itself would not be commencing until e.g. the second week of November. As such, it may be difficult or not possible for the successful tenderer to complete the activities by 29 November. Is SPREP open to discussion around potentially shifting this Deadline Date ?
 - This will be reviewed by SPREP based on a reasonable timeline of delivery (Methodology) proposed by consultants.

5. Introduction to the project notes that "auditing of the current situation is recommended because the conclusions of this study are based on these figures". Are there likely to be implications for this work, i.e. is the consultant expected to audit these findings as part of assessing options?
 - The main objective is to ensure that what is being proposed is relevant. Consultant is expected to review current data and compare with the report to see if trends has changed and that there are things that needs to be updated for the deliverable of this project.

6. Desktop legislative options assessment is anticipated to include as stated by the RFT: issues related to each option, identify the potential benefits and barriers to use, complexity of solutions, specific guidance on suitability for PIC for Importation standards, Importation bans, levies, product stewardship programmes, fines/penalties/management fees. Do SPREP anticipate that additional legislative options be identified in the inception meeting with SPREP?
 - There are no additional legislative options expected as the options highlighted (importation ban, levies, PSS, fines, penalty, Management Fees) are the main legislative interventions expected for ELT Management.

7. Optional deliverable - The supplier output notes the only output as a training report. In looking at the description, will the output also include the facilitation of one in-person training session (likely Tonga), preparation and distribution of an evaluation form, analysis of the evaluation form and a training report.
 - Yes – we are wanting to understand costing associated with one in-person training delivery of the Depollution Training Manual. Consultant is expected to also report on the training.



8. Consultant responsibilities - We note that 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. Can we assume that if successful, SPREP will provide a list of the relevant stakeholders to be engaged with to the successful consultant?
 - SPREP can assist in this regard. Consultants are expected to determine the type of stakeholders to be engaged (Government/ NGOs etc)

9. Table 2 outlines a 9-week programme of work. Acknowledging that submissions close on 21 October and there is likely to be a ~4 week turn-around between submission and starting the contract. Can SPREP advise if there is a revised deadline for the completion of this work please?
 - Once this will be part of the SPREP Procurement Process. We will determine once reasonable timeline and methodology is received through the Tender process for consideration.