



## REQUEST FOR TENDERS

RFT: 2021/015  
File: AP 4/12/18  
Date: 8 February, 2021  
To: Interested suppliers  
From: Miraneta Williams-Hazelman, Knowledge Manager

**Subject: *Request for tenders: Supply of Digitising Scanner Machine for the SPREP Information Resource Centre and Archives (IRCA)***

### 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 who can offer their services to supply the Digitising scanner machine system listed in Annex 1
- 2.2. The successful applicant will need to supply and deliver the Digitising scanner machine by 31 May 2021 with the specifications outlined in Annex 1.
- 2.3. Must be able to offer a competitive package including 3 years 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.

### 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
  - i. Provide proof of relevant experience in supplying similar equipment in the Pacific.
  - ii. Provide three references relevant to this tender submission, including the most recent work completed.
  - iii. Offers would be valid for 60 days from the closing date of tenders.
  - 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*



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*demonstrate you meet the selection criteria – Do Not refer us to your CV or your Technical Proposal. Failure to do this will mean your application will **not** be considered.*

- v. Sign the **Conflict of Interest form** provided.

#### 4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria. Describe any additional minimum content and format requirements.
- 4.2. Tender documentation should outline the interested supplier's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
- 4.3. Tender must also complete the **tender application form** and **conflict of interest form** provided.
- 4.4. The Financial Proposal must be inclusive of taxes, freight, handling and all other related costs.
- 4.5. Tender documentation must clearly outline the timeline for supply and delivery.
- 4.6. Provide outline of warranty conditions and requirements.
- 4.7. Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/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 17 February 2021. A summary of all questions received with an associated response will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 19 February 2021.

#### 6. Evaluation criteria

SPREP will select a preferred supplier 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.

- 6.1. Costs – 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%);
- 6.2. After sales support – for maintenance and troubleshooting (10%)
- 6.3. Products matching specification of the order – including clear conditions and requirements for the warranty of the hardware and the software components (30%)
- 6.4. Convenience and timeliness of the order (20%)
- 6.5. Performance history of the suppliers (10%)



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Assessment of the proposal will be based on the evaluation of the Technical specification (70%) and Financial (30%).

## 7. Deadline

- 7.1. **The due date for submission of the tender is: 01 March 2021, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked 'TENDER: **Supply of Digitising Scanner Machine - IRCA** 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.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

**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 1**

**TERM OF REFERENCE**

**Supply of Digitising Scanner Machine – IRCA**

**1. Background**

This tender is for the supply of a **A2 Overhead Book Scanner (Digitising machine)**

**2. Scope of work**

The supplier is responsible for supplying **one** reliable, high quality **Digitising A2 Overhead Book Scanner Machine** described in the Request for Tenders Document and delivered to the Secretariat of the Pacific Regional Environment Programme (SPREP) Office in Apia, SAMOA.

The vendor is responsible for ensuring that the hardware fulfills the minimum specifications which are:

<b>1. Supply 1 x A2 Overhead Book Scanner (Elar Scan A2 model or similar)</b>
<b>a. Support various formats for scan A2,A3, A4</b>
<b>b. Optical resolution up to 530dpi</b>
<b>c. Overhead LED-lighting UV/IR free</b>
<b>d. Universal book cradle</b>
<b>e. In-built PC, Monitor and Keyboard, UPS, Scan Image software</b>
<b>2. Hardware Warranty (minimum of 3 years preferred)</b>

The goods are to be delivered by the supplier to the following address and received by SPREP by 31 May 2021.

SPREP  
Vailima  
P.O. Box 240  
Apia,  
SAMOA