

REQUEST FOR TENDERS

File: ADM 1/1/4
Date: 27 March, 2019
To: Interested suppliers
From: Lawrence Warner, Property Services Officer

Subject: Request for tenders: Installation of standby generator for SPREP Campus

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. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from licensed electrical contractors who can offer their services to install one (1) 3 Phase 25kva generator for SPREP compound situated at Vailima, Samoa
- 2.2. The successful applicant must carry out a site inspection to access the scope of works to be carried out. Failure to carry out a site inspection will result in the disqualification of tender submission.
- 2.3. **Specification:**
 - I. Identify suitable location for generator placement;
 - II. Supply all electrical materials for connection of the standby generator to the automatic transfer switch (ATS) and distribution board;
 - III. Install, test and commission all works related to the connection of the standby generator to the ATS and distribution board.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions: list any conditions,
 - I. Have a current valid business license
 - II. Have relevant work experience
 - III. Must 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 or your Technical Proposal. Failure to do this will mean your application will **not** be considered.*

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.
 - I. Cost breakdown of work including travel costs (if relevant)
 - II. Time frame to perform each service
 - III. Three (3) references
 - IV. History/proven ability to carry out the work
 - V. Completed tender application form
- 4.3 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 Maraea Pogi on maraeap@sprep.org and copy lawrencew@sprep.org before 21 March 2019. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 22 March 2019.

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 Demonstrate a working level knowledge of generator installations and connection to automatic transfer switch and main distribution boards (20%)
- 6.2 Demonstrate certification with AS/NZS electrical standards and regulations (30%)
- 6.3 Demonstrate a working level knowledge and compliance with local electrical codes & regulations (15%)
- 6.4 Demonstrate all crew members are qualified electricians and experienced in generator installations (15%)
- 6.5 Financial proposal (20%) – must include the breakdown of work – including travel costs (if relevant)

7. Deadline

- 7.1. **The due date for submission of the tender is: 10 April 2019 (midnight, local Apia, Samoa time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked 'TENDER: "Installation of standby generator"' to one of the following methods:

Mail: SPREP
Attention: Procurement Officer

PO Box 240
Apia, SAMOA
Email: tenders@sprep.org
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>