

REQUEST FOR TENDERS

RFT: 2024/039
File: AP_2/44
Date: 26 August 2024
To: Interested Service Providers
From: Loraini Sivo, Project Manager PEBACC+

Subject: Request for tenders (RFT): Supplier of building materials for construction of nursery

1. Background

- i.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.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from service providers to supply building materials needed for the upgrade of the Mua Nursery on Taveuni.

The PEBACC+ project is upgrading the existing Forestry nursery in Mua, Taveuni. The nursery is to help allow the successful establishment of seedlings that will be transplanted to the various PEBACC+ project sites on Taveuni island. It will also be used to raise and propagate seedlings, saplings, cuttings of native trees and other key plant species recommended by the Ministry of Forestry for the project.

The contracted service provider will provide the necessary building materials for this project when needed and will work closely with the contractor.

- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful service provider must supply the materials to the extent applicable, in compliance with SPREP's Values and Code of Conduct: <https://library.sprep.org/sites/default/files/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.
- 2.4. SPREP Standard Contract Terms and Conditions are non-negotiable.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested service providers must meet the following conditions:
 - i. Must be based in the Taveuni and meet local legal requirements as a service provider
 - ii. Must be able to speak the local language where needed
Must be able to provide the needed documents required in 4.2 below.
- 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) **An application cover letter** stating a brief introduction of the name of their company, address, contact details, and a summary of their interest in the project and confirmation that they have the list of materials required by SPREP attached as **Annex B** to this ToR. Submitted with the cover letter a quotation with details mentioned in the ToR – description of items, its specification, stock currently available, price per unit, delivery cost if any, discount structure and information on logistics.
 - b) **Past performance and referee** - a list of previous projects where the service provider supplied similar materials and contact details for references who can attest to the service provider's reliability and performance;
 - c) **Company's Profile** detailing overview of the company, including its history and experiences in similar projects, organizational structure, and key personnel. It should highlight the company's expertise in supplying building materials and any relevant certifications or accreditations.
 - d) **Compliance and Certifications** - copies of relevant licenses, certifications, and permits required to operate as a supplier in Taveuni and any other documents that demonstrate compliance with local regulations and standards.
 - e) **Conflict of Interest Declaration** - a statement declaring any potential conflicts of interest or confirming that no conflicts exists
 - f) **Honour form**

- 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 procurement@sprep.org before 02 September 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 04 September 2024.
- 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 contractor 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	Details	Weighting
Experience	i. <u>Competitiveness of the Quotation</u> (a) Comparative evaluation of the Unit cost of the items requested (b) Assessment of the number of items that can be supplied	20%
	ii. <u>Availability and Quality of Stock</u> (c) A key part of the evaluation is the availability of stock to fulfil orders in October (d) Quality specification of stock items	30%
	iii. <u>Location and Ease of Delivery</u> (e) Accessibility of the supplier to construction site and enterprises being supported (f) Ability and cost of delivery	10%
	iv. <u>Company Expertise and Trade experience</u> (g) Reliability of the company based on years in trade, brands represented and prior trading history with SPREP (h) Acceptance of procurement terms and procedures	20%

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: 10 September 2024 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 2024/039 - **Supplier of building materials for construction of nursery**

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: Expression of Interest

Supply of Building Materials for Mua Nursery Construction Project, Taveuni

Duty Station	Taveuni, FIJI
Type of Assignment	Delivery of Goods
Level of Engagement	National
Languages Required:	English
Expected Start Date	As soon as contract is signed
Engagement Duration	4 months

Background

The Secretariat of the Pacific Regional Environment Programme (SPREP) is implementing the Pacific Ecosystem-based Adaptation to Climate Change Plus (PEBACC+) project. It is a sub-regional project designed to explore and promote the uptake of ecosystem-based management approaches in planning for climate change adaptation in the Pacific Island Region. The 4-year project is an initiative supported by Kiwa with funds from France, the European Union, Canada, New Zealand, and Australia. It is implemented by SPREP in collaboration with the Governments of Fiji, Vanuatu and Solomon Islands, New Caledonia and Wallis and Futuna and in partnership with conservation and community development NGOs.

PEBACC+ project

The PEBACC+ project is continuing the implementing of activities carried forward from the former PEBACC project in Taveuni. The project aims to address the current challenges of climate change adaptation through the implementation of nature-based solutions (NbS) and Ecosystem Base Approaches to climate change (EbA) in the Pacific and in so doing, PEBACC+ will strengthen the resilience of ecosystems, economies and people to the impacts of climate change, how human activities are impacting on ecosystems and ensuring that interventions are targeted at addressing the root causes while at the same time investing in restoration activities.

A number of Ecosystem based Adaptation (EbA) activities have been identified for implementation under Component 1, Activity 1.1.1 of the PEBACC+ project document in Taveuni. These activities include coastal rehabilitation, riparian zone replanting, degraded farmland area restoration and blue line buffering and restoration. The need to meet the demand of seedlings required to cater for replanting, restoration and/or reforestation activities identified, the project will be supporting the upgrading of a plant nursery.

The plant nursery will be constructed in Mua Agriculture Station and will be managed by the Ministry of Forestry. This nursery will be used to raise and propagate seedlings, saplings, cuttings of native trees and other key plant species for the replanting work that will be conducted during the PEBACC+ project lifetime throughout Taveuni and also other replanting initiative beyond the project period.

Project Need

The Secretariat of the Pacific Regional Environment Programme (SPREP) is seeking a qualified supplier to provide building materials for the construction of a plant nursery at the Mua Agriculture Station in Taveuni. This nursery is a key component of the Pacific Ecosystem-based Adaptation to Climate Change Plus (PEBACC+) project, aimed at supporting climate change adaptation through nature-based solutions and ecosystem-based approaches in the Pacific Island Region. The selected supplier will be responsible for the timely and efficient delivery of specified materials to support the construction and operational needs of the nursery.

Submission of Quotation

Any interested service provider located on the island of Taveuni is encouraged to express their interest through a cover letter. They must indicate in their application a brief introduction of the name of their company, address, contact details, and a summary of their interest in the project and confirmation that they have the list of materials required by SPREP attached as Annex to this ToR.

The supplier should also provide the following information:

1. Description of the Item – a clear description of each material
2. Specification of the Item - technical specifications that matches the requirements provided in Annex.
3. Stock currently on hand - confirmation of the quantity available and the ability to maintain stock levels throughout the project period
4. Price per unit - a detailed price list for each material item
5. Delivery Costs: If applicable, a breakdown of delivery costs
6. Discount structure by volume of units ordered, or total value of order
7. Delivery Plan - a proposed schedule for the delivery of materials, aligned with the project timeline.
8. Information on the logistics, including how and when the materials will be transported to the Mua Agriculture Station in Taveuni.

The selected supplier will invoice SPREP and provide a delivery note which shows that the ordered items have been collected or delivered to the farmer or enterprise, whereupon SPREP will process the payment accordingly.

Scope of work

The supplier shall provide the following services:

Material Supply

Description of Items: Supply building materials as specified in the **Annex B** to the Terms of Reference (ToR). The list includes, but is not limited to, cement, timber, roofing materials, nails, and other construction essentials.

Specifications: Ensure that all materials meet the required specifications provided by SPREP. The materials must be suitable for the construction of a plant nursery and resilient to the environmental conditions of Taveuni.

Stock Availability: The supplier must confirm the availability of the specified materials and maintain sufficient stock to meet the project's demands.

Pricing and Discounts

Price per Unit: Provide a detailed price list for each item, ensuring that the prices are competitive and reflective of market conditions.

Discount Structure: Offer a clear discount structure based on the volume of units ordered or the total value of the order.

Delivery and Logistics

Timely Delivery: Ensure that all materials are delivered to the Mua Agriculture Station by the agreed deadlines. The construction work is scheduled to begin on 15 September 2024, with a project duration of 4 months.

Delivery Notes and Invoices: Provide delivery notes that confirm the receipt of materials by the relevant parties. Invoices should be issued promptly, corresponding to the materials delivered.

Responsibilities of the Supplier

Compliance: Adhere to all SPREP requirements, including quality standards, timelines, and documentation procedures.

Communication: Maintain regular communication with the SPREP project team to provide updates on stock availability, delivery schedules, and any potential issues that may arise.

Risk Management: Identify and mitigate any risks related to the supply and delivery of materials, ensuring that potential disruptions are communicated to SPREP in a timely manner.

Responsibilities of SPREP

Payment Processing: SPREP will process payments based on the delivery notes and invoices submitted by the supplier, ensuring prompt payment for materials supplied.

Project Oversight: SPREP will provide oversight and guidance throughout the procurement and delivery process, ensuring that the supplier meets all requirements outlined in this Scope of Work.

Evaluation Criteria

The supplier will be evaluated based on the following criteria:

- Compliance with Material Specifications: Ability to meet the specified material requirements.
- Competitive Pricing: Offering competitive prices and a clear discount structure.
- Timeliness of Delivery: Proven ability to meet delivery deadlines.
- Past Performance: Previous experience in supplying materials for similar projects.
- Local Presence: Preference for suppliers located in Taveuni with existing stock and logistical capabilities.

No.	Deliverables	Tentative Timeline	Fee %
1	Submission of quotation as per materials list provided by contractor	September 2024	10%
2	Delivery of materials as agreed	September 2024	20%
3	Submission of signed docketts and summary of costs	October 2024	30%
4	Submission of invoices and receipts with clearance from building contractor for payment	November 2024	20%

Additional documentations to be submitted:

Company Profile

- A detailed overview of the company, including its history, experience in similar projects, organisational structure, and key personnel. It should highlight the company's expertise in supplying building materials and any relevant certifications or accreditations.

Past Performance and References

- A list of previous projects where the service provider supplied similar materials.
- Contact details for references who can attest to the service provider's reliability and performance.

Compliance and Certifications

- Copies of relevant licenses, certifications, and permits required to operate as a supplier in Taveuni.
- Any other documents that demonstrate compliance with local regulations and standards.

Conflict of Interest Declaration

- A statement declaring any potential conflicts of interest or confirming that no conflicts exist.