



# REQUEST FOR TENDERS

RFT: PWP-298-CON  
File: AP\_6/5/8/1  
Date: 24 July, 2024  
To: Interested consultants  
From: Sela Soakai-Simamao, PacWastePlus Finance and Procurement Officer

**Subject: Request for tenders (RFT): PacWastePlus Communications / Design Support**

## 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. The PacWastePlus programme will generate improved economic, social, health, and environmental benefits by enhancing existing activities and building capacity and sustainability into waste management practices for all participating countries. The specific objective is “to ensure the safe and sustainable management of waste with due regard for the conservation of biodiversity, health and wellbeing of Pacific Island communities and climate change mitigation and adaptation requirements”. It works in the Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of the Marshall Islands, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu and Vanuatu. The PWP comes to an end in 2025.
- 1.4 For more information, see: [www.sprep.org](http://www.sprep.org) and <https://pacwasteplus.org/>

## 2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced graphic designer who can offer their services on a retainer basis to design a high-quality range of products for the PacWaste Plus Programme.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful consultant must supply the services 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 consultants must meet the following conditions:
- i. At least six years' experience as a successful graphic designer / typesetter.
  - ii. Submit a Curriculum vitae that demonstrates the relevant experience, skills, work ethics and qualifications to carry out this contract successfully.
  - iii. Provide three references relevant to this tender submission, including from the most recent work completed, noting these references must indicate the following: responsiveness of your services, ability to take instruction, capable of meeting deadlines, and proficiency in working unsupervised until task is completed to a high quality.
  - iv. Provide at least six pieces of work successfully completed by the applicant, including from the most recent work completed as well as examples of typesetting to MS Word.
  - v. 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*).  
*Provide examples of past related work outputs*  
*For the Technical and Financial proposals you may attach these separately.*
  - vi. Must meet local registration requirements where the consultant is based.
- 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) **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*).  
*Provide examples of past related work outputs*  
*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 as stated in 3.1.
  - d) **Samples of past work**, of at least six pieces which must include the most recent work completed.
  - d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
  - e) **Financial Proposal** – Complete ANNEX B - Financial Offer form provided to outline the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
  - f) Where relevant provide:
    - i. Business registration/license (For Entities/ Individual consultant's as per relevant national legislations)
    - ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant's as per relevant national legislations)
- 4.3. Provide three referees relevant to this tender submission able to answer to point 3.1 iii, including from the most recent work completed as well as examples of typesetting to MS Word.
- 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](mailto:procurement@sprep.org) before 07 August 2024. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 09 August 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 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 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	Detail	Weighting
<b>Experience and technical skills</b>	The successful supplier will have at least six years' experience as a successful graphic designer / typesetter and have demonstrated that they are fully conversant with MS Word and the Adobe Creative Design Suite as well as proficient in online technology and web-based tools to typeset to MS Word, applying styles and embedding design elements. 90% of work will be this form of typesetting into MS Word.	25%
<b>Quality of work and proficiency</b>	The successful supplier will have shown a <b>minimum of six examples</b> including the most recent work as well as any typesetting to MS Word which indicates skills in design and typesetting in MS Word so technical content is enhanced by design elements.	25%
<b>Work ethic and commitment</b>	The successful suppliers will have provided evidence of excellent work ethics including but not limited to responsiveness of your services, ability to take instruction, capable of meeting deadlines, and proficiency in working unsupervised until task is completed to a high quality.	10%
<b>Technical Proposal / Methodology</b>	The successful supplier will have a plan of work that entails swift action, ability to complete the work to a high standard, ability to work on more than one product at a time while applying the best possible tools to do so.	20%

### II. Financial Score – 20%

Please complete **ANNEX B - Financial Officer Form** provided.

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: 22 August 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 PWP-298-CON: PacWastePlus Communications / Design Support

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. 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: Terms of Reference PacWastePlus Communications / Design Support**

This tender is to procure a graphic designer/typesetter to MS Word to be on retainer for the PacWastePlus Programme which ends 30 April 2025. The services may include, but not limited to, typeset reports to MS Word (this will entail approximately 90% of the work), graphic design of infographics, tables, flyers/factsheets, brochures, PowerPoint templates, posters, various promotional and digital content (web graphics), as requested.

The PacWastePlus brand template, style and existing design elements will be made available to the successful contractor to apply in work.

### **1. Scope of work and description of key activities**

Services requested:

- a) Graphic design/typesetting of requested products to MS Word required under the PacWastePlus Programme. Noting these must be in line with the PacWastePlus Programme brand and identity requirements.
- b) Provision of graphic design files of all content designed for storage by PacWastePlus Programme and SPREP.
- c) Provision of graphic design content in files requested be they png, jpeg and/or otherwise. This includes e-format as well as print with and without bleed, where necessary and as requested.
- d) Graphic design/typesetting of products to MS Word in either English or the national languages of the PacWastePlus Programme – where provided. An agreed upon process for completion of this will be finalised before work commences.
- e) This consultancy seeks a graphic designer and typesetter to MS Word, that has demonstrated production of designed content to a high standard. Content in English, and possibly a national vernacular, will be provided for design to appeal to national audiences of the PacWastePlus Programme.
- f) Provide graphic design advice and guidance in advance and during design of outputs.
- g) Plan and executes all specific tasks within budget and established deadlines.
- h) Prices should include costs for converting and sending, inDesign files for storage and use, as well as for the various stages of design until PacWastePlus have approved the final designs. Where typeset files are reports or brochures, the designed documents need to be provided in a format that is easily editable by SPREP staff for any final language changes requested by beneficiary countries or donor (MS Word is expected).

### **2. Costing should be provided for using the Financial Offer Form.**

The following items are represented in the Financial Offer form. The details shown below will assist you in accurately costing the items, based on the level of quality expected.

- i. Infographics that will appeal to a Pacific island audience both for print as well as sharing online.
- ii. Flyers/factsheets that are A4 in size, both front and back and consist of images, tables and logos as well as text.



- iii. Brochures (DL Pamphlets) both front and back and consist of images, tables and logos as well as text.
- iv. A1 and A2 One sided full colour posters with text and illustrations where needed.
- v. Reports A4 in size and may vary in length from 10 – 140 pages.
- vi. Promotional content such as advertisements for publications and branding on apparel or otherwise.
- vii. Digital content such as Mastheads and otherwise for website content for which dimensions will be provided.

*You are welcome to provide prices for other common graphic design services which you may be familiar with yet are not noted in the above.*

### **Timeframe**

The contract will end 30 April 2025.

### **Working arrangements**

- The consultancy will be funded through the PacWastePlus programme at SPREP.
- There is scope for this to be a remote working consultancy, therefore internet access is compulsory.
- The consultant is to have own their technical equipment required to undertake this work.
- The consultant will liaise with the PacWastePlus Programme Team for technical advice and guidance.
- All SPREP and PacWastePlus programme communications guidelines will be shared with the consultant for adherence.

### **Project Management.**

The execution of this contract requires the capacity to manage several orders simultaneously and to ensure coordination between all parties involved, where needed.

The contractor shall ensure the necessary management systems to ensure the quality control in the relevant production phases of the process and the quality check of the final product as well as the proper follow up and coordination at the pre-production, production and post-production stages.

Where instruction is challenging to address via email, the consultant is expected to interact with the supervisor and other relevant colleagues via teleconference/zoom or MS Teams. Costs related to communication should be included in the price.