



REQUEST FOR TENDERS

RFT: PWP-105-CON
File: AP_6/5/8/4
Date: 18 September, 2024
To: Interested suppliers
From: PacWastePlus

Subject: Request for tenders (RFT): Supply, installation & commissioning of end of life tyres processing machines for the Republic of Palau.

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.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced suppliers who can offer their services to supply, install, and commission end of life tyres processing machinery for Palau.
- 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 suppliers must meet the following conditions:
 - i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - ii. Provide three referees relevant to this tender submission, including the most recent work completed;
 - iii. 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.

- iv. Must meet local registration requirements
- 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.
 - d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
 - e) **Financial Proposal** – provide a detailed outline of 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, 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 pwd.procurement@sprep.org before 11 October 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 14 October 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
Experience & Expertise	Demonstrated and relevant experience in providing quality equipment for the intended purpose that can be delivered within the timeframe proposed	10%
	Demonstrated experience (evidence to be provided) in arranging and managing shipping: including insurances, documentation, customs, and other clearance documentation; to ensure delivery to quoted timeframes.	10%
Equipment Specifications	Details of proposed equipment, noting functionality, how it meets the criteria, ease of maintenance, and will meet the desired purpose	30%
Design and Methodology	Proposed project methodology must identify the following: <ul style="list-style-type: none"> (i) Timeline for equipment supply (ii) Total land area required for the installation of machine (iii) Detail of Machine to be supplied with pictures (iv) Schedule for installation, commissioning, and training of local operators. 	30%

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: 21 October 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 'PWP-105-CON: **Supply, install, and commission end of life tyres processing machinery for the Republic of Palau.**

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: Terms of Reference

Supply, Installation & Commissioning of End-of-Life Tyres Processing Machines for the Republic of Palau

1. BACKGROUND

The Secretariat of the Pacific Regional Environment Programme (SPREP) is working with the European Union's Delegation to the Pacific, and 14 Pacific Island Countries and Timor-Leste to undertake the PacWastePlus Programme (the Project) which seeks to improve and enhance waste management activities and the capacity of governments, industry, and communities to manage waste to reduce the impact on human health and the environment.

PacWastePlus seeks to generate improved economic, social, health and environmental benefits for Pacific Island Countries arising from stronger regional economic integration and the sustainable management of natural resources and the environment. The programme activities will be designed to assist Countries to ensure the safe and sustainable management of waste with due regard for the conservation of biodiversity, reduction of marine litter, health and well-being of Pacific Island communities, and climate change mitigation and adaptation requirements.

Activities for PacWaste Plus will focus on targeted priority waste streams which are: hazardous wastes (specifically **asbestos**, **e-waste** and **healthcare waste**); and solid wastes (specifically **recyclables**, **organic waste**, **disaster waste**, and **bulky waste**).

2. THE PROJECT

Background

The generation of ELTs is high in most Pacific Island countries and territories due to limited control over the quality of tyre imports, often resulting in the importation of large quantities of second-hand tyres (re-treads). The Palau Waste Audit Report (Nov 2019) identified a 13,739m³ of End-of-Life Tyres (ELT) stockpiled in the country which included 100m³ of shredded tyres. In addition, approximately 4,600m³ of tyres is estimated to be brought into Palau annually. End-Of-Life tyres are brought to M-Dock landfill by private businesses (tire shops, auto-shops, etc) and individuals for shredding (Tyre shredder purchased through Palau's CDL funds). The absence of a local market for shredded tyres has resulted in the high volume of ELT stockpile in the country.

Palau is utilising PacWaste Plus investment to establish a resource recovery programme in Palau to effectively manage ELT. The programme is looking to establish restrictions and/or levies on tyre importation to ensure supply of quality durable tyres into the country and establish a sustainable financing programme to assist with in-country recovery, recycling, and/or disposal of ELT.

PacWaste Plus assisted the Palau government to establish the following:

1. ELT Economic Assessment
2. Option for utilisation of ELT in the local infrastructure projects
3. Legislative Assessment to create an enabling environment for the introduction of a national ELT Management programme
4. National Engineering Standards for repurposing ELT into Infrastructure projects.

Introduction

Palau currently operates two tyre shredders to process whole tyres (specifications of the existing shredders are attached as Annex 1). The output material from these shredders cannot be utilised locally due to safety risk associated with the presence of steel wires impregnated into the rubber, plus the machines have limited throughput and therefore insufficient to process the entire legacy stockpile.

The project is seeking to procure additional machinery to produce tyre crumb (free of steel) for use in road making and synthetic landscaping applications, as described following

Plant	Input material	Output material	Comments
2 x Tyre Shredders	Whole tyres	Tyre shred at roughly 6 inches	Existing plant, no need to supply via this contract
Rasper	6" shredded tyres	Clean steel Tyre crumb (~10-20mm)	Seeking to procure this plan through this contract The rasper should / must: <ol style="list-style-type: none"> 1. separate the steel wire and rubber to produce wire free chips of about 30mm from whole tyres 2. process materials with diameters up to 12 inches. 3. be powered by electricity (3-phase) with connection plug and voltage suitable to Palau. 4. Be equipped with overload protection system and power interlocking. 5. operate in hot humid tropical coastal climate. 6. Be accompanied by manufacturer certification the plant meets safety, health and environmental protection requirements, and if free of defaults. 7. Be covered by a 3-year manufacturer's warranty.
Granulator	Tyre crumb (~10-20mm)	Tyre granules (~1-5mm) suitable for use in Synthetic landscaping and roadmaking.	Seeking to procure this plan through this contract The granulator should/must: <ol style="list-style-type: none"> 1. produce crumbed rubber in suitable size and form for use as an input for synthetic landscaping (for athletic tracks and playground surfaces) and road making. 2. be powered by electricity (3-phase) with connection plug and voltage suitable to Palau. 3. Be equipped with overload protection system and power interlocking. 4. operate in hot humid tropical coastal climate. 5. Be accompanied by manufacturer certification the plant meets safety, health and environmental protection requirements, and if free of defaults. 6. Be covered by a 3-year manufacturer's warranty.

Tenderers are to provide details of necessary land area needed to house all machineries (existing shredders, and new rasper, and granulator) and enable appropriate operations.

3. EXPECTED OUTCOME

PacWastePlus is seeking the supply of a tyre rasper and rubber granulator. Minimum specifications are:



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DESCRIPTION

Tyre Rasper

Rotor diameter: Φ 320 - ϕ 420mm
Main Shaft Speed: 360 – 460 rpm
Main Motor Power: 30 – 75 kw
Capacity (kg/hr): 400 – 800
Rotor Blades Quantity (PCS): 52 -76
Stator Blade Quantity (PCS): 4
Weight(kg): 2500 – 7100

Rubber Granulator

Rotor Diameter: ϕ 260 - ϕ 320
Main Shaft Speed(r/min): 591 -627
Screen Meash (mm): ϕ 8 - ϕ 12
Rotor-knives (PCS): 3x2
Main motor Power (kW): 15 -22
Weight: 890 - 1646

Documentation

Equipment and Maintenance Manual

Illustrative Operating Resources for safe and effective operation of the equipment – including a Maintenance Programme and Health and Safety Plan recommending required Personal Protective Equipment.

Spare Parts (suitable for 3-years of operation)

- Rotor Blades
- Rotor Knives

We welcome recommendations of alternative machineries, however tenderers must clearly explain in their submission, how the proposed machinery meets the identified specifications above, and include details of the processing capacity, and the specification of material outputs.

4. SCOPE OF WORK

The expected delivery of this consultancy will be developed in stages and is described in the following table:

Phase	Description	Documents SPREP will provide	Supplier Output
Inception	<p>Lead an inception meeting with the PacWastePlus and Palau government teams to discuss the delivery of the project, addressing all issues likely to cause delays (risk management), and ensure a common understanding of the action, and required outputs.</p> <p>The Contractor shall create and submit to SPREP a Work/Service Plan that shall upon execution ensure effective delivery of services under this contract.</p> <p>The Draft Work/Service Plan shall contain at a minimum:</p> <ul style="list-style-type: none"> • Specifications (make and model) of the machines to be supplied (including specification documents, images, and if possible video of the machinery in operation). • Proposed time schedule and sequence of events that the Contractor shall use to meet the contract deliverables, including identification of spare parts, PPE, timing of delivery, etc • General description of the methods which the Contractor proposes to adopt for executing the contract, including meeting construction quality standards • Comprehensive risk plan to ensure effective delivery of services. • Any further details and information as SPREP may reasonably require. 	Nil	<p>Inception meeting</p> <p>Minutes of the inception meeting with confirmation of activities, and scope of work to be developed and agreed by meeting participants. The Draft Work/Service Plan will be presented and discussed at this meeting.</p> <p>Draft Work/Service Plan</p> <p>Draft Work/Service Plan highlighting how services will be delivered under this contract submitted to SPREP for consideration and comment.</p> <p>Final Work/Service Plan</p> <p>Final Work/Service Plan incorporating revisions and addressing all comments by reviewers on the Draft Work/Service Plan</p>
Procurement of a Rasper (Steel Wire Separator Machine) to process shredded tyres	<p>The Rasper (Steel wire separator machine) must, at a minimum:</p> <ol style="list-style-type: none"> (i) Ability to reduce 6" tyre shred to 10-20mm rubber crumb. (ii) Ability to separate and remove, at a minimum, 97% steel wire. 	Nil	<p>Procurement Report</p> <p>Company must submit to a report that confirms the purchase and preparation for shipping of the machine. Report</p>

Phase	Description	Documents SPREP will provide	Supplier Output
			should include evidence of procurement, and bill of lading etc. confirming shipping commenced.
Procurement of a granulator to process rubber shred less than 50mm diameter	<p>The Granulator must, at a minimum:</p> <ul style="list-style-type: none"> (i) utilise input material smaller than 50mm and be able to crumb to 1-5mm. (ii) separate and remove 99.9% of the residual fibres. <ul style="list-style-type: none"> o The supplied granulator must have the ability to screen granules for re-circulation and re-processing to the ideal size. For this purpose, tenderers are expected to supply at least two different size Screens to ensure a flexible production and achievement of the targeted granule size. Companies are expected to inform SPREP on the size of the screens prior to purchase and delivery. 	Nil	Procurement Report Company must submit to SPREP and Palau SWD a report that confirms the purchase and preparation for shipping of the machine.
Development of Operating Plan and Maintenance Plan and Health and Safety Plan	<p>Develop illustrative Operating Resources for safe and effective operation of the equipment:</p> <ul style="list-style-type: none"> - Maintenance Programme to enable maintenance of equipment, and - Health and Safety Plan to specify safe operation and use of PPE. <p>The Maintenance Programme is to specify required parts, tools, equipment, and materials to enable maintenance for 3-years. Maintenance Programme to specify the daily, weekly, and monthly activities and use of the supplied parts and tools.</p> <p>Health and Safety Plan to specify required PPE for safe operation of the equipment. All PPE to be identified and specialist PPE to be provided with the equipment and included in quote.</p> <p>The company through facilitation by SPREP present the Maintenance Plan and Health and Safety Plan to local authorities in Palau upon equipment arrival into Koror. The Maintenance Plan must clearly highlight schedules for maintenance for at least five (5) years.</p>	Nil	Draft Operating Resources Draft Maintenance Programme and Health and Safety Plan highlighting for safe and effective operation of the equipment Final Resources Final Maintenance Programme and Health and Safety Plan incorporating revisions and addressing all comments by reviewers. Supply of Maintenance Tools Evidence of Maintenance tools received by the Palau Solid Waste Management Division.

Phase	Description	Documents SPREP will provide	Supplier Output
	<p>Companies are expected to supply maintenance tools to enable Palau government officials to carry out schedule maintenance of the machines supplied.</p>		
<p>Delivery – Rasper and Rubber Granulator with Spare Consumable Parts and Specialist PPE for 2 years of Operation</p>	<p>The Rasper and Granulator is expected to be installed at the Palau public landfill in Babeldaob, Aimelik State. The national port for Palau is located at Koror State and the company is responsible for the following:</p> <ul style="list-style-type: none"> (i) All shipping expenses including land transport from point of origin to port, including loading, insurance, packing, freight cost (from port of export to Koror State, Palau), (ii) land transport from Port in Koror to installation site at Aimelik state, all customs and other clearance documentation and fees etc. 	<p>Nil</p>	<p>Delivery of equipment, spare consumable parts, towbar, and specialist tools and PPE to the Palau Solid Waste Division</p> <p>Delivery of equipment, spare consumable parts, towbar, and specialist tools and PPE to the Palau SWD.</p> <p>Palau SWD will formally receive the equipment and parts/PPE upon arrival at their yard and after inspection for quality.</p>
<p>Installation and Commissioning of Equipment – Rasper and Granulator</p>	<p>The selected tenderer must work with officials from Palau Solid Waste Management Division and Environment Quality Protection Board to install the rasper and the granulator.</p> <p>Following the installation, machines are to be tested to ensure they are operating to design and expectation (commissioning process).</p> <p>A Commissioning Report, counter-signed by Solid Waste Management Division, will be submitted to SPREP and must highlight the following:</p> <ol style="list-style-type: none"> 1. General Description of Machinery 2. Overall Drawing of the machine, and drawing of the control circuits 3. Machine testing Period 4. Total number of tyres processed within the testing period 5. Overview of the machine operation capabilities based on the testing completed. 	<p>SPREP Asset Transfer form</p>	<p>Draft Report on Commissioning of the Tyre Rasper and Rubber Granulator</p> <p>Report adequately addressing all items highlighted in the description of this deliverable.</p> <p>Final Report on Commissioning of the Tyre Rasper and Rubber Granulator</p> <p>Report addresses all comments provided on the draft Report.</p>

Phase	Description	Documents SPREP will provide	Supplier Output
	<p>6. Documentation on risk assessment demonstrating procedure followed.</p> <p>Selected tenderer is responsible for securing a signed Asset Transfer form with the Palau Solid Waste Management Division upon acceptance of the commissioned machinery</p>		
Training – Equipment Operation and Maintenance	<p>Develop and deliver training on safe and effective operation of equipment. Training to include:</p> <ul style="list-style-type: none"> - Equipment operation - Health and Safety Plan, including use of the PPE <p>Maintenance Plan, including use of specialist tools</p>	SPREP will provide formatting of presentation materials	<p>Draft Presentation</p> <p>Draft Presentation on safe and effective operation of equipment</p> <p>Final PowerPoint Presentation</p> <p>Final presentation addressing SPREPs comments on draft</p> <p>Delivery of Presentation to Palau SWD and other Stakeholders</p> <p>Minutes of the workshop / meeting</p>
Warranty	Provide a 3-year warranty of equipment. If equipment experiences significant corrosion or other damage that was unable to be prevented through the Maintenance Programme full replacement is expected.	Nil	<p>3-Year Warranty</p> <p>Provide a 3-year full replacement warranty for equipment.</p>

Service Provider Responsibilities

The service provider will be responsible for scheduling meetings with relevant stakeholders, taking minutes of meetings and ensuring meeting minutes are distributed for comment prior to finalisation.

5. Schedule of Work

Activities to be completed no later than 20th February 2025, with a desire for activities to be completed before this timeline. Discussions on the final timeline will be had with successful supplier.

Expected project activity is detailed below; it is expected that tenderers will detail how and when each of these steps will be delivered.

Activity/Deliverable	Timeline
Inception meeting Draft Work/Service Plan	No later than 2 weeks after contract execution
Final Work/Service Plan	No later than 3 weeks after contract execution
Operating Resources for Safe and Effective Operation of the Equipment	No later than 5 weeks after contract execution
Procurement and Delivery of Equipment and Parts/PPE to Palau SWD	TBD
Delivery of training to Palau Government Officials	TBD

6. Budget

Submissions are required to itemise all financial elements of their proposal in USD, including, but not limited to,

the following:

- Equipment purchase (*not limited to*)
 - Required specialist tools
 - Towbar
 - Spare parts
 - PPE required
- All delivery costs (*not limited to*)
 - insurance
 - custom clearance requirements
- All applicable taxes

Submissions must include an annotated budget listing for each task. Submissions above US\$236,000 **will not be considered**.

SPREP reserves the right to withdraw this tender at any time, reserves the right to accept or reject any or all bids and to waive any formal defects or irregularities in the bids, when deemed to be in the interest of SPREP.

7. Other Information

The successful consultant will be provided with any relevant project documentation.

The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf