



SPREP

Secretariat of the Pacific Regional
Environment Programme

REQUEST FOR TENDERS

RFT: PWP-283-CON
File: AP_6/5/8/4
Date: 6 November, 2024
To: Interested suppliers
From: PacWastePlus

Subject: Request for tenders (RFT): Supply and Installation of PA System at the Gizo Market, Gizo, Solomon Islands.

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 to supply and install PA system for the Gizo Market in Gizo, Solomon Islands.
- 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*



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*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.



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- 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 13 November 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 15 November 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	Demonstrated experience with Procurement and Supply of PA Systems to Pacific Island Countries (preferably Solomon Islands)	30%
Methodology	Detailed methodology to deliver the required project components and provide detail to the panel the value proposed by the tenderer	15%
	Risk Plan (with mitigation measures) that will ensure the successful delivery of the project.	5%
Condition of Products	Documented evidence of the type (specifications) and condition of PA systems offered in the proposal	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: 22 November 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/PWP-283-CON: **"Supply and Installation of PA System at the Gizo Market, Gizo, Solomon Islands"**



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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 and Installation of PA System at the Gizo Market, Gizo, Solomon Islands.

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 waste (specifically **asbestos, e-waste and healthcare waste**); and solid wastes (specifically **recyclables, organic waste, disaster waste, and bulky waste**).

2. EXPECTED OUTCOME

PacWastePlus is supporting Solomon Islands improve the management of organic materials generated at the Gizo Market through the introduction of a organic processing programme to collect and process these materials.

PacWaste Plus seeks to procure and install Public Address (PA) system in the Gizo market that will broadcast jingles and awareness messages to market vendors and consumers during opening hours.

Specifications for PA are as follows:

Table 1: PA Specifications

Required Composition of PA System	Quantity
PA Audio install speakers - Weather rated 6.5' black outdoor speaker - All weather including marine alloy mounting brackets - 100v - 40watts	9
240watt RMS 100v amplifier	2
100v line speaker cabling - Double insulated - 100m rolls	3
All patched to run whole system.	1



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Required Composition of PA System	Quantity
<ul style="list-style-type: none">- Mixer with wireless bluetooth audio streaming- 6RU Rack mounted- AUX Cable (phone, tablet or laptop music playback)- iSK DM-3500 Dynamic Vocal Microphone with On-Off Switch for talk show or accouchements. <ul style="list-style-type: none">- 5m XLR mic cable	
Installation Accessories <ul style="list-style-type: none">- Conduits- Screws- Insulation tapes- Soldering Iron	1
Installation Fee <ul style="list-style-type: none">- Cable runs and mounting- System configuration- Sound test	3

The PA system is to be delivered and installed at Gizo Market on Gizo Islands with all paper work handed over to the Gizo Town Council. The successful Contractor is responsible for all expenses associated with transporting and installing the item at the nominated locations within the market. This includes, but is not limited to, insurance, freight cost, land transport, customs, and other clearance documentation, especially if the item is located outside of Solomon Islands.

Gizo is the capital of the Western Province in Solomon Islands. With a population of 7,177, it is the third largest town in the country. It is approximately 380 kilometres west-northwest of the capital, Honiara, and is just southwest of the larger island of Kolombangara.

3. SCOPE OF WORK

PacWastePlus seeks Tender submissions from suitably qualified companies to supply and install PA system for the Gizo Market in Gizo, Western Province, Solomon Islands.

Table 1: Scope of Work

Phase	Description	Consultant Output
<p>Inception</p>	<p>Lead an inception meeting with the PacWastePlus and the Gizo Town Council (GTC) team 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 submit to SPREP & GTC a Work Plan that shall upon execution ensure effective delivery of services under this contract.</p> <p>The Draft Work Plan shall contain at a minimum:</p> <ul style="list-style-type: none"> • Proposed time schedule and sequence of events that the Supplier shall use to meet the scope of work. • General description of the methods which the Supplier proposes to adopt for executing the contract, including meeting quality standards highlighted under Phase 3 of this TOR (Procurement and Delivery of PA System) • Comprehensive risk plan to ensure effective delivery of services. The Plan must clearly highlight possible risk of PA system being damaged during shipment and identify remedial actions by the company prior to handing over of items to the Gizo Town Council. • Pre-delivery inspection report, including photographs and a detailed description of the PA system (including speakers and Amplifiers with cable) for review by GTC and SPREP, prior to its procurement. • Any further details and information as SPREP may reasonably require. 	<p>Inception meeting</p> <p>Minutes of the inception meeting with confirmation of activities, and scope of work agreed by meeting participants prior to commencement of any activities. The Draft Work Plan will be presented and discussed at this meeting.</p> <p>Draft Work Plan</p> <p>Draft Work Plan highlighting the bulleted minimum requirements, outlined to the left. SPREP and GTC will review the Draft Work Plan and pre-delivery inspection report to ensure compliance with project requirements.</p> <p>Final Work Plan</p> <p>Final work plan incorporating revisions and addressing all comments by reviewers on the draft work plan.</p>

Phase	Description	Consultant Output
Maintenance Programme	<p>The Contractor is required to submit a Maintenance Programme outlining at a minimum, the procedures for assessing performance of the PA system, structural integrity of the speakers, and other critical elements. The plan must also clearly indicate timeframe for conducting these assessments together with a suggested structure for records of maintenance.</p> <p>The plan is intended to guide Gizo Town Council on how to maintain the PA system in the future.</p>	<p>Draft Maintenance Plan</p> <p>Draft Maintenance Plan must address minimum standard highlighted in this deliverable.</p> <p>Final Maintenance Plan</p> <p>Final Maintenance Plan adequately addresses comments by Gizo Town Council and PacWaste Plus.</p>
Supply and Instalment of PA System	<p>The Contractor is expected to supply and install PA system within the Gizo market.</p> <p>PA systems are expected to be in a good condition, but not limited to the following:</p> <ol style="list-style-type: none"> 1. Customised sound coverage for specific spaces. 2. High sound quality and volume capabilities. 3. Durable components designed for long-term use. 4. Can handle a wide range of audio inputs. 5. Network attached Amplifiers, Microphones, cables and connectors, Mixers, Mounting Hardware, Signal Processors, and Control interface. <p>Contractor will be responsible for the delivery of the PA System to the specific locations designated by GTC. Include in quote all expenses to reach Gizo including insurance, freight cost, land transport, customs, and other clearance documentation etc. where applicable.</p> <p>Upon delivery, the supplier must commission the PA system under the supervision of a representative from GTC to verify the condition and quality of the system:</p> <p>Both the Contractor and GTC 's representative must sign-off on the delivery criteria sheet to confirm successful delivery to the nominated locations at the Gizo Market.</p>	<p>Delivery Docket for the supply of PA system to Gizo Town Council, Gizo.</p> <p>Signed Delivery Sheet</p> <p>The Criteria Sheet, which will reflect the standards highlighted on the left column, will need to be signed by GTC & Supplier (or their representative)</p> <p>Signed Commissioning Sheet</p> <p>Both the Contractor and GTC 's representative must sign-off on the inspection criteria sheet to confirm that PA system is operational.</p>

Phase	Description	Consultant Output
	Documentary evidence will be submitted by the Contractor (or their representative) to SPREP to support the release of payment.	
2 Year Guarantee	PA system is expected to come with a 2-year guarantee. If significant corrosion or other damage (outside ordinary wear and tear) that was deemed unable to be prevented through the set maintenance programme, replacement and all associated costs with it's supply to the nominated location(s) at the Gizo Market, will be undertaken by the Contractor within the guarantee period.	2-Year Guarantee Documents Guarantee Document must be handed over to the Gizo Town Council once PA system is successfully delivered.

Institutional Arrangement

The Contractor will be responsible for any freight logistic arrangement to Gizo if system is being sourced out of Solomon Islands.

4. SCHEDULE OF WORK

The activities are to be completed in eight (8) weeks. Please note in your tender submission if more time is required with details on why this time extension is necessary.

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

Table 2: Project Deliverables

Activity/Deliverable	Timeline
Inception meeting Minutes of the inception meeting Work Plan (Draft & Final)	No later than one (1) week from date of contract execution
Maintenance Manual (Draft & Final)	No later than two (2) weeks from date of contract execution
Procurement, Delivery and instalment of PA system <ul style="list-style-type: none">○ Delivery Docket.○ Signed Commission Report (by GTC & Contractor (or their representative) Criteria Sheet;○ Guarantee Documents	No later than eight (8) weeks from the date of approval of Workplan.

5. BUDGET

Submissions are required to complete the attached financial offer form. Any proposals above the allocated budget of **USD \$12,000** will not be considered.

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

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.

6. 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

Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud prevention & Whistleblower Protection and Gender and Social Inclusion