



# REQUEST FOR TENDERS

RFT: PWP-344  
File: AP\_6/5/8/4  
Date: 7 November, 2024  
To: Interested consultants  
From: PacWastePlus

**Subject: Request for tenders (RFT): Recycling Equipment Assessment, Repairs, and Training Niue.**

## 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](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to operationalise the recycling facility in Niue.
- 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. 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 [procurement@sprep.org](mailto:procurement@sprep.org) before 15 November 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 18 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
<b>Equipment Specifications and Supplier Experience</b>	Demonstrated and relevant experience working with and maintaining recycling equipment such as that included in the Niue Recycling Facility	10%
	Demonstrated and relevant experience in development of documentation for recycling equipment such as that included in the Niue Recycling Facility	10%
	Demonstrated experience (evidence to be provided) delivering practical hands-on training to recycling facility operators	10%
<b>Design and Methodology</b>	Detailed methodology to deliver the required project components and provide detail to the panel the value proposed by the tenderer.	45%
	Risk Plan (with mitigation measures) that will ensure the successful delivery of the project.	5%

## 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: 25 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-344: **Recycling Equipment Assessment, Repairs, and Training, Niue**

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

### Recycling Equipment Assessment, Repairs, and Training Niue

#### 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. INTRODUCTION TO PROJECT

Niue is a small Pacific Island country, with a land area of 259km<sup>2</sup> and population of 1,719. Niue is part of the Realm of New Zealand and is self-governing.

Niue, like many Pacific Island countries, is faced with the increasing issue of low-value recyclable materials filling dumpsites and building up in stockpiles. Consumer items are imported into Niue but there have been limited financially viable options for their management and export. End-of-life (EOL) items including bottles, cans, computers, TV, whiteware, vehicles etc are becoming a regular sight dumped on vacant land and surrounding homes throughout the island.

To effectively manage EOL items, the Niue Government is working with donor partners to develop facilities to enable the collection, processing, and export of consumer items to overseas recycling markets or if the option is available, repurpose on-island.

A Recycling Facility, funded by the Government of Australia, with the New Zealand Ministry of Foreign Affairs and Trade as the delivery partner, is in place intended to collect and pre-process household recyclable items such as PET, glass, aluminium cans, and paper and cardboard. Equipment includes:

- DRE system 80A shredder
- Mil-tek H600 baler
- Schnider baler
- Trethewey Autobaler
- Expleco Glass crusher

Photographs of the facility and equipment is pictured in Annex 1.

The equipment in the facility is not yet commissioned and operating effectively.



### 3. EXPECTED OUTCOME

This tender is seeking to a company to assist the Niue Department of Environment to operationalise the Recycling Facility. Specific tasks are expected to include:

1. Travel to Niue to complete an assessment of equipment in the Recycling Facility
2. Identify recommended repairs and parts required to safely and effectively operationalise the recycling equipment
3. Complete a brief report on options, priorities, and budgets for recommended repairs and parts
4. Present report of recommendations/options to the Niue Department of Environment and SPREP and facilitate decision making process to determine
5. Develop brief Standard Operating Procedure, maintenance schedule, and spare parts listing for the equipment in operation
6. Procure selected parts and equipment to make identified repairs (within the maximum budget allocated)
7. Travel back to Niue to make recommended repairs and complete hands-on training with Niue Department of Environment team on equipment operation and maintenance
8. Provide approximately 5hrs of on-call remote trouble-shoot support to the Niue Department of Environment team for 3 months after repairs and training to ensure equipment is operating effectively and safely



#### 4. SCOPE OF WORK

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

**Table 1: Scope of Work**

Phase	Description	Documentation SPREP will provide	Consultant Output
<b>1. Inception</b>	<p>Lead an inception meeting with the PacWastePlus 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 Inception Meeting minutes shall:</p> <ul style="list-style-type: none"><li>• Confirm activities agreed upon</li><li>• Confirm scope to be developed as agreed by meeting participants prior to commencement of any activities.</li></ul> <p>The Contractor shall create and submit to SPREP 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 a</p> <ul style="list-style-type: none"><li>• Proposed time schedule and sequence of events that the Consultant shall use to meet the contract deliverables.</li><li>• General description of the methods which the Consultant proposes to adopt for executing the contract</li><li>• Comprehensive risk plan to ensure effective delivery of services.</li><li>• Any further details and information as SPREP may reasonably require.</li></ul>	Nil	<p><b>Inception meeting</b></p> <p>Minutes of the inception meeting with confirmation of activities, and scope of work to be developed and agreed by meeting participants prior to commencement of any activities.</p> <p><b>Draft Work Plan</b></p> <p>The Draft Work Plan shall be delivered to SPREP for its consideration and comment.</p> <p><b>Final Work Plan</b></p> <p>Final work plan incorporating revisions and addressing all comments by reviewers on the draft work plan</p>





Phase	Description	Documentation SPREP will provide	Consultant Output
2. <b>Assessment, Reporting, and Presentation</b>	<p>Travel to Niue and complete a detailed mechanical assessment of equipment in the Recycling Facility to identify recommended repairs, maintenance, and parts required for their safe and effective operation. <i>Note: please detail opportunities for completion of this task as a training exercise with a Niue-based mechanic and the Department of Environment (DOE) team.</i></p> <p>Develop a brief report identifying recommended repairs, maintenance, and installation of parts (including spare parts), for the operation of each equipment. Report to list recommendations in priority order to provide for their safe and effective operation, and identify associated budgets for procurement and installation of parts.</p> <p>Present the report to the Niue DOE and SPREP and facilitate decision making process to identify parts procurement and repairs to be undertaken though this contract (within the maximum budget allocated). Note: other identified repairs or upgrades unable to be completed within this contract will be provided to the DOE for consideration and future action. Presentation to occur face-to-face with the DOE while in Niue completing the assessment (preferred) or via remote platform (teams or zoom).</p>	Nil	<p><b>Draft Recommendations Report</b></p> <p>Draft Recommendations Report highlighting mechanical assessment of equipment in the Recycling Facility and recommended repairs etc submitted to SPREP and Niue DOE for consideration and comment</p> <p><b>Final Recommendations Report</b></p> <p>Final Recommendations Report highlighting mechanical assessment and recommended repairs etc incorporating revisions and addressing all comments by reviewers.</p> <p><b>Presentation of Final Report</b></p> <p>Presentation of Report highlighting recommended repairs, maintenance, and parts, in priority order, to SPREP and Niue DOE. Facilitate decision making to identify the parts procurement and repairs to be undertaken though this contract.</p>



Phase	Description	Documentation SPREP will provide	Consultant Output
<p><b>3. Documentation for Equipment Operations and Maintenance</b></p>	<p>Develop user-friendly documentation to provide for the safe and effective operation and maintenance of all equipment in the Recycling Facility (regardless if identified for repairs and maintenance in Phase 2) by Niue-based mechanics and the DOE team.</p> <p>Documentation for each equipment will include, at a minimum:</p> <ol style="list-style-type: none"> <li>1. Brief Standard Operating Procedure</li> <li>2. Maintenance schedule</li> <li>3. Spare parts listing</li> </ol> <p>Documentation to be easy to follow by operators with limited literacy and provide for clear translation into Niuean if required.</p> <p>The maintenance schedule is to specify required parts, materials, specialist tools (if any), equipment, and paint, and specify the timeframe and activities.</p> <p>Documentation to be converted into hands-on training session and delivered to the Niue DOE and Niue-based mechanics during Phase 5</p>	<p>Translation into Niuean</p>	<p><b>Draft Documentation for Equipment Operations and Maintenance</b></p> <p>Draft Documentation for Equipment Operations and Maintenance submitted to SPREP and Niue DOE for consideration and comment</p> <p><b>Final Documentation for Equipment Operations and Maintenance</b></p> <p>Final Documentation for Equipment Operations and Maintenance incorporating revisions and addressing all comments by reviewers.</p> <p><b>Hands-on Training Session on Equipment Operations and Maintenance</b></p> <p>Convert final Documentation for Equipment Operations and Maintenance into hands-on training session on the safe and effective operation and maintenance of equipment in the Recycling Facility (for delivery during phase 5).</p>



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#### 4. Procurement and Delivery of Identified Parts

Arrange for and manage the procurement and delivery of the identified parts and equipment to the Recycle Facility in Niue.

If parts unlikely to be carried as checked-in luggage, include in quote expenses for shipping including insurance, stevedorage, packing, loading, freight cost, land transport, customs, and other clearance documentation etc.

#### Procurement and Delivery Identified Parts and Equipment to the Recycle Facility in Niue

Arrange for and manage the procurement and delivery of the identified parts and equipment to the Recycle Facility in Niue

#### 5. Installation, Operationalisation, and Hands-on Training

Travel back to Niue and make identified repairs, maintenance, and parts installation required and operationalise the equipment in the Recycling Facility. *Note: as with Phase 2, please detail opportunities for completion of this task as a training exercise with a Niue-based mechanic and the DOE team*

Deliver the hands-on training on safe and effective operation and maintenance of equipment in the Recycling Facility (developed in Phase 3) to Niue-based mechanics and the DOE team, including introduction to how to use the documentation on equipment operations and maintenance.

#### Make Identified Repairs etc to Equipment in the Recycle Facility in Niue

Arrange for and make identified repairs etc and operationalise the equipment to the Recycle Facility in Niue

#### Deliver the Hands-on Training Session

Deliver the hands-on training session on safe and effective operation and maintenance of equipment in the Recycling Facility (developed in Phase 3) to Niue-based mechanics and the DOE team

#### Post Training Reports

Submit a training report at the completion of training, containing but not be limited to:

- List of participants with titles, address, phone number, email, gender.



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- Assessment of each participants capacity following the training.

## 6. Remote Support and Warrantee of Repairs

Provide approximately 5hrs of on-call remote support to the Niue DOE team for 3 months after repair and training to ensure equipment is operating effectively and safely and assist to trouble-shoot any issues that may be encountered.

Provide a 6-month warranty of repairs, maintenance, and parts installation made through this contract. If repairs and new parts etc experience significant corrosion or other damage (outside ordinary wear and tear and deemed unable to be prevented through the maintenance programme), assistance to rectify is expected to be provided to the Niue DOE to undertake the repairs.

## 3-month Remote Support

Provide approximately 5hrs of on-call remote support to the Niue DOE team for 3 months after repairs and training is complete

## 6-month Warranty

Provide a 6-month warranty repairs, maintenance, and parts installation made through this contract, providing for corrosion or other damage (outside ordinary wear and tear) that was deemed unable to be prevented through the maintenance programme.

## Institutional Arrangement

Equipment assessment, repair, and training activities are sought to be delivered by 30 April 2025, with a desire for it 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.

## Consultant Responsibilities

The consultant will be responsible for scheduling meetings with stakeholders and SPREP, taking minutes, and distributing draft documents for comment prior to finalising.



## 7. SCHEDULE OF WORK

The activities are to be completed no later than **30 April 2025** with a preference for the activities to be completed much earlier.

Expected project activity is detailed in Table 2, it is expected that tenderers will detail how and when each of these steps will be delivered.

**Table 2:** Project Schedule

Activity/Deliverable	Timeline
Inception	No later than 1 week from date of Contract Execution
Final Work Plan	No later than 1 week from date of receipt of final comments on draft Work Plan
Submission of final report and presentation on recommended repairs, maintenance, and installation of parts	No later than 4 weeks from Contract Execution
Submission of final documentation for equipment operations and maintenance	TBD – preference approximately 6 weeks from Contract Execution
Installation of identified repairs, maintenance, and parts	TBD – preference approximately 12 weeks from Contract Execution

## 8. BUDGET

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

- Equipment purchase
- All delivery costs
- Salary costs (hourly rate)
- All applicable taxes

Submissions must include an annotated budget listing for each task.

**Proposals above \$20,000 USD 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.

## 9. 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](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.

**Annex 1 – Photographs of Niue Recycle Facility**



**Equipment**



**Details**





