



SPREP

Secretariat of the Pacific Regional
Environment Programme

REQUEST FOR TENDERS

RFT: PWP-346-CON
File: AP_6/5/8/4
Date: 20 November, 2024
To: Interested consultants
From: PacWastePlus

Subject: Request for tenders (RFT): Construction of Concrete Pad for Gizo Windrow Composting Facility

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 companies who can offer their services to construct the concrete slab for the Gizo Windrow process.
- 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*



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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.



- 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 16 December 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 18 December 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%



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Criteria	Detail	Weighting
Experience & Expertise	Demonstrated and relevant experience in the construction of buildings in Solomon Islands. This will include evidence of good works for building construction/renovations, concrete pouring & curing, shed construction, brick work, drainage, etc. Evidence of past works will need to be supplied for consideration.	30%
Schedule of Work	Proposed project methodology noting schedule, activities, concurrent or sequential development, etc.	40%
Risk Plan	Detail Plan of identified risk during constructions and mitigating measures to address all identified risks.	10%

II. Financial Score – 20%

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

7. Variation or Termination of the Request for Tender

- 7.1 a. **SPREP may amend, suspend or terminate the RFT process at any time.**
- b. **In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>).**
- c. **Tenderers are responsible to regularly check the SPREP website Tenders page for any updates and downloading the relevant RFT documentation and addendum for the RFT if it is interested in providing a Tender Response.**
- d. **If SPREP determines that none of the Tenders submitted represents value for money, that it is otherwise in the public interest or SPREP's interest to do so, SPREP may terminate this RFT process at any time. In such cases SPREP will cancel the tender, issue a cancellation notice and inform unsuccessful bidders accordingly.**

8. Deadline

- 8.1. **The due date for submission of the tender is: 10 January 2025, 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-346-CON: **Construction of Concrete Pad for Gizo Windrow Composting Facility**'



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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

Construction of Concrete Pad for Gizo Windrow Composting Facility

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. THE PROJECT

A Centre for Environment, Fisheries and Aquaculture (CEFAS) Waste Audit in 2019 found that 63% of Solomon Islands waste stream is organics. The audit highlighted that any future waste management policy or plan for the Solomon Islands, including in provinces and regional Guadalcanal, should consider a proposal to manage organic materials. Gizo Town Council has identified the Gizo Central Market as the biggest generator of Organic materials in Gizo Town.

The Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM), and the Gizo Town Council (GTC) are working with the PacWastePlus programme to design and implement an Organic Processing Programme that will divert organic materials generated at the Gizo Central Market, away from landfill and to an Organic Processing Facility.

PacWaste Plus in 2023 undertook a design of the Organic Processing Programme for the Gizo Market to determine a suitable option. It was determined from that Windrow Composting .

Windrow composting is a large-scale composting method used to process organic waste by arranging it into long rows, or "windrows," which are systematically turned to promote microbial activity and decomposition. The infrastructure for windrow composting includes the composting pad, equipment, water and drainage systems, and monitoring tools.

3. EXPECTED OUTCOME

PacWaste Plus seeks to engage a suitably qualified company to construct the concrete slab for the Gizo Windrow process. Concrete must meet the following:

1. Cement floor to be at least 16 cm thick to handle the weight of compost piles, machinery, and foot traffic
2. Concrete is to be reinforced with steel rebar of mesh to improve the floor's strength and durability.
3. A slight slope of about 1-2% (0.4cm per foot) is recommended to allow excess water or leachates to drain away
4. Include a drainage system around or at the lower end of the composting pad to collect and manage leachate, which can be directed to storage for reuse or proper disposal.
5. Concrete Slab must have a non-slip surface to provide traction for equipment and workers.



6. Concrete is to be sealed to prevent it from absorbing organic acids and liquids that could cause deterioration over time.
7. The floor area should be wide enough (at least 364m²) to accommodate the size of the windrows and any equipment used for turning (such as a tractor or compost turner), with some additional space around the piles for safe and efficient maneuvering.
8. Raised curbs or edges contain compost within the area and prevent leachate from running off the sides.
9. Concrete slab is to be constructed on compacted subgrade to prevent cracking or settling with a layer of compacted gravel or sand (10-16 cm) to provide additional support and drainage.

Rough Sketch of the Concrete Slab is highlighted below (Grey shaded area)

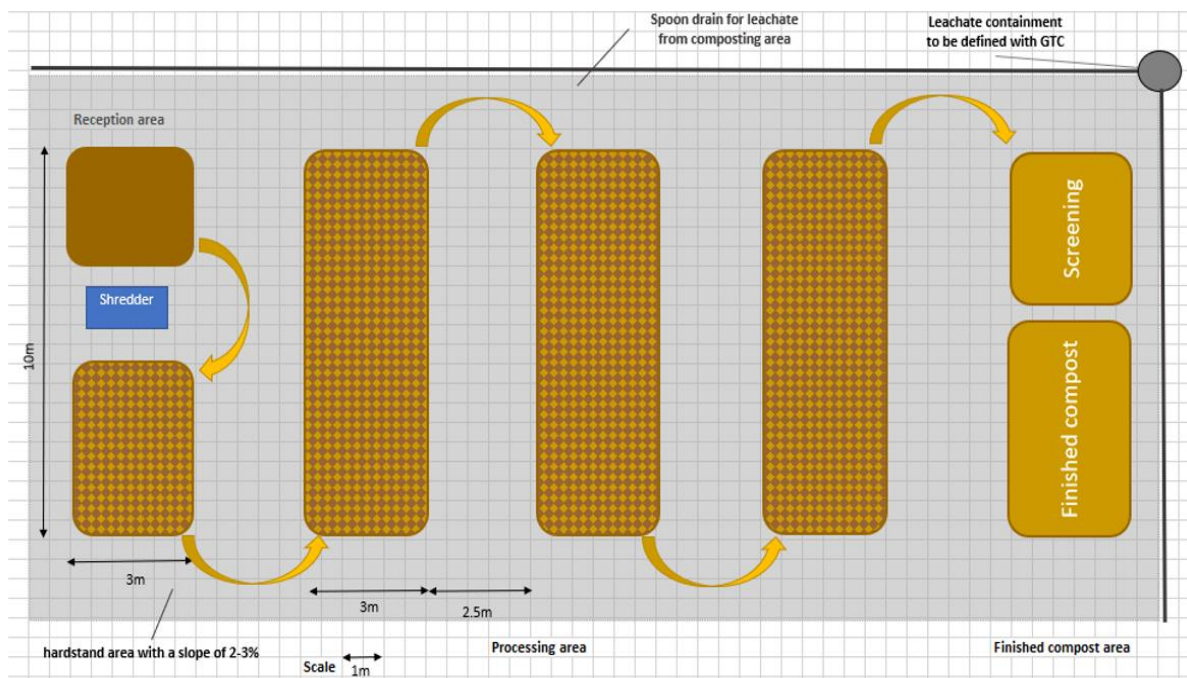


Figure 7.3: Top-of-site-view schematic (estimated 364m²)

The contractor will construct a small Tool shed (2mtrs x 2mtrs with height of 3mtrs) for the storage of equipment. Tool Shed is to be completed with a hinged door with padlocks. Dimension overview is highlighted below:

1. Concrete Slab foundation with a 10cm thickness painted
2. Wall frames with treated timber (2x4 or 5x10cm studs spaced at least 40cm apart)
3. Corrugated Metal or vinyl as Exterior Sliding
4. A peaked roof with a 30 degrees slope allowing rain runoff with weatherproof shingles. Roof must have a slight overhang (about 15 cm) on all sides of the tool shed. 2x4 timber are to be sued for rafters spaced 40 cm apart.
5. Install a Clear Roof panel to provide natural light.

Detailed Scope of work is highlighted in the next section.



4. SCOPE OF WORK

PacWastePlus seeks Tender submissions from reputable construction companies to construct a concrete slab for the Gizo Windrow Programme.

Table 1: Scope of Work

Phase	Description	Supplier Output
Inception	<p>Lead an inception meeting with the PacWastePlus and Western Provincial 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">• Proposed time schedule and sequence of events that the Contractor shall use to meet the contract deliverables, including identification of spare parts, timing of delivery, etc• General description of the methods which the Contractor proposes to adopt for executing the contract• Comprehensive risk plan to ensure effective delivery of services. <p>Any further details and information as SPREP may reasonably require.</p>	<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 Plan / Work Schedule</p> <p>Draft Work/Work Schedule highlighting how services will be delivered under this contract submitted to SPREP for consideration and comment.</p> <p>Final Work Plan /Work Schedule</p> <p>Final Work/Work Schedule incorporating revisions and addressing all comments by reviewers on the Draft document</p>



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Phase	Description	Supplier Output
Construction of Concrete Slab	<p>The contractor will construct the Concrete Slab for the Gizo Windrow Programme at a site designated by Gizo Town Council and Western Provincial Government. The Concrete slab must meet the satisfy the following:</p> <ol style="list-style-type: none"> 1. Concrete must be at least 6 inches thick and reinforced with steel rebar or mesh 2. A slight slope of about 1-2% (0.4cm per foot) 3. Include a drainage system that will allow the collection and management of leachates 4. Non-slip Surface to provide traction for equipment and workers 5. Floor size of at least 364m² 6. Raised Curbs/edges to contain compost and prevent leachates runoff <p>Compacted subgrades preferably with gravel or sand to support drainage</p>	<p>Construction of Concrete Slab</p> <p>The concrete slab is constructed to adequately meet the criteria identified for this delivery.</p>
Construction of a Tool Shed (2mtrsx2mtrsx3mtrs)	<p>The contractor must construct a tool shed with a dimension of 2 meters (width) x 2 meters (depth) x 3 meters (height). The tool shed must meet the following structural component:</p> <ol style="list-style-type: none"> 1. Concrete Slab foundation with a thickness of 10 cm that will ensure stability and prevent moisture from seeping us. The foundation must be reinforced with wire mesh for extra durability. 2. Wall frames must be built with treated timber (2x4 or 5x10cm studs) spaced 40 cm apart 3. Exterior walls are to be constructed with either corrugate metal or vinyl to provide weather protection. Exterior Walls must be painted. 4. Roofing system must have 5. a 30- degree slope to allow rain runoff. Corrugated metal roofing to be used with at least 2 clear roof panel to provide natural light. 6. Shed must allow for a slight overhang (about 15cm) on all sides to protect walls from rain. Use timber for rafters, spaced 40cm apart for adequate support. 7. A single 75 cm wide door that provide sufficient access for a shed this size with solid wood or metal door for durability. 8. Door must be placed centrally on one wall for balanced access. 9. Exterior shed will need to be sealed with pain to protect against rain, UV light, and mildew. 10. Installation of gutters along the roof edges to channel water away from the foundation for collection in a water tank. 	<p>Construction of Tool Shed</p> <p>The tool shed is constructed to adequately meet the criteria identified for this delivery.</p>

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A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.



Phase	Description	Supplier Output
	This tool shed will serve the function of storing tools to be used in the Windrow Composting process.	
Final Handover of Facility	The contractor must work with the Gizo Town Council and the Western Provincial Government to undertake final inspection once the facility is completed. Upon the satisfaction of the local authorities, the facility must be handed over to the Gizo Town Council.	Copy of Approval The contractor must obtain evidence of acceptance of the facility from the Gizo Town Council/ Engineering Department of Western Provincial Government.
Defect Liability Period	A defect Liability period will apply. If concrete slab experiences significant degradation or other damage during the defect liability period, full replacement is expected.	1 Year Defect Liability Period Provide a 1-year Defect Liability Period.

Institutional Arrangement

Travel is expected to successfully complete this project.

Contractor Responsibilities

The consultant 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

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

Interested companies are to submit a detailed schedule of works and must be inclusive purchase and supply of building materials.

6. BUDGET

Submissions are required to include costing for each item listed in the template below at a minimum, add a new row if there are other items you wish to include in your budget.

Submissions must include an annotated budget list for each task.

Submissions above 60,000 USD 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.

Proposed Assessment Criteria

Item	Description	Unit	Quantity	Rate	Amount
A	GENERAL ITEMS				
	<i>Insurance of the works</i>				
	Sub Total of GENERAL ITEMS				
B	SUPPLY OF MATERIALS				
	<i>List down materials to be purchased</i>				
C	CONSTRUCTION				
	<i>List Down all Labour Cost and hourly rates</i>				

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.

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