



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

## REQUEST FOR TENDERS

RFT: PWP-347-CON  
File: AP\_6/5/8/4  
Date: 20 November, 2024  
To: Interested suppliers  
From: PacWastePlus

**Subject: Request for tenders (RFT): Supply and deliver retrofitted steel bins and platform trolley for 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](http://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 and deliver retrofitted steel bins and a platform trolley to be used for the collection of organic materials to Gizo town council in Solomon Islands.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful supplier 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*

PO Box 240, Apia, Samoa T +685 21929 F +685 20231 [sprep@sprep.org](mailto:sprep@sprep.org) [www.sprep.org](http://www.sprep.org)

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



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

*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 supplier 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.



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

- 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 29 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 02 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%



Criteria	Detail	Weighting
Equipment Specifications and Supplier Experience	Details of proposed retrofitted bins, noting functionality, how it meets the criteria, and will meet the desired purpose.	30%
	Demonstrated and relevant experience in metal retrofitting for the intended purpose that can be delivered within the timeframe proposed	25%
	Demonstrated experience in arranging and managing shipping: including insurances, documentation, customs, and other clearance documentation; to ensure delivery to quoted timeframes.	5%
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%

## 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: 06 December 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-347-CON: **Supply and deliver retrofitted steel bins and platform trolley for Gizo, Solomon Islands**

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

### Supply & Delivery:

### Retrofitted Steel Bins and Platform Trolley for the collection of Organic Materials to Gizo Town Council, 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. 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) is 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 processed into a resource that can be reused on island.

PacWaste Plus in 2023 completed a design of the Organic Processing Programme for the Gizo Market to determine a suitable option. It was identified from the option analysis that approximately 720 kg of organic materials are generated daily at the Gizo Market, comprising of Leaf wrappings (34%), food scraps (14%) and coconut waste inclusive of husk, shell and meat (55%).

PacWaste Plus is working with the Gizo Town Council to establish a Windrow Composting programme that will collect and process all organic materials generated at the Gizo Market. The goal of this programme is to divert organic materials from landfill and produce compost to support local agricultural production.

To avoid contamination of organic wastes at the market, PacWaste Plus is looking to procure designated 12 Steel bins for the Gizo market for the collection and safe storage of organic materials prior to transportation to the Windrow Station.

#### 3. EXPECTED OUTCOME

PacWaste Plus is working with the Gizo Town Council to procure bins for the collection of organic waste within the Gizo Market. To ensure durability, PacWastePlus seeks to procure 12 steel bins made from oil drums. The bins at a minimum will be:

- approximately 55 cm in diameter and 40 cm in height



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

- manufactured from Steel, repurposed from industrial-grade oil drums with a minimum thickness of 1 mm steel to ensure durability and resist dents or deformation.
- Drums must be free of oil residue.
- Top section of the drum is cut to create an open-top bin, with edges smoothed or rounded to prevent injury.
- A minimum of 3–5 small drainage holes (approx. 6 mm in diameter) at the base to prevent water accumulation during rainy season.
- Rust-proof primer applied to both the interior and exterior to prevent corrosion.
- Exterior paint should be UV-resistant, weatherproof, and rust-resistant
- Weather-resistant stencilled labels specifying “Organic Waste” to make sorting easier.
- Include handles are to be included to enable easy movement by local waste workers.

Companies are welcome to provide alternative designs but must clearly state how the alternative designs support the required specifications.

Similar model of the retrofitted drum is highlighted below:



PacWaste Plus is looking to procure a Platform Trolley to minimise intensive manual labour in the servicing of these bins. Sample of Platform Trolley is highlighted below:



Scope of Works 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
<b>Inception</b>	<p>Lead an inception meeting with the PacWastePlus and Gizo Town Council teams to discuss the delivery of the retrofitted steel bins and platform trolley, addressing all issues likely to cause delays (risk management), and ensure a common understanding.</p> <p>The Contractor shall create and submit to SPREP a Work/Supply Plan that shall upon execution ensure effective delivery of services under this contract.</p> <p>The Work/Supply Plan shall contain at a minimum:</p> <ul style="list-style-type: none"> <li>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</li> <li>General description of the methods which the Contractor proposes to adopt for executing the contract, including meeting construction quality standards</li> <li>Risk plan to ensure effective delivery of services.</li> </ul> <p>Any further details and information as SPREP may reasonably require.</p>	<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. The Draft Work/Service Plan will be presented and discussed at this meeting.</p> <p><b>Draft Work/Supply Plan</b></p> <p>Draft Work/Supply Plan highlighting how services will be delivered under this contract submitted to SPREP for consideration and comment.</p> <p><b>Final Work/Supply Plan</b></p> <p>Final Work/Supply Plan incorporating revisions and addressing all comments by reviewers on the Draft Work/Service</p>
<b>Supply of 12 Steel Bins made from Oil Drums</b>	<p>Company is expected to manufacture 12 steel bins by retrofitting oil steel drums that adequately meet the following specifications:</p> <ul style="list-style-type: none"> <li>approximately 55 cm in diameter and 40 cm in height</li> </ul>	<p><b>Supply of Steel Bins to Gizo Town Council</b></p> <p>The Gizo Town Council will inspect for quality upon arrival at their yard and formally receive the bins.</p>



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

Phase	Description	Supplier Output
	<ul style="list-style-type: none"><li>• manufactured from Steel, repurposed from industrial-grade oil drums with a minimum thickness of 1 mm steel to ensure durability and resist dents or deformation.</li><li>• Drums must be free of oil residue.</li><li>• Top section of the drum is cut to create an open-top bin, with edges smoothed or rounded to prevent injury.</li><li>• A minimum of 3–5 small drainage holes (approx. 6 mm in diameter) at the base to prevent water accumulation during rainy season.</li><li>• Rust-proof primer applied to both the interior and exterior to prevent corrosion.</li><li>• Exterior paint should be UV-resistant, weatherproof, and rust-resistant</li><li>• Weather-resistant stencilled labels specifying “Organic Waste” to make sorting easier.</li><li>• Include handles are to be included to enable easy movement by local waste workers.</li></ul> <p>Bins are to be delivered to the Gizo Town Council at the following address: <i>Gizo Town Council Gizo C/O - Western Provincial Government Western Province Solomon Islands.</i></p> <p>Company is responsible for all expenses relating to the delivery of the steel bins and platform trolley to the final destination including insurance, stevedorage, packing, loading, freight cost, land transport, customs and other clearance documentation, etc.</p>	<p>One satisfied with the item; the supplier will submit to SPREP delivery note confirming the receipt of the product from Gizo Town Council.</p>



Phase	Description	Supplier Output
<b>Supply of 1 Platform Trolley</b>	The Contractor is required to procure and supply Platform Trolley that will enable easy servicing of bins by waste workers in the Gizo Market.	<b>Supply of 1 Platform Trolleys</b>  The Gizo Town Council will inspect for quality upon arrival at their yard and formally receive the Trolley.  One satisfied with the item; the supplier will submit to SPREP delivery note confirming the receipt of the product from Gizo Town Council

#### **Institutional Arrangement**

Retrofitted Steel bins and Platform Trolley sought to be delivered in 12 weeks, with a desire for delivery to be completed before this timeline. Discussions on the final timeline will be had with successful supplier.

#### **Contractor Responsibilities**

The consultant will be responsible for scheduling meetings with relevant stakeholders, taking minutes of meetings.



## 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.

Activity/Deliverable	Timeline
Inception meeting	No later than 2 weeks after contract execution
Draft Work/Service Plan	
Final Work/Service Plan	No later than 3 weeks after contract execution
Delivery of bins and platform trolley to Gizo Town Council	TBD – preference approximately 10 weeks after contract execution

## 6. BUDGET

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

- Equipment purchase – retrofitted steel bins and platform trolley
- All delivery costs (*not limited to*)
  - insurance
  - custom clearance requirements (if shipped from outside Solomon Islands)
- All applicable taxes

Submissions must include an annotated budget listing for each task. Submissions above **US \$20,000** 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](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.