



# REQUEST FOR TENDERS

RFT: 2024/023  
File: ADM 1/1/4  
Date: 27 June, 2024  
To: Interested contractors  
From: Lawrence Warner, Property Services Officer

**Subject: Request for tenders (RFT): Lawn Mowing services for SPREP Compound**

## 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 licensed lawn mowing contractors who can provide lawn mowing services for SPREP compound situated at Vailima, Samoa for a period of 12 months with a possible 12 month extension subject to satisfactory performance.
- 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. Must have carried out a site inspection with the Property Services Officer of the SPREP compound
  - ii. Provide three written references relevant to this tender submission, including the most recent work completed;



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Environment Programme

- 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) **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.
  - d) 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 08 July 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 10 July 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
1	Demonstrate experience in lawn mowing services and proven ability to carry out the work similar in size to SPREP compound as specified in the TOR	25%
2	Demonstrate sufficient equipment's such as weed eaters, leaf rakes, wheel barrows and personal protection equipment to ensure all duties are carried out effectively and efficiently. <b>Please provide details and images of all equipment as proof.</b>	25%



3	Demonstrate all crew members are well trained and experienced in the proper use of lawn mowing equipment.	20%
4	Demonstrate a working level knowledge of local industry standards including Occupational safety and health standards which your company maintains <a href="https://www.mcil.gov.ws/?page_id=3091">https://www.mcil.gov.ws/?page_id=3091</a>	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: 19 July 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 2024/023: **Lawnmowing Services for SPREP Compound**

Mail: SPREP  
Attention: Procurement Officer  
PO Box 240  
Apia, SAMOA  
Email: [tenders@sprep.org](mailto:tenders@sprep.org) (MOST PREFERRED OPTION)  
Fax: 685 20231

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)



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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

### Scope of works

1. Cut and sweep designated lawn areas within SPREP compound every three weeks between the months of November – April
2. Cut designated bush areas within SPREP compound every three weeks between the months of November – April
3. Cut and sweep designated lawn areas within SPREP compound every four weeks between the months of May – October
4. Cut designated bush areas within SPREP compound every four weeks between the months of May – October.
5. Lawn cuttings to be disposed in designated bush areas within SPREP compound.
6. Sweep lawn cuttings and clear all debris deposited on walkways.
7. Provide five labourers of five days to carry out garden maintenance work twice a year (January & July)
8. Work to be carried out on Saturdays only to avoid disruption to office work.
9. Contractor must contact the Properties Services Officer prior to any work carried out in the compound for notification of said works and advise on any other areas requiring attention for lawn or bush clearance within SPREP compound.

SPREP is committed to providing a safe working environment for its employees, contractors, volunteers and the general public using SPREP facilities.

The minimum standards associated with this work are listed below:

Suppliers must observe the safe working practices as detailed in the safety manual relevant to the piece of equipment.

The use of trimmers and Brush cutters should comply with the associated publication titled: *Stihl Trimmer and Brush cutter Safety Manual* which is available here:

[https://static.stihl.com/security\\_data\\_sheet/downloads/safety-manual-fs-gb.pdf](https://static.stihl.com/security_data_sheet/downloads/safety-manual-fs-gb.pdf)

The use of chainsaws should comply with the associated publication titled: *Stihl Chain Saw Safety Manual* which is available here:

[https://static.stihl.com/security\\_data\\_sheet/downloads/safety-manual-ms-gb.pdf](https://static.stihl.com/security_data_sheet/downloads/safety-manual-ms-gb.pdf)

Special attention should be paid to the following requirements:

While using trimmers and brush cutters and chainsaws:

- The use of hearing protection is mandatory at all times
- The use of eye protection is mandatory at all times
- Work boots must be worn
- Gloves must be worn
- Protective clothing must be worn
- Line trimmer deflectors (guards) must be used, as per the manufacturer's specification.
- A safe working distance from others must be maintained (5m is recommended)



- Machinery and Personal Protective Equipment must be maintained and serviceable
- A first aid kit must be onsite at all times

Health and safety incidents must be reported to the PSO within 24 hours of the incident

Near misses should also be reported

Workers must be trained in the use of tools prior to their use

The PSO may audit the health and safety requirements at any time. Minor breaches of the requirements will be brought to the attention of the Suppliers management with an expectation that they will be resolved. In the case of significant breaches, the PSO may issue a stop work order until the requirements are met. Repeated breaches may result in the termination of the contract.