



REQUEST FOR TENDERS

RFT: PWP-087-CON
File: AP_6/5/8/4
Date: 30 August, 2024
To: Interested suppliers
From: PWP Finance and Procurement Officer

Subject: Request for tenders (RFT): Supply of secondhand 20ft dry shipping containers for MNRE, Samoa (Waste Management Division)

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 who can offer their services to supply secondhand 20ft dry shipping containers to the waste management division of Samoa's Ministry of Natural Resources and Environment, Tafaigata, Upolou, Samoa
- 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 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 suppliers satisfy 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 contractor'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 pwprocurement@sprep.org before 12 September 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 13 September 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 supplier 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 Shipping Containers to Pacific Island Countries (preferably Samoa).	30%
	Detailed methodology to deliver the required project components and provide detail to the panel the value proposed by the tenderer.	15%
Methodology	Risk Plan (with mitigation measures) that will ensure the successful delivery of the project.	5%
	Documented evidence of the type, and condition of containers being offered in the proposal.	30%
Condition and age of goods		

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: 20 September 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 '**PWP-087-CON: Supply of secondhand 20ft dry shipping containers for MNRE, Samoa (Waste Management Division)**'



SPREP
Secretariat of the Pacific Regional
Environment Programme

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 of Second Hand 20ft Dry Shipping Containers to the Waste Management Division of Samoa's Ministry of Natural Resources and Environment
Upolu, Samoa.

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**).

PacWastePlus is supporting Samoa to optimise e-waste diversion from the Tafaigata landfill through the procurement of five (5) 20ft second hand shipping containers to be placed at the Tafaigata (Landfill) Waste Management site to store e-waste items brought to the facility

2. EXPECTED OUTCOME

PacWaste Plus seeks to procure five (5) 20ft second-hand shipping containers for the storage of e-waste. Specifications for containers are as follows:

Table 1: Shipping Container Specifications

Container dimension Type	Internal Dimensions	Container Weights
20 ft High Cube Shipping Container External Dimension: 6090mm x2440mmx 2900mm	Corrugated internal case Internal Dimension: 6010mm x 2340mm x 2690mm The back (blank end) is also corrugated, and the doors are around 2 inches (50mm) thick with Door Opening Dimension: 2280mm x 2580mm	Tare Weight: 2230 kg Pay Load (Net Weight): 28250 kg Max Gross Weight: 30480kg

All containers are to be delivered to MNRE's Waste Management and Pollution Control Division Office at the Tafaigata Landfill site.

The successful Contractor is responsible for all expenses associated with transporting the container to the nominated locations at the Tafaigata (Landfill) Waste Management site. This includes, but is not limited to, insurance, stevedorage, packing, loading, freight cost, land transport, customs, and other clearance documentation, especially if the containers are located outside of Samoa.

3. SCOPE OF WORK

PacWastePlus seeks Tender submissions from suitably qualified companies to supply second hand 20ft Dry Shipping Containers to the Waste Management Division of Samoa’s Ministry of Natural Resources and Environment, located at the Tafaigata (Landfill) Waste Management site.

Table 1: Scope of Work

Phase	Description	Consultant Output
<p>Inception</p>	<p>Lead an inception meeting with the PacWastePlus and MNRE 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 & MNRE 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 Contractor shall use to meet the scope of work. • General description of the methods which the Contractor proposes to adopt for executing the contract, including meeting quality standards highlighted under Phase 3 of this TOR (Procurement and Delivery of Shipping Containers) • Comprehensive risk plan to ensure effective delivery of services. The Plan must clearly highlight possible risk of containers being damaged during shipment and identify remedial actions by the company prior to handing over of items to MNRE. • Pre-delivery inspection report, including photographs and a detailed description of each container’s condition for review by MNRE 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 MNRE 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 structural integrity 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 the Ministry of Natural Resources and Environment to maintain the containers 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 MNRE and PacWaste Plus.</p>
Procurement and Delivery of Shipping Containers	<p>The Contractor is expected to supply five (5) 20ft second hand shipping containers to specific locations within the Tafaigata Landfill area.</p> <p>Shipping Containers are expected to be in a good condition. In particular, but not limited to the following:</p> <p><u>Exterior:</u></p> <ol style="list-style-type: none"> 1. Structurally sound (i.e. containers must exhibit no sign of misalignment) 2. The exterior may show minor aesthetic damage such as original paint (colour varies), old markings from former shipments, and minor dents (that do not compromise the container's integrity). 3. The container doors must open and close smoothly without signs of misalignment or damage that could compromise the security or hinder accessibility. 4. The locks and seals must be in good working order. 5. The roof may show minor dents but should be corrosion and puncture free and roof structure overall in good condition. <p><u>Interior:</u></p> <ol style="list-style-type: none"> 6. Wind and Water tight 7. Flooring must be intact (including but not limited to: without major dents, cracks or holes, no excessive wear, flat and level, clean and dry, seal and gaskets intact) 8. The roof must be weather tight. 	<p>Delivery Docket for the supply of Shipping Containers to Tafaigata.</p> <p>Signed Criteria Sheet</p> <p>The Criteria Sheet, which will reflect the standards highlighted on the left column, will need to be signed by MNRE & Contractor (or their representative)</p> <p>Signed Delivery Sheet</p> <p>Delivery Sheet will need to be signed by MNRE & Contractor (or their representative)</p>

Phase	Description	Consultant Output
	<p>Contractor will be responsible for the delivery of the containers to the specific locations designated by MNRE.</p> <p>Include in quote all expenses to reach Samoa including insurance, stevedorage, packing, loading, freight cost, land transport, customs, and other clearance documentation etc. where applicable.</p> <p>Upon delivery:</p> <ul style="list-style-type: none"> • An inspection will be conducted by a representative from MNRE (PacWastePlus optional) and/or an appointed third party (Contractor's representative) to verify the condition and quality of the containers. <ul style="list-style-type: none"> ○ The pre-inspection delivery report will be utilised to assess the containers for compliance. • Both the Contractor and MNRE's representative must sign-off on the inspection criteria sheet to confirm compliance with the pre-delivery report; • Both the Contractor and MNRE's representative must sign-off on the delivery criteria sheet to confirm successful delivery to the nominated locations at the Tafaigata Waste Management site. • Documentary evidence will be submitted by the Contractor (or their representative) to SPREP to support the release of payment. 	
<p>2 Year Guarantee</p>	<p>All containers are expected to come with a 2-year guarantee. If containers experience 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 Tafaigata (Landfill) Waste Management site, will be undertaken by the Contractor within the guarantee period.</p>	<p>2-Year Guarantee Documents</p> <p>Guarantee Document must be handed over to the Ministry of Natural Resources and Environment once all containers are successfully delivered.</p>

Institutional Arrangement

The Contractor will be responsible for any freight logistic arrangement to Samoa including insurance, and fumigation.

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 of Shipping Containers <ul style="list-style-type: none">○ Delivery Docket for the supply of Shipping Containers to Tafaigata.○ Signed (by MNRE & Contractor (or their representative) Criteria Sheet;○ Signed (by MNRE & Contractor (or their representative) Delivery 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 in **USD**.

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.