



REQUEST FOR TENDERS

RFT: PWP-095-CON
File: AP_6/5/8/4
Date: 11 July, 2024
To: Interested suppliers
From: PWP Finance and Procurement Officer

Subject: Request for tenders (RFT): Supply and installation of a biodigester system at the Gizo hospital.

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 and install a biodigester system at the Gizo hospital.
- 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 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 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 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 pwd.procurement@sprep.org before 01 August 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 05 August 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 & Expertise | Demonstrated and relevant experience in providing Bio Digester technologies for the intended purpose that can be delivered within the timeframe proposed | 15% |
| | Demonstrated experience (evidence to be provided) in arranging and managing shipping: including insurances, documentation, customs, and other clearance documentation; to ensure delivery to quoted timeframes. | 5% |
| Equipment Specifications | Details of proposed biodigester unit, noting functionality, how it meets the criteria, ease of maintenance, and will meet the desired purpose | 40% |
| Design and Methodology | Proposed project methodology noting schedule, equipment supply, timeframe, shipping, etc. | 20% |

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: 12 August 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-095-CON: Supply and installation of a bio-digester system at the Gizo hospital**'

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 and Installation of Biodigester System at the Gizo Hospital

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. THE PROJECT

Background

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 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. Following additional consultations with the Gizo Town Council and the Western Provincial Government, PacWaste Plus is now looking to install a biodigester at the Gizo Hospital to process organic materials into biogas to be used in the hospital kitchen.

Gizo hospital, the second largest hospital in the Solomon Islands, was rebuilt with the aid of the Japanese after the 2007 earthquake and tsunami created major devastation to Gizo and the existing hospital. The old Gizo hospital was mainly used for administration and primary health care until July 2016 when it burnt down. The hospital offers the following services:

- i. General outpatient clinics
- ii. Inpatient services – short term (1 – 2 days)
- iii. Inpatient services – long term
- iv. Acute psychiatric inpatient
- v. Emergency and trauma treatment
- vi. Clinical management of victims of sexual violence & referrals
- vii. Surgical services
- viii. Anesthetic services
- ix. Specialist clinics
- x. Accidents and Emergency services



INTRODUCTION

PacWaste Plus seeks to engage a suitably qualified company to supply and install an Anaerobic Digester system at the Gizo Hospital to process organic materials to biogas that will be used at the Gizo Hospital. At the end of the engagement, the system should be fully operational supplying gas to the hospital kitchen, including but not limited to, the following parts:

1. Linings required to prevent contamination of local environment
2. Reactor
3. Biofertilizer Tank
4. Biogas Piping with suitable connection and valves
5. Installation of feeding tanks
6. Burners and Stove

A waste audit conducted at the Gizo Market identified that a total of 720kg of wastes are generated daily, composing of the following:

- Coconut waste (includes husk, shell and meat) (55%)
- Leaf wrappings (31%)
- Food scraps (14%)

Companies are also invited to also explore pretreatment of organic materials prior to materials being placed into the feeding tank of the reactor such as the addition of inoculants etc. This is to maximise the production of biogas from materials generated at the Gizo market.

3. EXPECTED OUTCOME

The PacWastePlus Programme seeks to engage a company to deliver the following outcomes:

1. Supply, deliver, install, and commission a biodigester at the Gizo hospital that adequately meet the specifications highlighted above.
2. Undertake necessary plumbing works that will supply biogas from the Digester unit to the burners/oven in the hospital kitchen.
3. Installation of switch valve that will enable hospital staff to use LP Gas for time when Biodigester is not producing sufficient cooking gas to the hospital.
4. Supply of Spare consumable parts.
5. Development of Operating Resources for Safe and Effective Operation of the Biodigester.
6. Maintenance Programme and Health and Safety Plan
7. Develop training materials and train local officers from the Gizo Hospital and the Gizo Town Council on the safe operation and maintenance of the biodigester.

4. SCOPE OF WORK

PacWastePlus seeks Tender submissions from reputable companies experienced in the supply and delivery of specified equipment.

Table 1: Scope of Work

| Phase | Description | Documentation SPREP will provide | 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. Any further details and information as SPREP may reasonably require. | Nil | <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/Service Plan</p> <p>Draft Work/Service Plan highlighting how services will be delivered under this contract submitted to SPREP for consideration and comment.</p> <p>Final Work/Service Plan</p> <p>Final Work/Service Plan incorporating revisions and addressing all comments by reviewers on the Draft Work/Service Plan</p> |
| Development of Operating Plan and Maintenance Programme and | <p>Develop illustrative Operating Resources for safe and effective operation of the equipment:</p> <ul style="list-style-type: none"> Maintenance Programme to enable maintenance of equipment, and | Design work of Maintenance Programme | <p>Draft Operating Resources</p> <p>Draft Maintenance Programme and Health and Safety Plan highlighting</p> |

| Phase | Description | Documentation SPREP will provide | Supplier Output |
|---|---|----------------------------------|--|
| Health and Safety Plan | <p>- Health and Safety Plan to specify safe operation and use of PPE.</p> <p>The Maintenance Programme is to specify required parts, tools, equipment, and materials to enable maintenance for 2 years. Maintenance Programme to specify the daily, weekly, and monthly activities and use of the supplied parts and tools.</p> <p>Health and Safety Plan to specify required PPE for safe operation of the equipment. All PPE to be identified and specialist PPE to be provided with the equipment and included in quote.</p> <p>The company through facilitation by SPREP present the Maintenance Programme and Health and Safety Plan to local authorities in Gizo upon delivery and installation of the biodigester.</p> | | <p>for safe and effective operation of the equipment</p> <p>Final Operating Resources</p> <p>Final Maintenance Programme and Health and Safety Plan incorporating revisions and addressing all comments by reviewers.</p> |
| Supply and Delivery of Biodigester unit and Spare Consumable Parts | <p>The company is expected to supply a biodigester unit at the Gizo Hospital that meets the requirements outlined in Section 3.</p> <p>Arrange delivery of the biodigester unit, spare consumable parts, to the Gizo Provincial Hospital on Gizo Island in the Western Province of Solomon Islands.</p> <p>The company is expected to provide a quote that adequately cover all shipping expenses including loading cost and clearance from point of export to Gizo, insurance, packing, freight cost, land transport from point of origin, customs and other clearance documentation etc.</p> <p>The consultant is expected to supply and install the biodigester, undertake commissioning of the unit, facilitate training to local officers before official handover to the Western Provincial Government.</p> | | <p>Supply and Delivery of Biodigester Unit with spare consumable parts, to the Gizo Hospital of Solomon Islands</p> <p>Delivery of equipment, spare consumable parts, to the Gizo Hospital</p> |
| Installation and Commission operation of the biodigester | <p>The company is to work with the officials of the Western Provincial Government to install and commission the biodigester.</p> <p>The company is expected to undertake all necessary plumbing works that will ensure the supply of biogas from the digester to the burners/ovens in the hospital kitchen. Pipes installed must be of a</p> | | <p>Draft Report on Commissioning of the Biodigester</p> <p>Draft report on the commissioning of the unit to address necessary information as detailed in this section.</p> |

| Phase | Description | Documentation SPREP will provide | Supplier Output |
|--|---|--|---|
| | <p>suitable size that will guarantee sufficient pressure for the delivery of gas.</p> <p>Additionally, company is required to install a switch valve that will enable hospital staff to utilise LP Gas when volume of biogas generated by the biodigester unit decreases.</p> <p>Once installation is complete, a trial of the system must be undertaken to ensure that the unit is operating to design and expectation, and that there are no leakage of gas, with the burners working effectively.</p> <p>Companies are expected to recommend to the Gizo Hospital administration, security measures that will need to be adopted to ensure that the biodigester bags are not tempered with.</p> <p>Report on the installation and commissions must at a minimum include details on the following:</p> <ul style="list-style-type: none"> (i) Overview of the unit installed – size, pipe specifications, burners etc (ii) Detail of the trial conducted once the biodigester is installed (iii) Findings from the trialing of the unit (iv) Risk Assessment and Mitigating actions for the unit in relation to current location. | | <p>Final Report on Commissioning of the Biodigester</p> <p>Report must adequately address all of SPREP's comments on the draft report.</p> |
| <p>Training – Equipment Operation and Maintenance</p> | <p>Develop training PowerPoint for review by SPREP and deliver training on safe and effective operation of biodigester unit. Training is expected to be in Gizo. Training to include:</p> <ul style="list-style-type: none"> - Unit operation - Input into the Biodigester - Health and Safety Plan, including use of the PPE - Maintenance Plan, including use of specialist tools | <p>SPREP will provide formatting of presentation materials</p> | <p>Draft Training PowerPoint Presentation</p> <p>Draft Presentation on safe and effective operation of equipment</p> <p>Final PowerPoint Presentation</p> <p>Final presentation addressing SPREPs comments on draft</p> <p>Final Training Report</p> <p>Report must highlight the mode of training delivery, details of training</p> |

| Phase | Description | Documentation SPREP will provide | Supplier Output |
|-----------------|--|----------------------------------|--|
| | | | participants (age, gender, organisation etc) |
| Warranty | Provide a 2-year warranty of equipment. If equipment experiences significant degradation or other damage that was unable to be prevented through the Maintenance Programme full replacement is expected. | | 2-Year Warranty Provide a 2-year full replacement warranty of equipment. |

Institutional Arrangement

Travel is expected to successfully complete this project. Physical installation of product and facilitation of face-to-face training is a requirement.

Service Provider Responsibilities

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

5. SCHEDULE OF WORK

Activities to be completed no later than 31 December 2024, with a desire for activities 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.

| Activity/Deliverable | Timeline |
|--|---|
| Inception meeting Draft Work/Service Plan | No later than 2 weeks after contract execution |
| Final Work/Service Plan | No later than one (1) week from the date of final receipt of final comments |
| Operating Resources for Safe and Effective Operation of the Equipment | No later than five (5) weeks from the date of approval of Workplan |
| Delivery and installation of the Biodigester at the Gizo Hospital with Parts supplied to Western Provincial Government | No later than eighteen (18) weeks from the date of approval of Workplan |
| Facilitation of Training to local officers | No later than one (1) week from installation of biodigester. |

6. BUDGET

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

- Equipment purchase
 - Spare parts
- All delivery costs (*not limited to*)
 - insurance
 - custom clearance requirements
- All applicable taxes

Submissions must include an annotated budget listing for each task.

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.

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.

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.