



# REQUEST FOR TENDERS

RFT: PWP-189-CON  
File: AP\_6/5/8/4  
Date: 11 July, 2024  
To: Interested contractors  
From: PWP Finance and Procurement Officer

**Subject: Request for tenders (RFT): Construction of communal organic compost stations for Rumuu and Tenfar villages, Yap, Federated States of Micronesia**

## 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 contractors (**preferably based in the Federated State of Micronesia, Yap, or have a local counter-part to manage the required in-country actions**) who can offer their services to construct communal organic compost stations for Rumuu and Tenfar villages, in Yap State of FSM.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful contractor 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 contractors 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;



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- 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 contractor 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 [pwp.procurement@sprep.org](mailto:pwp.procurement@sprep.org) before 24 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 29 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 contractor 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
<b>Experience &amp; Expertise</b>	Demonstrated and relevant experience in the construction of buildings in the state of Yap or any other state within the FSM. This will include evidence of good works for concrete pouring & curing, shed construction, brick work, drainage, etc.	30%
<b>Materials</b>	Proposed Building materials and quantities, with comment on (i) why specific material selection was made (i.e. suitability for purpose), and (ii) where in the construction, the materials will be utilised.	20%
<b>Schedule of Work</b>	Proposed project methodology noting schedule, activities, concurrent or sequential development, etc.	30%

## 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: 5 August 2024, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.



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8.3 Please send all tenders clearly marked **'PWP-189-CON: Construction of communal organic stations for Rumuu and Tenfar village, Yap, Federated States of Micronesia'**

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**

### **Construction of Communal Organic Compost Stations for Rumuu and Tenfar Village, Yap - Federated States of Micronesia**

#### **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. INTRODUCTION TO THE PROJECT**

Yap, one of the four states of the Federated States of Micronesia, consists of four closely associated high islands known as "Waab" and about 134 low coralline atolls and islands, 22 of them populated, spread over 100,000 square miles of ocean. The State of Yap is divided into 21 municipalities with each municipality placed in one of five main islands and having several village units. Colonia is the capital of Yap State, which administers both the Yap Main Islands and the is-land of Satawal.

A recent waste audit conducted in 2021 identified that approximately 21% of waste disposed at the Yap State landfill comprise of organic matters. The Yap Environment Protection Agency is implementing a PacWastePlus funded project to improve organic waste management in Colonia and six villages on Yap's main island. The project will:

- design and implement communal organic processing programme to segregate organic waste by individual households for processing at the village organic processing station;
- design and implement a programme in Colonia that segregate organic waste at the point of generation, collect, and transport these materials to the compost shed at the Division of Agriculture for processing;
- package compost for sale to community and businesses;
- design and deliver awareness and education activities.

Following consultations with relevant stakeholders, the project will construct communal organic processing stations in the villages of Rumuu and Tenfaar village.

This tender seeks to engage a contractor (**preferably based in the Federated State of Micronesia, Yap, or have a local counter-part to manage the required in-country actions**) to construct communal composting stations in the two villages based on the design provided by the Yap Department of Public Works.

#### **3. EXPECTED OUTCOME**

The PacWastePlus Programme seeks to deliver the following:

1. Source and provide all construction materials.
2. Construct Communal Composting stations in Rumuu and Tenfaar (Utilising the attached design included in Annex 1 and 2).



3. Once physical construction work is completed, the contractor is expected to obtain final approval from the Yap's Department of Public Works prior to official handover of station to Yap EPA.

The composting station in each village is expected to comprise of 3 composting bays with each bay approximately 3' x 3' x 4'2" with a Tool Shed and guttering fitted to collect rainwater for storage. The tool shed is expected to be detached from the composting station (see Figure 2) with a hard stand of suitable size to accommodate a 1000 Gallon water tank. The Design of the station is attached as Annex 1.

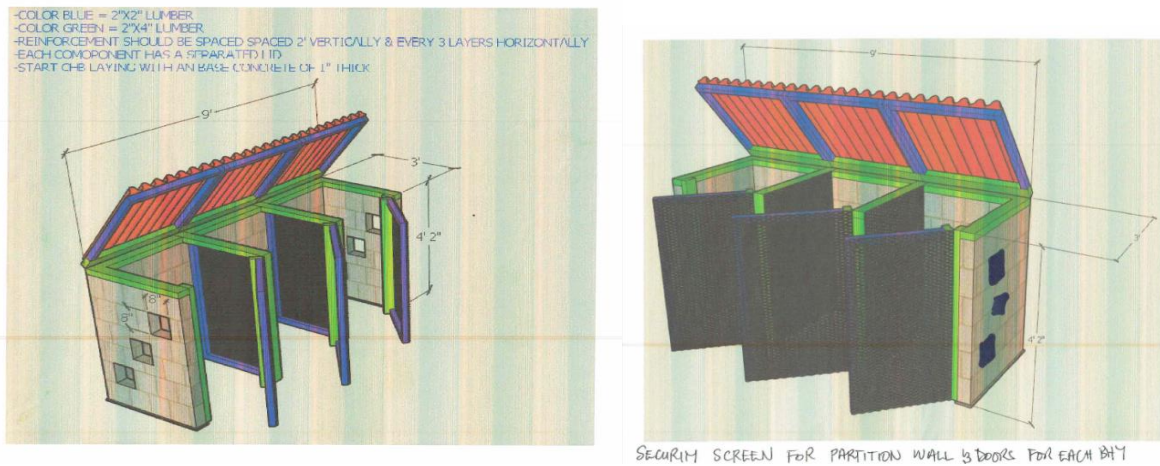


Figure 1: Layout of the Composting Station .

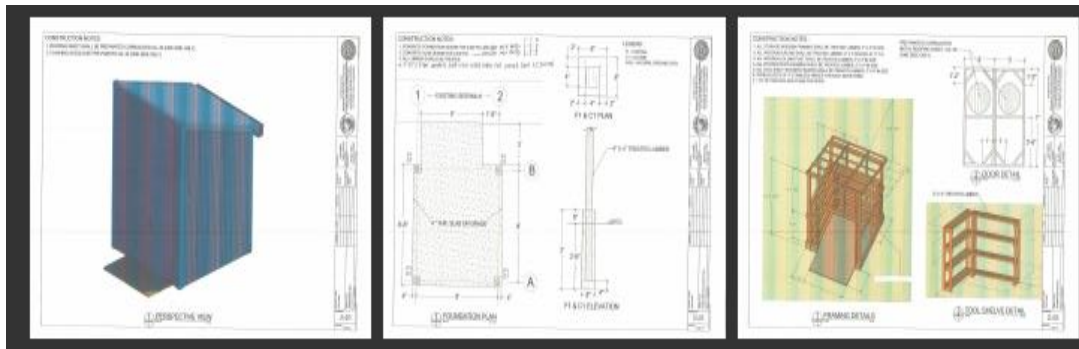


Figure 2: Tool Shed

Submissions to this tender must clearly include the Schedule of Work, to include rates and prices which shall be deemed to be the full inclusive value of work covered, including the following :

- Labour costs for the construction of 2 compost station and a tool shed in Tenfar and Rumuu.
- Building Material List with costing, inclusive of deliverable
- Installation of Health and Safety Signage around construction sites

Detail on the targeted outcomes are included in Section 4. Companies must indicate building details of material that will be used for this construction project.

#### 4. SCOPE OF WORK

The expected delivery of this work will be delivered in stages, as described below:

**Table 1: Scope of Work**

Phase	Description	Documentation SPREP will provide	Contractor Output
<b>Inception</b>	<p>Lead an inception meeting with the PacWastePlus 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 inception meeting will include a discussion on the work, and the exact nature and extent of the work to be performed in reference to the Drawings provided.</p> <p>The Contractor shall create and submit to SPREP a Schedule of Works that is in accordance with the Yap Civil Engineering Standard.</p>	Nil	<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 prior to commencement of any activities. The Draft Work Plan will be presented and discussed at this meeting.</p> <p><b>Draft Schedule of Work</b></p> <p>Draft Schedule of Work highlighting how services will be delivered under this contract submitted to SPREP for consideration and comment.</p> <p><b>Final Schedule of Work</b></p> <p>Final Schedule of Work incorporating revisions and addressing all comments by reviewers on the draft work plan.</p>
<b>Construction of the Communal Composting Station in Rumuu Village</b>	<p>Utilising the approved building design (Annex 1), the contractor will Construct an Organic Processing Station under the supervision of the Public Works Division, Yap EPA, and SPREP, to construct the Compost Facility in Rumuu. Facility is expected to be constructed on the piece of land that is allocated for waste management in Rumuu, opposite gas station.</p> <p>The contractor must ensure that the station meets the standard presented on the design attached as Annex 1, and a Hard Stand for the water tanks.</p>	Facility Design (Appendix 1)	<p><b>Construction of Facility</b></p> <p>The station is constructed in accordance with the building design provided.</p>



Phase	Description	Documentation SPREP will provide	Contractor Output
<b>Construction of the Communal Composting Station in Tenfar Village</b>	<p>Utilising the approved building design, the contractor will Construct an Organic Processing Station under the supervision of the Public Works Division, Yap EPA, and SPREP, to construct the Organic Processing Facility in Rumuu. The facility will be located in the nursery compound for the village.</p> <p>The contractor must ensure that the station meets the standard presented on the design attached as Annex 1, and a Hard Stand for the water tanks next to the tool shed.</p>	Facility Design (Appendix 1)	<b>Construction of Facility</b> The station is constructed in accordance with the building design provided.
<b>Final Handover of Facility</b>	<p>The contractor must work with the Yap EPA and the Division Planning with the Yap State Department of Administration Services to undertake final inspection once the station is completed. Upon satisfaction of the local authorities, station must be handed over to Yap EPA.</p>		<b>Building Approval</b> Yap EPA and Yap Division of Public Works supplies written building approval.

### Service Provider Responsibilities

The contractor is responsible for ensuring that the construction site is secure to ensure safety of local community members. Daily pictures are to be submitted to PacWaste Plus clearly highlighting daily progress of constructions.

## 5. SCHEDULE OF WORK

The activities are to be completed no later than **4 weeks from Agreement signing date** with a preference for the activities to be completed much earlier.

Expected project activity is detailed in Table 2, it is expected that tenderers will detail how and when each of these steps will be delivered.

**Table 2:** Project Schedule

Activity	Timeline
<i>Contract Signing and Execution</i>	
1. Draft Schedule of Work	1 day prior to Inception Meeting
2. Inception Meeting	One week from date of Contract Execution
3. Finalised Schedule of Work	No later than 1 week from date of Contract Execution
4. Site Deployment and Completion of Foundation Work	No later than 2 weeks from date of Contract Execution
5. Completion of Station	No later than 3 weeks from date of Contract Execution
6. Handing Over of Station	No later than 4 weeks from date of Contract Execution

## 6. BUDGET

Submissions are required to include costing in USD 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 listing for each task.

Quote Breakdown

Item	Description	Unit	Quantity	Rate	Amount
A	Materials				
	<i>List all Materials to be purchased</i>				
	Sub Total of MATERIALS				
B	CONSTRUCTION				
	<i>List Down all Labour Cost and hourly rates</i>				

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](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