



REQUEST FOR TENDERS

RFT: PWP-210-CON
File: AP_6/5/8/4
Date: 27 June, 2024
To: Interested suppliers
From: PWP Finance and Procurement Officer

Subject: Request for tenders (RFT):Supply & delivery of cardboard collection cages to Majuro, Republic of Marshall 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.

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 10 x cardboard collection cages to Majuro, Republic of Marshall 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*



*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 supplier'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 17 July 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 19 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 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
Equipment Specifications and Supplier Experience	Details of proposed recyclable material collection cages, noting functionality, how it meets the criteria, and will meet the desired purpose. Include details of where similar cages are currently in operation.	30%
	Demonstrated and relevant experience in providing quality equipment for the intended purpose that can be delivered within the timeframe proposed	15%
	Demonstrated experience in arranging and managing shipping: including insurances, documentation, customs, and other clearance documentation; to ensure delivery to quoted timeframes.	15%
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: 29 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 **'PWP-210-CON: Supply & delivery of cardboard collection cages to Majuro, Republic of Marshall Islands. '**

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 & Delivery of 10x cardboard collection cages to Majuro, Republic of Marshall 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 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

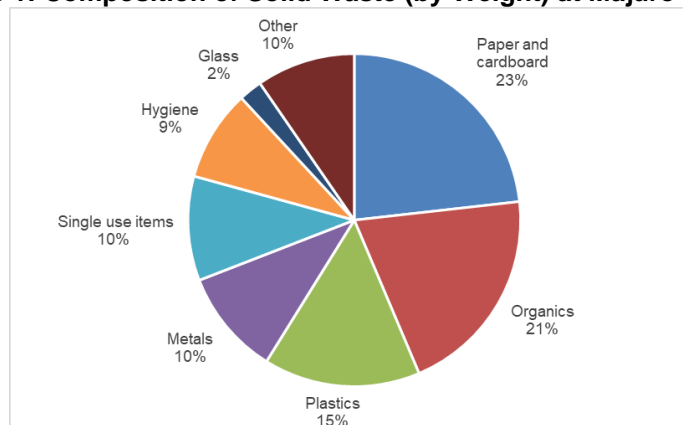
The Republic of the Marshall Islands (RMI) forms an archipelago of coral atolls located in the Micronesia region of the South Pacific. It's 113km² of land is made up of 34 atolls and low coral islands, inside an oceanic area of 1.2 million km². The capital of RMI is Majuro, home to about 74% of the 53,158 population.

The Majuro Atoll Waste Company (MAWC), a partnership between the national government and the Majuro Atoll Local Government, is responsible for solid waste collection, landfill management, and recycling in Majuro. MAWC provides weekly collection services to households on Majuro.

Changed consumption patterns to a disposable society, without ability to manage waste in a sustainable way has now resulted in solid waste generation exceeding the RMI capacity to manage it effectively. Without viable alternatives, the RMI have relied primarily on disposal of waste to dumps – in particular the main dumpsite at Jable–Batkan in Majuro. This dumpsite has long exceeded its design capacity with waste now pushed up to 17m high against a seawall on the ocean side of the atoll.

Results from the PacWastePlus waste audit in 2021 illustrate that Paper and Cardboard is the largest component, by weight, of waste received at Majuro dumpsite (Figure 1). The volume of Paper and Cardboard received is estimated at approximately ~8 tonne/week.

Figure 1: Composition of Solid Waste (by Weight) at Majuro Landfill, 2021



PacWastePlus Waste Audit, 2021



3. EXPECTED OUTCOME

MAWC has requested PacWastePlus support to procure equipment to process and divert the Paper and Cardboard material away from landfill and repurpose into fire briquettes for use in outdoor cooking fires and BBQ's and underground ovens. *Note: the procurement of a briquetting press and cardboard shredder is advertised through a separate contract.*

MAWC has identified that the bulk of the 8 tonne/week of paper and cardboard received at the Majuro dumpsite is generally cardboard from the 8 large import / wholesale companies in Majuro. This material is currently being delivered to the dumpsite as mixed loads (see photo below). With the supply of collection bins and delivery of effective awareness, MAWC has confirmed with these companies that they would separate this material at source for collection with the MAWC crane truck.



As such, PacWastePlus seeks to procure 10x cardboard collection cages manufactured by a reputable company. The cardboard cages will be:

- approximately one metre cube (1m³) in size
- manufactured from high quality, light weight product such as galvanised steel
- be protected with anti-corrosion substance to withstand the salty and humid environment experienced in Majuro
- able to be collected with a crane truck

Specific outcomes of this contract are detailed in Section 4.

4. SCOPE OF WORK

The expected delivery of this consultancy will be developed in stages and is described in the following table:

Table 1: Scope of Work

Phase	Description	Documents SPREP will provide	Supplier Output
Inception	<p>Lead an inception meeting with the PacWastePlus and MAWC teams to discuss the delivery of the cardboard collection cages, 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"> • Proposed time schedule and sequence of events that the Contractor shall use to meet the contract deliverables, including identification of spare parts, PPE, timing of delivery, etc • General description of the methods which the Contractor proposes to adopt for executing the contract, including meeting construction quality standards • 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/Supply Plan</p> <p>Draft Work/Supply Plan highlighting how services will be delivered under this contract submitted to SPREP for consideration and comment.</p> <p>Final Work/Supply Plan</p> <p>Final Work/Supply Plan incorporating revisions and addressing all comments by reviewers on the Draft Work/Service Plan</p>

Phase	Description	Documents SPREP will provide	Supplier Output
Procurement and delivery of Cardboard Collection Cages	<p>Procure, from a reputable company, the cardboard collection cages with the following details:</p> <ul style="list-style-type: none"> • approximately one metre cube (1m3) in size • manufactured from high quality, light weight product such as galvanised steel • be protected with anti-corrosion substance to withstand the salty and humid environment experienced in Majuro • able to be collected with a crane truck <p>Arrange for delivery of cardboard collection cages to the Majuro Atoll Waste Company:</p> <p>Address: <i>38HM+QR7, Rairikku, Delap-Uliga-Djarrit, Majuro, Marshall Islands</i></p> <p>Include in quote all expenses to reach this destination including insurance, stevedorage, packing, loading, freight cost, land transport, customs and other clearance documentation, etc.</p> <p>MAWC will inspect for quality upon arrival at their yard and formally receive the cages.</p>	Nil	<p>Procurement and delivery of cardboard collection cages to the Majuro Atoll Waste Company</p> <p>Delivery of cardboard collection cages to the Majuro Atoll Waste Company</p> <p>MAWC will inspect for quality upon arrival at their yard and formally receive the cages.</p>
Warranty of cardboard collection cages	<p>Provide a 1-year warranty on the cardboard collection cages. If cages experience significant corrosion or damage that was unable to be prevented through the agreed maintenance programme full replacement is expected.</p>	Nil	<p>1-Year Warranty</p> <p>Provide a 1-year full replacement warranty of cardboard collection cages</p>

Institutional Arrangement

Equipment delivery and training activities are sought to be delivered in 12 weeks, with a desire for it 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.

Consultant Responsibilities

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

5. SCHEDULE OF WORK

The activities are to be completed in 12 weeks.

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 3 weeks after contract execution
Delivery of Cardboard Collection Cages MAWC	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 - cardboard collection cages
- 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.

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.