



# REQUEST FOR TENDERS

RFT: PWP-258-CON  
File: AP\_6/5/8/4  
Date: 31 May, 2024  
To: Interested contractors  
From: PWP Finance and Procurement Officer

**Subject: Request for tenders (RFT): Install and commission healthcare incinerator at Tungaru Central Hospital, Tarawa, Kiribati**

## 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 who can offer their services to install and commission a healthcare incinerator at the Tungaru Central Hospital, Tarawa, Kiribati.
- 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;
  - 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 contractors 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 contractor's as per relevant national legislations)
    - ii. Tax Identification Number (TIN) Letter (If applicable for Individual contractor'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](mailto:pwprocurement@sprep.org) before 25 June 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 27 June 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 experience in: <ul style="list-style-type: none"><li>the installation, commissioning and maintenance of high temperature healthcare waste incinerators,</li><li>the design and construction of housing and footings for healthcare waste incinerators, appropriate for tropical climates and natural disaster-prone environments</li></ul>	30%
	Demonstrated experience in delivery of operator training and assessment (experience in training people from diverse language and cultural backgrounds and with low literacy skills is desirable).	20%
<b>Methodology</b>	Proposed Project Methodology <ul style="list-style-type: none"><li>Detailed methodology for how the project is proposed to be delivered (including timeframe and team responsibilities where applicable and details of subcontractors to be utilized where required)</li><li>Detailing activities to be conducted over the term of the engagement.</li><li>Details on the schedule and timeframe required to provide the deliverables.</li></ul>	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 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-258-CON: Install and commission healthcare incinerator at Tungaru Central Hospital, Kiribati'**

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

### Install and commission a healthcare incinerator at Tungaru Central Hospital, Kiribati

#### 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

This engagement seeks the installation and commissioning of an Inciner8 i8-M80 model incinerator for use at Tungaru Central Hospital, located in Tarawa, Kiribati.

The incinerator has been purchased and is currently in storage awaiting installation.

#### 3. EXPECTED OUTCOME

The activity seeks to engage a contractor to deliver the following services:

1. Revision (if needed) of design of incinerator shed at Tungaru Central Hospital, Tarawa, Kiribati.
2. Undertake construction of the incinerator shed consistent with the design.
3. The installation and commissioning of the INCINER8 i8-M80 model high-temperature healthcare waste incinerator (already in Tarawa awaiting installation).
4. Staff operational training on identification and maintenance of all incineration plant components and operation of the incineration plant in an effective and environmentally sound manner.

#### 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	Documentation	Consultant Output
<b>Inception</b>	<p>Lead an inception meeting with the PacWastePlus 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 Plan that shall upon execution ensure effective delivery of services under this contract.</p> <p>The Draft Work Plan shall contain at a minimum a:</p> <ul style="list-style-type: none"> <li>• Proposed time schedule and sequence of events that the Contractor shall use to meet the contract deliverables, including preparation stages, classification, review, testing, and documenting.</li> <li>• General description of the methods which the Contractor proposes to adopt for executing the contract</li> <li>• Comprehensive risk plan to ensure effective delivery of services.</li> <li>• An explanation of how the Incinerator is to be protected to withstand the harsh humidity and marine environment.</li> <li>• Any further details and information as SPREP may reasonably require.</li> </ul> <p>Specifically, it is expected that the workplan will acknowledge issues including, but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Incinerator location at hospital site.</li> <li>• Details of planning for site preparation.</li> <li>• Development and provision of training for operations staff.</li> <li>• Plan for installation and commissioning activities.</li> </ul>	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.</p> <p><b>Draft Work Plan</b></p> <p>Draft Work Plan including project activities and milestones for effective delivery of services under this contract shall be delivered to SPREP for its consideration and comment.</p> <p><b>Final Work Plan</b></p> <p>Final work plan incorporating revisions and addressing comments from SPREP</p>

Phase	Description	Documentation	Consultant Output
<b>Review and confirmation of incinerator shed design</b>	<p>Review of Ministry of health and Medical Services (Kiribati) Incinerator shed design and specifications. If necessary undertake necessary modifications of design to ensure fit for purpose and suitable for the location and conditions, noting the incinerator is to be protected to withstand the harsh humidity and marine environment experienced in Tarawa.</p> <p><i>All on-site installation is to be specified in the proposal and required tools, equipment, and materials included.</i></p> <p>Final approved design (if modified) will need to be submitted by the contractor to Kiribati Government to secure the necessary environmental and building licences (assistance will be provided by Ministry of Health in this process).</p>	Ministry of health and Medical Services (Kiribati) Incinerator shed construction design and specifications.	<p><b>Final Incinerator Shed Design</b></p> <p>Final design providing guidance for on-site installation of shed.</p> <p><b>Building and Environmental Licence Approvals (Where needed)</b></p> <p>Contractor will follow guidance from Ministry of Health for the submission of the plans to seek any required licences. On-ground activities cannot commence until licences or waivers are provided.</p>
<b>Construction of Incinerator shed</b>	<p>Undertake construction of the incinerator shed consistent with the approved design and construction processes and materials.</p>	Nil	<p><b>Constructed Incinerator Shed</b></p> <p>Provide documented evidence of the shed construction and approval from the Ministry of Health for its acceptance</p>
<b>Installation &amp; Commissioning of INCINER8 i8-M80 model high-temperature healthcare waste incinerator</b>	<p>Tasks include:</p> <ul style="list-style-type: none"> <li>• The installation of the INCINER8 i8-M80 model high-temperature healthcare waste incinerator</li> <li>• Completion of the curing procedure</li> <li>• Execute a minimum of two trial burns over two separate days. At the conclusion of this process the maximum batch size, burn time and combustion air settings must be confirmed and documented in an as commissioned data sheet which is to be provided to the hospital and SPREP for future reference.</li> <li>• Once completed proof of commissioning shall be provided with a signed Commissioning Data sheet. This sheet shall provide documented proof of the completion of the curing procedure in the form of a manual temperature log and timed and dated photographs of the system temperature controller.</li> </ul>	Nil	<p><b>Completed installation and commission of the Incinerator</b></p> <p>Provision of a Certified Commissioned Data Sheet to be provided to the hospital and SPREP confirming the incinerator is operational.</p>



Phase	Description	Documentation	Consultant Output
<b>Incinerator Theory and Operational Training for Tungaru Central Hospital staff</b>	<p>A minimum of one (1) informal training sessions for a duration of not less than 30 minutes shall be performed for the incinerator operational staff.</p> <p>The training session shall be performed at the conclusion of plant installation either after or during the refractory curing procedure.</p> <p>Training shall address the theory of operation of the incineration plant, identification and maintenance of all incineration plant components and operation of the incineration plant in an effective and environmentally sound manner.</p> <p>A training sign-in form will be completed noting the attendees and necessary demographic and contact details.</p> <p>Additionally, at the completion of the training the contractor will utilise the SPREP 'transfer of asset' form to have the Ministry of Health formally take ownership of the incinerator shed. The necessary paperwork will be provided by SPREP.</p>	<p>SPREP training attendance form</p> <p>SPREP transfer of assets form</p>	<p><b>Training delivered</b></p> <p>Delivery of One (1) Informal Training for the hospital staff to be responsible for the incinerator operations.</p> <p><b>Training Sign-in Sheet</b></p> <p>The Contractor will provide a completed training sing-in sheet confirming staff whom participated in the session.</p>
<b>Final Report</b>	<p>A report documenting the installation and successful commissioning of the incinerator shall contain but not be limited to the following information:</p> <ul style="list-style-type: none"> <li>• Confirmation that the incinerator is commissioned and fully operational.</li> <li>• Confirmation that weatherproof incinerator housing, footings and electrical connections and fuel storage as necessary have been provided.</li> <li>• Documentation of the handover process using the SPREP/PWP transfer of assets form.</li> <li>• Documentation of incinerator operational training and listing of attendees.</li> </ul>	Nil	<p><b>Draft Report</b></p> <p>Documentation of the installation and commissioning of the incinerator.</p> <p><b>Final Report</b></p> <p>Final Report incorporating revisions and addressing all comments by reviewers on the Draft Report</p>

### Consultant Responsibilities

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

## 5. SCHEDULE OF WORK

Activities to be completed no later than 26 weeks after contract signing with a desire for activities to be completed before this deadline. Tenderers are to provide detailed timeline in their proposal if it is to differ from the one stated below.

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 Schedule

Activity/Deliverable	Timeline
<b>Inception meeting</b>	No later than two (2) weeks from date of Contract Execution
<b>Draft Work Plan</b>	No later than four (4) weeks from date of Contract Execution
<b>Final Work Plan</b>	No later than two (2) weeks from date of receipt of comments on draft Work Plan
<b>Final Incinerator Shed Design</b>	No later than four (2) weeks from date of approval of Final Work Plan
<b>Constructed Incinerator Shed</b>	No later than twenty (12) weeks from approval of Shed Design and granting of environmental licence (if required).
<b>The installation and commissioning of the INCINER8 i8-M80 model high-temperature healthcare waste incinerator</b>	No later than twenty (12) weeks from approval of Shed Design and granting of environmental licence (if required).
<b>Incinerator Operational Training.</b>	No later than twenty (12) weeks from approval of Shed Design and granting of environmental licence (if required).
<b>Draft Report</b>	No later than four (2) weeks from installation startup and commissioning and operational training
<b>Final Report</b>	No later than two (2) weeks from date of receipt of final comments on draft Report

## 6. BUDGET

Submissions are required to itemise all financial elements of their proposal in **USD**.

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](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.