



REQUEST FOR TENDERS

RFT: PWP-259-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): Commission of a healthcare incinerator at Gizo Hospital, Western Province, Solomon 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 contractors who can offer their services to commission a healthcare incinerator at the Gizo hospital located in the Western Province of Solomon Islands.
- 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 before 19 June 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 21 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
Experience & Expertise	Demonstrated experience in the installation, commissioning and maintenance of high temperature healthcare waste incinerators.	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%
Methodology	<p>Proposed Project Methodology</p> <ul style="list-style-type: none">• 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)• Detailing activities to be conducted over the term of the engagement.• Details on the schedule and timeframe required to provide the deliverables.	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: 28 June 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-259-CON: Commission a healthcare incinerator at the Gizo Hospital, Western Province, Solomon 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

Commissioning of a healthcare incinerator at the Gizo Hospital, Western Province, Solomon 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 European Union funded PacWastePlus Programme has completed an assessment of ongoing operational issues with the healthcare waste incinerator located at Gizo Hospital, Western Province. The program has engaged a Contractor to undertake the necessary corrective actions to bring the incinerators back into working order. This repair work and the successful operation of this device is a critical component of a safe and effective health care waste management system.

Gizo Hospital healthcare waste incinerator (Advanced Combustion Engineering CA15) was originally purchased by the European Union funded PacWaste Project in 2015. The incinerator was not commissioned due to community concerns and has now been idle for nearly 6 years. Some spare parts were provided with the unit.

This engagement seeks the commissioning of the CA15 incinerator at Gizo Hospital, Western Province, Solomon Islands. Prior to this work a preliminary visit may be undertaken to test operation of all components of the CA15 incinerator.

3. EXPECTED OUTCOME

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

1. A preliminary site visit to test operation of all CA15 incinerator components may be undertaken if needed.
2. The commissioning of the Advanced Combustion Engineering CA15 healthcare waste incinerator at Gizo Hospital, Western Province, Solomon Islands.
3. 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
Inception	<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. Note: Draft workplan may be submitted after the Operations Test/Site Visit, if such a visit is taken.</p> <p>The Draft Work Plan shall contain at a minimum a:</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 preparation stages, classification, review, testing, and documenting. General description of the methods which the Contractor proposes to adopt for executing the contract Comprehensive risk plan to ensure effective delivery of services. An explanation of how the Incinerator is to be protected to withstand the harsh humidity and marine environment. Any further details and information as SPREP may reasonably require. <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"> Incinerator location at hospital site. Details of planning for site preparation. Development and provision of training for operations staff. Plan for commissioning activities. 	<p>Photographs in PDF format: Gizo Hospital Incinerator – 26Mar2024</p>	<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 prior to commencement of any activities.</p> <p>Draft Work Plan</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>Final Work Plan</p> <p>Final work plan incorporating revisions and addressing comments from SPREP</p>

Phase	Description	Documentation	Consultant Output
Operations Test/Site Visit	<p>At the Contractor's discretion a site visit to Gizo Hospital to assess and test operation of all components of the CA15 incinerator can be taken.</p>	<p>Nil</p>	<p>Site Visit Report</p> <p>If a site visit is undertaken, a short report on findings and any changes to activity plans is to be provided for approval.</p>
Start Up & Operation	<p>Completion of the curing procedure</p> <p>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.</p> <p>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</p>	<p>Nil</p>	<p>Completed commissioning of the incinerator</p> <p>Provision of a Certified Commissioned Data Sheet to be provided to the hospital and SPREP confirming the incinerator is operational.</p>
Incinerator Theory and Operational Training for Gizo Hospital staff	<p>A minimum of one (3) 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> <ul style="list-style-type: none"> • 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>SPREP training attendance form</p> <p>SPREP transfer of assets form</p>	<p>Training delivered</p> <p>Delivery of One (3) Informal training sessions for the hospital staff to be responsible for the incinerator operations.</p> <p>Training Sign-in Sheet</p> <p>The Contractor will provide a completed training sign-in sheet confirming staff whom participated in the session.</p>

Phase	Description	Documentation	Consultant Output
Report	<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"> • Confirmation that the incinerator is commissioned and fully operational. • Confirmation that weatherproof incinerator housing, footings and electrical connections and fuel storage as necessary have been provided. • Documentation of the handover process using the SPREP/PWP transfer of assets form. • Documentation of incinerator operational training and listing of attendees. 	SPREP/PWP transfer of assets form	<p>Draft Report</p> <p>Documentation of the installation and commissioning of the incinerator.</p> <p>Final Report</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 December 2, 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	No later than two (2) weeks from date of Contract Execution
Draft Work Plan	No later than four (4) weeks from date of Contract Execution
Final Work Plan	No later than two (2) weeks from date of receipt of final comments on draft Work Plan
Startup and Commissioning.	No later than twenty (20) weeks from approval of Final Work Plan
Incinerator Operational Training.	No later than twenty (20) weeks from approval of Final Work Plan
Draft Report	No later than four (4) weeks from installation startup and commissioning and operational training
Final Report	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.

Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud prevention & Whistleblower Protection and Gender and Social Inclusion.