



REQUEST FOR TENDERS

RFT: PWP-282-CON
File: AP_6/5/8/4
Date: 16 June, 2024
To: Interested suppliers
From: PWP Finance and Procurement Officer

Subject: Request for tenders (RFT): Supply & delivery of a towable mobile chipping unit for Chuuk State, 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.

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 a towable mobile chipping unit for Chuuk State, FSM.
- 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 15 July 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 17 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
Experience & Expertise	Demonstrated and relevant experience in providing quality equipment for the intended purpose that can be delivered within the timeframe proposed	10%
	Demonstrated experience (evidence to be provided) in arranging and managing shipping: including insurances, documentation, customs, and other clearance documentation; to ensure delivery to quoted timeframes.	10%
Equipment Specifications	Details of proposed equipment, noting functionality, how it meets the criteria, ease of maintenance, and will meet the desired purpose	40%
Design and Methodology	Proposed project methodology noting schedule, equipment supply, timeframe, shipping, etc.	20%

II. Financial Score – 20%

The following formula shall be used to calculate the financial score for **ONLY** the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

7. Variation or Termination of the Request for Tender

- 7.1 a. **SPREP may amend, suspend or terminate the RFT process at any time.**
- b. **In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>).**
- c. **Tenderers are responsible to regularly check the SPREP website Tenders page for any updates and downloading the relevant RFT documentation and addendum for the RFT if it is interested in providing a Tender Response.**
- d. **If SPREP determines that none of the Tenders submitted represents value for money, that it is otherwise in the public interest or SPREP's interest to do so, SPREP may terminate this RFT process at any time. In such cases SPREP will cancel the tender, issue a cancellation notice and inform unsuccessful bidders accordingly.**

8. Deadline

- 8.1. **The due date for submission of the tender is: 26 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-282-CON: Supply & delivery of a towable mobile chipping unit for Chuuk State, FSM.**'

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 a towable mobile chipping unit for Chuuk State. FSM

1. BACKGROUND

The Secretariat of the Pacific Regional Environment Programme (SPREP) is working with the European Union's Delegation to the Pacific, and 14 Pacific Island Countries and Timor-Leste to undertake the PacWastePlus Programme (the Project) which seeks to improve and enhance waste management activities and the capacity of governments, industry, and communities to manage waste to reduce the impact on human health and the environment.

PacWastePlus seeks to generate improved economic, social, health and environmental benefits for Pacific Island Countries arising from stronger regional economic integration and the sustainable management of natural resources and the environment. The programme activities will be designed to assist Countries to ensure the safe and sustainable management of waste with due regard for the conservation of biodiversity, reduction of marine litter, health and well-being of Pacific Island communities, and climate change mitigation and adaptation requirements.

Activities for PacWaste Plus will focus on targeted priority waste streams which are: hazardous wastes (specifically **asbestos, e-waste and healthcare waste**); and solid wastes (specifically **recyclables, organic waste, disaster waste, and bulky waste**).

2. THE PROJECT

Background

The State of Chuuk is part of the Caroline Island group in the Federated State of Micronesia, located in the northwestern part of the Pacific Ocean, approximately 1,000 kilometers southeast of Guam. The State contains 11 high mangrove-fringed islands: and a series of 14 outlying atolls and low islands surrounding the lagoon. The temperature is constantly in the upper 80's °F and rises to 90°F in the summer. Because of its location on the typhoon belt, Chuuk is susceptible to tropical typhoons. The 2010 census identified Chuuk State is the most populated State in the Federated States of Micronesia with 48,654 persons. 28.5% of the population for Chuuk lives in Weno Island.

Solid Waste management in Chuuk, covering 40 dispersed and isolated municipalities, is a challenge for local authorities. The 2021 Waste Audit identified that organic materials dominated household waste composition and is the second largest item found in the commercial waste stream. Subsequently, organic materials make up 21% of waste disposed at landfills.

The Chuuk Environment Protection Agency seeks to preserve critical airspace at the Neouo landfill through the design and implementation of an Organic Processing Programme. This programme will collect and process organic material generated from communities and the A&A market on Weno Island.

The project is currently constructing an Organic Processing Facility on Weno, which will be where all collected organic materials will be taken for processing.

Introduction

We seek to engage a company to supply a Woodchipper to the Chuuk EPA to assist with the processing of organic materials in Weno. The mobile chipper should address the following:

1. Fully portable to enable on-site processing of materials in local villages.
2. Must be suitable for garden waste, forestry, road tree maintenance, parks, etc. Processing approximately 1 tonne of material per day, with 75% being high-fibrous material such as coconut fronds, and banana and pandanus leaves.
3. Ability to process materials with diameters up to 12 inches.
4. Must be driven by diesel, equipped with tires, platforms, and traction devices.
5. Must be able to chip straw, hard wood and tree branches into sawdust, which can be used in mulching materials in garden bed base, organic fertilizer, and suitable for further composting at the composting facility. fuel, paper mills and wood factory.
6. Ability to operate in hot humid tropical coastal climate.

7. Providing a swiveling chute to enable changeable aim of shredded material (i.e., seek for households to have a choice of whether they have the organic material blown back onto their property, or blown into the chip box and taken away).
8. Hydraulic feeding system with foldable chain plate feeding is highly recommended.

3. EXPECTED OUTCOME

The PacWastePlus project has procured a similar machine for RMI MAWC to process similar material or similar volumes and is now seeking a similar specification machine for Chuuk EPA. Specifications are:

<p>DESCRIPTION</p> <p>Model M500 -CUMMINS Engine - organics chipper 102 HP (<i>or equivalent</i>) Rotor diameter Φ305 mm / 12 INCHES Rated power 75 KW Knife dish speed 3000 r/min Twig outside dimensions of feed inlet 600*400mm Swivel feed inlet Cutting branch diameter 150mm Crushing blade 5 pcs Dimensions (length, width, height) 4100*1800*2600 (mm) WEIGHT: 2200 KGS (<i>or equivalent</i>) Tail light, feed lighting, foldable hand jack, Adjustable traction height, onboard tools</p>
<p>Accessories</p> <p>Tow hook for truck</p>
<p>Documentation</p> <p>Equipment and Maintenance Manual Illustrative Operating Resources for safe and effective operation of the equipment – including a Maintenance Programme and Health and Safety Plan recommending required PPE.</p>
<p>Spare Parts</p> <p>Spare cutting knives /drum Parts for engine:</p> <ul style="list-style-type: none"> - 2x belt, - 1x oil pump - 1x injector nozzle - 1x starter motor - 1x water pump - 2x set of filters (oil; air; fuel)

Companies wishing to supply other brands and models of machine must clearly explain in their submission how the proposed machine meets the identified specifications above. Additionally, companies must describe the processing capacity and the final materials produced.

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 MACW teams to discuss the delivery of the project, addressing all issues likely to cause delays (risk management), and ensure a common understanding of the action, and required outputs.</p> <p>The Contractor shall create and submit to SPREP a Work/Service Plan that shall upon execution ensure effective delivery of services under this contract.</p> <p>The Draft Work/Service Plan shall contain at a minimum:</p> <ul style="list-style-type: none"> • Proposed time schedule and sequence of events that the Contractor shall use to meet the contract deliverables, including identification of spare parts, 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 • Comprehensive risk plan to ensure effective delivery of services. <p>Any further details and information as SPREP may reasonably require.</p>	<p>Nil</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. The Draft Work/Service Plan will be presented and discussed at this meeting.</p> <p>Draft Work/Service Plan</p> <p>Draft Work/Service Plan highlighting how services will be delivered under this contract submitted to SPREP for consideration and comment.</p> <p>Final Work/Service Plan</p> <p>Final Work/Service Plan incorporating revisions and addressing all comments by reviewers on the Draft Work/Service Plan</p>

Phase	Description	Documents SPREP will provide	Supplier Output
Development of Operating Plan and Maintenance Programme and Health and Safety Plan	<p>Develop illustrative Operating Resources for safe and effective operation of the equipment:</p> <ul style="list-style-type: none"> - Maintenance Programme to enable maintenance of equipment, and - Health and Safety Plan to specify safe operation and use of PPE. <p>The Maintenance Programme is to specify required parts, tools, equipment, and materials to enable maintenance for 2 years. Maintenance Programme to specify the daily, weekly, and monthly activities and use of the supplied parts and tools.</p> <p>Health and Safety Plan to specify required PPE for safe operation of the equipment. All PPE to be identified and specialist PPE to be provided with the equipment and included in quote.</p> <p>The company through facilitation by SPREP present the Maintenance Programme and Health and Safety Plan to local authorities in Chuuk upon equipment arrival into Majuro</p>	<p>Design work of Maintenance Programme</p>	<p>Draft Operating Resources</p> <p>Draft Maintenance Programme and Health and Safety Plan highlighting for safe and effective operation of the equipment</p> <p>Final Resources</p> <p>Final Maintenance Programme and Health and Safety Plan incorporating revisions and addressing all comments by reviewers.</p>
Delivery – Mobile chipper and Spare Consumable Parts and Specialist PPE for 2 years of Operation	<p>The company is expected to:</p> <p>purchase a portable chipper that meets the requirements outlined in Section 3.</p> <p>Arrange delivery of the portable chipper, spare consumable parts, towbar, and specialist tools and PPE to the Chuuk EPA:</p> <p>Chuuk EPA Po Box 1439 Weno Chuuk FM 96942</p> <p>The company is expected to provide a quote that adequately cover all shipping expenses including loading cost and clearance from point of export to Chuuk, FSM, insurance, packing, freight cost, land transport from point of origin, customs and other clearance documentation etc.</p>		<p>Delivery of equipment, spare consumable parts, towbar, and specialist tools and PPE to the Chuuk EPA</p> <p>Delivery of equipment, spare consumable parts, towbar, and specialist tools and PPE to the Chuuk EPA</p> <p>Chuuk EPA will formally receive the equipment and parts/PPE upon arrival at their yard and after inspection for quality.</p>

Phase	Description	Documents SPREP will provide	Supplier Output
	Chuuk EPA will formally receive the equipment and parts/PPE upon arrival at their yard and after inspection for quality.		
Training – Equipment Operation and Maintenance	<p>Develop and deliver training on safe and effective operation of equipment. Training to include:</p> <ul style="list-style-type: none"> - Equipment operation - Health and Safety Plan, including use of the PPE <p>Maintenance Plan, including use of specialist tools</p>	SPREP will provide formatting of presentation materials	<p>Draft Presentation</p> <p>Draft Presentation on safe and effective operation of equipment</p> <p>Final PowerPoint Presentation</p> <p>Final presentation addressing SPREPs comments on draft</p> <p>Delivery of Presentation to Chuuk Operators and other Stakeholders</p> <p>Minutes of the workshop / meeting</p>
Warranty	Provide a 2-year warranty of equipment. If equipment experiences significant corrosion or other damage that was unable to be prevented through the Maintenance Programme full replacement is expected.		<p>2-Year Warranty</p> <p>Provide a 2-year full replacement warranty of equipment.</p>

Service Provider Responsibilities

The service provider will be responsible for scheduling meetings with relevant stakeholders, taking minutes of meetings and ensuring meeting minutes are distributed for comment prior to finalisation.

5. SCHEDULE OF WORK

Activities to be completed no later than 31 December 2024, with a desire for activities to be completed before this timeline. Discussions on the final timeline will be had with successful supplier.

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

Activity/Deliverable	Timeline
Inception meeting Draft Work/Service Plan	No later than 2 weeks after contract execution
Final Work/Service Plan	No later than 3 weeks after contract execution
Operating Resources for Safe and Effective Operation of the Equipment	No later than 5 weeks after contract execution
Delivery of Equipment and Parts/PPE to Chuuk EPA	TBD
Delivery of training to Chuuk Operators	TBD

6. BUDGET

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

the following:

- Equipment purchase (*not limited to*)
 - Required specialist tools
 - Towbar
 - Spare parts
 - PPE required
- 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.