



# REQUEST FOR TENDERS

RFT: PWP-297-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 an industrial baler/compactor to process household recyclable items on Funafuti, Tuvalu**

## 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 suppliers who can offer their services to supply and deliver an industrial baler/compactor to process household recyclable items on Funafuti, Tuvalu.
- 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 [pwd\\_procurement@sprep.org](mailto:pwd_procurement@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](http://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
<b>Equipment Specifications and Supplier Experience</b>	Details of proposed equipment, noting functionality, how it meets the criteria, ease of maintenance, and will meet the desired purpose. Include details of where similar equipment is currently in operation, with particular attention to Small Island Developing States if possible.	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%
<b>Methodology</b>	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-297-CON: Supply & delivery of an industrial baler/compactor to process household recyclable items on Funafuti, Tuvalu’**

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

### Supply & Delivery: Industrial Baler / Compactor to Process Household Recyclable Items on Funafuti, Tuvalu

#### 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

Tuvalu is a small atoll nation located in the Polynesia region in the Central Pacific. The nine islands of Tuvalu cover a land area of 26km<sup>2</sup> making it the fourth smallest nation in the world. Its exclusive economic zone covers an oceanic area of approximately 750,000km<sup>2</sup>. The capital of Tuvalu is Funafuti, home to 60% of the 10,507 population (World Bank 2022).

Tuvalu's economy has been growing steadily, with gross domestic product (GDP) estimated at USD\$48.9 million, and GDP per capita at USD\$4,143.11 in 2020 (World Bank 2022). As Tuvalu's economy has grown, local patterns of consumption have shifted from a reliance on locally produced consumables, to greater consumption of imported processed foods and luxury products. Consumption of imported processed food has led to increased waste generation.

As with other Pacific Island Countries, Tuvalu is faced with the increasing issue of recyclable materials filling dumpsites and building up in stockpiles. Consumer items are imported into Tuvalu but there are currently limited financially viable options for their end-of-life collection, processing, and export.

The Tuvalu waste audit conducted in 2021 though the regional suite of audits, found that the following quantities (tonnes/year) of household recyclable items are produced in Tuvalu:

Material Type	Tonnes/Week	Tonnes/Year
Steel cans	1.2	63.5
PET bottles	0.8	41.3
Aluminium cans	0.2	10.4
HDPE bottles	0.2	9.8
Other plastic	2.3	120.3
<b>Total</b>	<b>4.7</b>	<b>245.3</b>





### 3. EXPECTED OUTCOME

The Tuvalu Department of Waste Management has requested PacWastePlus support to procure an industrial baler / compactor to enable pre-processing and packaging the specified household recyclable items to enable export to overseas recycling markets.

As such, PacWastePlus seeks the following equipment manufactured by a reputable company to:

- Bale/compact the ~5 tonne/week of clean household recyclable items to enable size reduction and packaging for export.

*Note: please specify in the proposal if the same baler/compactor can also be used to process other products such as scrap metal from end-of-life whiteware and vehicles*

- associated equipment or attachments - please itemise and include in the proposal budget recommended equipment or attachments (such as conveyors) for the baler/compactor to improve safety and/or efficiency

Additional notes:

- The baler/compactor shall fit with existing power capacity and supply at the Tuvalu Recycle facility. Details of power supply are provided in Attachment 1.
- Please include in your quote any additional services recommended to ensure, at the end of this contract, the industrial baler/compactor can be operated and maintained successfully by the Tuvalu Department of Waste Management team. The quote shall include, but not limited to, the following:
  - Provision of commissioning, operating and maintenance resources, and training to operators in Tuvalu
  - Provision of 1-year warranty
  - Provision of specialist PPE
  - Provision of spare consumable parts for 2 years of operation

Specific outcomes of this contract are detailed in Section 4.

*Please note: this RFT is advertised at the same time as the following:*

- *PWP-196 - Briquetting press and cardboard shredder to Majuro, Republic of Marshall Islands – processing ~8 tonne / week of paper and cardboard*
- *PWP-296 - Shredder for delivery to Rarotonga, Cook Islands - processing ~5 tonnes / week of PET, HDPE and other hard plastic*

*Companies are encouraged to bid for any or all of the different tenders. Please indicate in your proposal if any percentage savings will apply if your company is selected for two or more of the supply contracts.*

#### 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
<b>Inception</b>	<p>Lead an inception meeting with the PacWastePlus and the Tuvalu Department of Waste Management teams to discuss the delivery of the industrial baler/compactor, 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"> <li>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</li> <li>General description of the methods which the Contractor proposes to adopt for executing the contract, including meeting construction quality standards</li> <li>Risk plan to ensure effective delivery of services.</li> <li>Any further details and information as SPREP may reasonably require.</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. The Draft Work/Service Plan will be presented and discussed at this meeting.</p> <p><b>Draft Work/Supply Plan</b></p> <p>Draft Work/Supply Plan highlighting how services will be delivered under this contract submitted to SPREP for consideration and comment.</p> <p><b>Final Work/Supply Plan</b></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
<b>Development of Operating Resources for safe and effective operation and maintenance of the industrial baler/compactor and any associated equipment</b>	<p>Develop Operating Resources for safe and effective operation of the industrial baler/compactor. The Operating Resources shall include:</p> <ul style="list-style-type: none"> <li>• Step-by-step procedures for operating the industrial baler/compactor and any associated equipment</li> <li>• Procedures for maintenance of the baler/compactor – specifying daily, weekly, and monthly activities, and required parts, tools, equipment, and materials to enable effective equipment maintenance (<i>Note: spare parts and specialist tools are to be identified and provided with the chosen equipment and included in quote</i>)</li> <li>• Health and safety measures to ensure safe operation of the industrial baler/compactor, including use of PPE. (<i>Note: PPE for equipment operation and maintenance to be identified and any specialist PPE to be provided with the recommended equipment and included in quote</i>).</li> </ul> <p>Operating Resources are to be discussed and presented to Tuvalu Department of Waste Management director, operators, and maintenance team upon equipment arrival into Funafuti (Phase 5).</p>	<p>Design work of Maintenance Programme</p>	<p><b>Draft Operating Resources</b></p> <p>Draft Operating Resources for safe and effective operation of the industrial baler/compactor and any associated equipment submitted to SPREP for consideration and comment.</p> <p><b>Final Operating Resources</b></p> <p>Final Operating Resources incorporating revisions and addressing all comments by reviewers.</p>
<b>Procurement of industrial baler / compactor, associated equipment, spare consumable parts, and specialist PPE</b>	<p>Procurement of the following equipment from a reputable company:</p> <ul style="list-style-type: none"> <li>• industrial baler / compactor to process the ~5 tonne/week of clean household recyclable items to enable size reduction and packaging for export</li> <li>• associated equipment or attachments - please itemise and include in the proposal budget recommended equipment or attachments (such as conveyors) for the baler/compactor to improve safety and/or efficiency</li> <li>• specialist PPE (if required) for the safe operation and maintenance of the baler/compactor</li> <li>• spare consumable parts for 2 years of operation of the of the baler/compactor</li> </ul>	<p>Nil</p>	<p><b>Procurement of Industrial Baler / Compactor, Associated equipment, Specialist PPE, and Spare Consumable Parts</b></p>

Phase	Description	Documents SPREP will provide	Supplier Output
	<p><i>Please include in proposal the details of the industrial baler/compactor and associated equipment recommended to achieve the outcomes. If different sizes and options of baler/compactor are available please include them all and highlight differences such as in material types able to be processed, throughout, power supply, etc. Include operating manuals and details of where the baler/compactor is currently in operation.</i></p>		
<p><b>Delivery of industrial baler / compactor, associated equipment, spare consumable parts, and specialist PPE</b></p>	<p>Arrange for delivery of the baler / compactor, associated equipment, spare consumable parts, and specialist PPE to the Tuvalu Department of Waste Management:</p> <p>Address: <i>Tuvalu Department of Waste Management, Government of Tuvalu, Funafuti, Tuvalu</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>Tuvalu Department of Waste Management will inspect for quality upon arrival at their yard and formally receive the baler/compactor and parts/PPE.</p>	<p>Nil</p>	<p><b>Delivery of the Industrial Baler / Compactor, Associated equipment, Specialist PPE, and Spare Consumable Parts to the Tuvalu Department of Waste Management</b></p> <p>Delivery of baler / compactor, spare consumable parts, and specialist tools and PPE to the Tuvalu Department of Waste Management</p> <p>Tuvalu Department of Waste Management will inspect for quality upon arrival at their yard and formally receive the baler/compactor and parts/PPE.</p>
<p><b>Training on equipment operation and maintenance</b></p>	<p>Develop and deliver training on the approved Operating Resources (Phase 2) to enable the safe and effective operation of the baler/compactor and associated equipment. Training to include:</p> <ul style="list-style-type: none"> <li>• Equipment operation</li> <li>• Health and Safety, including use of the PPE</li> </ul> <p>Equipment maintenance, including replacement of consumable parts and use of specialist tools</p>	<p>SPREP will provide formatting of presentation materials</p>	<p><b>Draft PowerPoint Presentation</b></p> <p>Draft Presentation on safe and effective operation of the baler/compactor submitted to SPREP for consideration and comment.</p> <p><b>Final PowerPoint Presentation</b></p> <p>Final presentation addressing SPREPs comments on draft</p> <p><b>Delivery of Presentation to the Tuvalu Department of Waste Management Operators and other Stakeholders</b></p> <p>Minutes of the workshop / meeting</p>

Phase	Description	Documents SPREP will provide	Supplier Output
<b>Warranty of the baler/compactor and associated equipment</b>	Provide a 1-year warranty of the baler/compactor and associated equipment. If equipment experiences significant corrosion or damage that was unable to be prevented through the agreed maintenance programme full replacement is expected.	Nil	<b>1-Year Warranty</b> Provide a 1-year full replacement warranty of the industrial baler/compactor and associated equipment

**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
Operating Resources for safe and effective operation of the baler/compactor and any associated equipment	No later than 5 weeks after contract execution
Delivery of baler / compactor, associated equipment, spare consumable parts, and specialist PPE to Tuvalu Department of Waste Management	TBD – preference approximately 10 weeks after contract execution
Delivery of training on equipment operation and maintenance to Tuvalu Department of Waste Management Operators	TBD – preference approximately 12 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 (*not limited to*)
  - Industrial Baler / Compactor
  - Associated equipment
  - Required specialist tools
  - 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.

Submissions above USD 75,000 may not be considered.

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.

### Attachment 1: Site Power Details

<b>Name</b>	Substation # 9
<b>Transformer Capacity</b>	750KVA, ABB, DYN11 Serial # 120219/001
<b>Customers</b>	MET Desalination Plant Public Works Flight Tower Waste Transmitter TUFHA Prison Fatoaga Fiafia Solar Grid connected
<b>Notes</b>	No CT, electrical appliances/equipment should be 240/415V and 50Hz

#### Photos



