



# REQUEST FOR TENDERS

RFT: PWP-296-CON  
File: AP\_6/5/8/1  
Date: 07 August 2024  
To: Interested consultants  
From: PacWastePlus

**Subject: Request for tenders (RFT): Supply & Delivery: Industrial Shredder to Process PET, HDPE, and Other Hard Plastic to Rarotonga, Cook 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](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to.....
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful consultant 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 consultants 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 consultant 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 consultant'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 [procurement@sprep.org](mailto:procurement@sprep.org) before 21 August 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 23 August 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 consultant on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tender satisfies the following criteria:
- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

## I. Technical Score – 80%

Criteria	Detail	Weighting
Equipment Specifications and Supplier Experience	Details of proposed 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%
Methodology	Detailed methodology to deliver the required project components and provide detail to the panel the value proposed by the tenderer.	15%
	Risk Plan (with mitigation measures) that will ensure the successful delivery of the project.	5%

## II. Financial Score – 20%

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

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

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

### 7. Variation or Termination of the Request for Tender

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



## 8. Deadline

- 8.1. **The due date for submission of the tender is: 30 August 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-296-CON: Supply & Delivery: Industrial Shredder to Process PET, HDPE, and Other Hard Plastic to Rarotonga, Cook Islands**'

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 Shredder to Process PET, HDPE, and Other Hard Plastic to Rarotonga, Cook 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**); solid wastes (specifically **recyclables**, **organic waste**, **disaster waste**, and **bulky waste**).

#### 2. INTRODUCTION TO PROJECT

The Cook Islands are a small island nation in the Polynesian region in the Central Pacific. The fifteen islands cover an exclusive economic zone of 2.2 million square kilometres. The capital of the Cook Islands is Rarotonga, home to over 70% of the 15,800 population (Cook Islands Statistics Office, 2019).

The Cook Islands economy is largely reliant on tourism, receiving 170,000 visitors in 2023 (Cook Islands Ministry of Finance and Economic Management 202023).

Infrastructure Cook Islands (ICI) is the government ministry responsible for solid waste collection, landfill management, and recycling in Rarotonga. ICI provides collection services to households on Rarotonga and operates the Resource Recovery Centre (RRC).

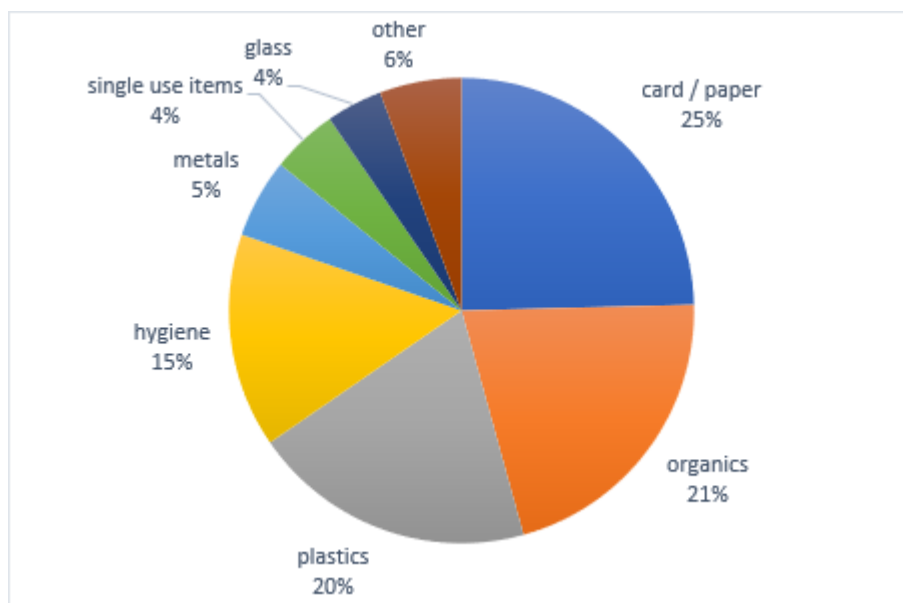
The Cook Islands' waste management practices are reliable and diversified. There are a range of collection services and disposal and recycling measures in place for different types of waste (e.g. commercial waste, household waste, hazardous waste, metals, and glass).

However, as with much of the Pacific, changed consumption patterns over the decades away from traditional practices to a disposable society without ability to manage waste in a sustainable way has now resulted in solid waste generation in Rarotonga exceeding the capacity of ICI to manage it effectively. Without viable alternatives, ICI have relied primarily on disposal of waste to the Rarotonga landfill. This landfill is close to exceeding its design capacity.

Results from the 2021 Waste Audit completed by Pacific Region Infrastructure Facility (PRIF) as part of a regional suite of waste audits, found the composition of waste currently received at the Rarotonga landfill is as follows:



**Figure 1 - Percentage Waste Composition at the Rarotonga Landfill**



PRIF Waste Audit 2021

### 3. EXPECTED OUTCOME

The RRC has equipment to undertake processing of metals and glass recyclable materials. ICI seeks to increase the capacity and efficiency of the RRC through the establishment of a beverage Container Deposit / Advance Recovery system and provision of new infrastructure.

ICI has requested PacWastePlus support to procure an industrial shredder to enable the diversion of the PET, HDPE, and other hard plastic from landfill and enable pre-processing for export to overseas recycling markets. Market research has indicated that for the volumes received, and budget available, it is expected that a shredder to pre-process the material to a "large" size (30-50mm) is appropriate for Rarotonga – to pre-process material to be "granulator ready" or able to go into a melt palletiser.

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

- Shred ~5+ tonne/week of PET, HDPE, and other hard plastic into "large" (30-50mm) flakes to enable size reduction and pre-processing for export.  
*Note: please specify in the proposal if the same shredder can also be used to process other products such as paper and cardboard or small scrap metal items*
- associated equipment or attachments - please itemise and include in the proposal budget recommended equipment or attachments (such as conveyors) for the shredder to improve safety and/or efficiency

Additional notes:

- The shredder shall fit with existing power capacity and supply at the RRC facility:
  - 3x Phase Power Supply
  - 440V 50/60Hz
  - Current draw: Facility includes 2x industrial balers, and 1x glass crusher – equipment will never be operating concurrently
- Please include in quote any additional services recommended to ensure, at the end of this contract, the industrial shredder can be operated and maintained successfully by the ICI team. The quote shall include, but not limited to, the following:

- Provision of commissioning, operating and maintenance resources, and training to operators in the Cook Islands
- 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.



#### 4. SCOPE OF WORK

PacWastePlus seeks Tender submissions from reputable companies experienced in the supply and delivery of the specified equipment.

**Table 1: Scope of Work**

Phase	Description	Documentation SPREP will provide	Supplier Output
<b>1. Inception</b>	<p>Lead an inception meeting with the PacWastePlus and the ICI teams to discuss the delivery of the industrial shredder, 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>
<b>2. Development of Operating Resources for safe and effective operation and maintenance of</b>	<p>Develop Operating Resources for safe and effective operation of the industrial shredder. The Operating Resources shall include:</p> <ul style="list-style-type: none"> <li>Step-by-step procedures for operating the industrial shredder and any associated equipment</li> </ul>	Design work of Maintenance Programme	<p><b>Draft Operating Resources</b></p> <p>Draft Operating Resources for safe and effective operation of the industrial shredder and any associated equipment submitted to SPREP for consideration and comment.</p> <p><b>Final Operating Resources</b></p>

Phase	Description	Documentation SPREP will provide	Supplier Output
<p><b>the shredder and any associated equipment</b></p>	<ul style="list-style-type: none"> <li>• Procedures for maintenance of the shredder and any associated equipment – 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 shredder, 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 ICI director, operators, and maintenance team upon equipment arrival into Rarotonga (Phase 5).</p>		<p>Final Operating Resources incorporating revisions and addressing all comments by reviewers.</p>
<p><b>3. Procurement of industrial shredder, associated equipment, spare consumable parts, and specialist PPE</b></p>	<p>Procurement of the following equipment from a reputable company:</p> <ul style="list-style-type: none"> <li>• industrial shredder to process the ~5 tonne/week of clean PET, HDPE, and other hard plastic 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 shredder to improve safety and/or efficiency</li> <li>• specialist PPE (if required) for the safe operation and maintenance of the shredder</li> <li>• spare consumable parts for 2 years of operation of the of the shredder</li> </ul>	<p>Nil</p>	<p><b>Procurement of Industrial Baler / Compactor, Associated equipment, Specialist PPE, and Spare Consumable Parts</b></p>

Phase	Description	Documentation SPREP will provide	Supplier Output
	<p><i>Please include in proposal the details of the industrial shredder and associated equipment recommended to achieve the outcomes. If different sizes and options of shredder are available please include them all and highlight differences such as in material types able to be processed, throughput, power supply, etc. Include operating manuals and details of where the shredder is currently in operation.</i></p>		
<p><b>4. Delivery of industrial shredder, associated equipment, spare consumable parts, and specialist PPE</b></p>	<p>Arrange for delivery of the shredder, associated equipment, spare consumable parts, and specialist PPE to ICI:</p> <p><i>Address: Infrastructure Cook Islands - Resource Recovery Centre, Arorangi District, Rarotonga, Cook Islands</i></p> <p>Include in quote all expenses to reach this destination including insurance, stevedore charges, packing, loading, freight cost, land transport, customs and other clearance documentation, etc.</p> <p>ICI will inspect for quality upon arrival at the RRC and formally receive the shredder and parts/PPE.</p>	<p>Nil</p>	<p><b>Delivery of the Industrial Shredder, Associated Equipment, Specialist PPE, and Spare Consumable Parts to the RRC</b></p> <p>Delivery of shredder, spare consumable parts, and specialist tools and PPE to the RRC in Rarotonga</p> <p>ICI will inspect for quality upon arrival at the RRC and formally receive the shredder and parts/PPE.</p>
<p><b>5. 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 shredder 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> <li>• Equipment maintenance, including replacement of consumable parts and use of specialist tools</li> </ul>	<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 shredder 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 ICI Operators and other Stakeholders</b></p> <p>Minutes of the workshop / meeting</p>

Phase	Description	Documentation SPREP will provide	Supplier Output
<b>6. Warranty</b>	Provide a 1-year warranty of the shredder 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 shredder 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 shredder and any associated equipment	No later than 5 weeks after contract execution
Delivery of shredder, associated equipment, spare consumable parts, and specialist PPE to the RRC in Rarotonga	TBD – preference approximately 10 weeks after contract execution
Delivery of training on equipment operation and maintenance to ICI 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 shredder
  - 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 50,000 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.



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

## 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.