



REQUEST FOR TENDERS

RFT: 2025/023
File: ADM 1/1/4
Date: 2 May, 2025
To: Interested Contractors and Builders
From: Lawrence Warner, Property Services Officer

Subject: Request for tenders (RFT): Construction of a single carport with attached special needs bathroom and building emergency exit.

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 carry out the construction of a single carport with attached special needs bathroom and building emergency exit.
- 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. Interested contractors **MUST** attend the tender briefing and arrange for a site inspection. **Refer 5.1 for further information.**
 - ii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - iii. Provide three referees relevant to this tender submission, including the most recent work completed;



- iv. 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.
 - v. Must meet local registration requirements in Samoa.
- 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. Shall also include draft construction programme, a draft site safety management plan.
 - e) **Financial Proposal** – provide a detailed outline of the costs involved in successfully delivering this project submitted in Samoan tala (SAT) 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 before 14 May 2025. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 16 May 2025.
- b. To enable Tenderers to become acquainted with the local conditions and particulars of the work, a tender briefing will be held at SPREP Head Quarters, Vailima on the **14 May 2025, at 10:00am**. All interested bidders must attend in order to be considered. In addition, arrangements for site inspections can be made in accordance with the Conditions of Tender.
- c. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
- d. 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.
- e. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- f. 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
Experience	1. Demonstrated skills and experience of key members of the proposed team. Demonstrate sufficient manpower and equipment to ensure work is carried out efficiently and effectively to completion	20%
	2. List of recent work carried out and completed successfully in the last 5 years	15%
Technical proposal/Methodology	3. Detailed plan and description of how the works will be carried out with ability to complete the works within the timeframe in the Terms of Reference.	20%
	4. Detailed health and safety plan on how the works will be executed	15%
	5. List of skilled Carpenters and Electricians, Plumbers etc.... in the team earmarked for the Project.	10%

II. Financial Score – 20%

Provide a detailed outline of the costs involved in successfully delivering this project submitted in Samoan tala (SAT) and inclusive of all associated taxes.

Complete a cost breakdown using the detailed site drawings.

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: 23 May 2025, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please ensure all tenders are clearly marked : 'RFT 2025/023: Construction of a single carport with attached special needs bathroom and building emergency exit'

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

Construction of a single carport with attached special needs bathroom and building emergency exit

The Secretariat of the Pacific Regional Environment Programme wishes to procure the services of a suitably qualified contractor for the construction of a single car carport with attached special needs bathroom and emergency exit in accordance with the following scope of works.

To be considered, interested Tenderers, **MUST** attend the tender briefing which will be held at SPREP Head Quarters, Vailima on the **14 May 2025 at 10:00am** to become acquainted with the local conditions and particulars of the work. In addition, arrangements for site inspections can be made following the briefing.

The scope of works covers the following tasks:

- 1 Arrange with SPREP authorities a Site Visit before mobilisation.
- 2 Arrange with SPREP authorities a safe work permit for the works.
- 3 Arrange with SPREP authorities daily work clearance to access the worksite.
 - a. The Contractor and workers must remain alert to maintaining 100% safety to all workers throughout the entire duration of the project. Workers should remain vigilant and alert to any signs of danger in an attempt to minimise/mitigate accidents of any nature.
 - b. Wear hard hats and safety boots on site and whilst at work at all times.
 - c. Contractor to store and maintain, on site, an emergency kit to cater for minor accidents that may occur.
- 4 Establish with SPREP a suitable place convenient and secure for Contractors use throughout the entire duration of Construction.
- 5 Arrange for ample material storage place for all building materials to be used for the project.
Temporary Ablution Services for use by Contractors workers.
- 6 All costs incurred for arranging temporary services as mentioned above, shall rest and remain the responsibility of the Contractor
- 7 Care for all materials stored on site shall be the responsibility of the successful bidder at all times during the duration of the works.
- 8 Onsite internet and Wifi connections could be arranged with SPREP when and where required.
- 9 Maintain minimum noise level throughout the entire work duration so minimum distraction to SPREP working staff at Offices is maintained at all times.
- 10 Acquiring PUMA Consent shall be the Contractors responsibility while payment shall be made by SPREP.
- 11 Acquiring MWTI permit approval shall be the responsibility of the Contractor while payment of fees shall rest with Client, in this case its SPREP.

The contract shall be a lump sum contract.

Deliverables and timeframes:

The overall works is expected to be completed within 3 months from the effective (signing) of the contract, with a preference for activities to be completed earlier.

Deliverables / Milestones	Due Date
Inception Meeting Report	One week from signing of contract
Mobilisation on site - Safety to work permit approved	One week from signing of contract
Daily pre-start work clearance and daily closure of work clearance	Daily work clearance
Weekly toolbox meetings on site minutes including attendance list	Toolbox meeting minutes
Carport commission report	6 weeks from signing of contract
Special needs bathroom commission report	8 weeks from signing of contract
Emergency Exit commission report	10 weeks from signing of contract
De-mobilisation from site	1 week from completion of contract

Financial Proposal

Provide a detailed outline of the costs involved in successfully delivering this project submitted in Samoan tala (SAT) and inclusive of all associated taxes.

Complete a cost breakdown using the detailed site drawings and must consider the following:

1. Preliminary and general.
2. Mobilisation and demobilisation, site clearance and temporary site office establishment including ablution.
3. Excavation and demolition works.
4. Formwork, reinforcing and concrete work.
5. Concrete block work and block site clearance laying.
6. Timber work.
7. Aluminum doors and windows.
8. Electrical and plumbing work.
9. Floor tiles and floor finishing work.
10. Paint work.
11. Septic tank and sewerage.
12. Landscaping and site clearance.
13. Final tallied cost inclusive of VAGST.