

REQUEST FOR TENDERS

RFT: 2025 GEFIS-019
File: AP_6/5/9
Date: 11 December, 2025
To: Interested suppliers
From: GEF ISLANDS Pacific Project

Subject: Request for tenders (RFT): Procurement, Installation and Commissioning a Healthcare Waste Incinerator for the Fook Hospital, Niue

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 company to procure/construct, install and commission an incinerator for Niue's Fook Hospital.
- 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:** The CV should detail the qualifications and previous relevant experience for each proposed personnel, particularly in the development of waste management strategies and capacity building for such work.
 - ii. **Provide three relevant referees:** Include contact information and details of the most recent similar work completed by the consultant, relevant to this tender.



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- 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).
 - iv. **Provide examples of past related work outputs:** Submit examples of previous work related to hazardous waste management strategy development and capacity development.
 - v. **Submit Technical and Financial proposals:** These may be attached separately to the tender application. The technical proposal should outline the methodology, work plan, and risk mitigation strategies, while the financial proposal should provide a detailed cost breakdown.
- 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)



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- 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 15 January 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 20 January 2026.
- 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%

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| Criteria | Detail | Weighting |
|--|---|-----------|
| Experience & Expertise | i. Demonstrated experience in manufacturing/supplying high temperature healthcare waste incinerator equipment to effectively treat biologically hazardous waste including design specifications that minimise harmful emissions (e.g. dioxins and furans). | 10% |
| | ii. Demonstrated experience in the provision, installation, commissioning and maintenance of high temperature healthcare waste incinerators, housing and footings appropriate for tropical climates and natural disaster-prone environments | 10% |
| | iii. Demonstrated experience in the production and execution of maintenance program for healthcare waste incinerators, ancillary equipment and after sales service to ensure continued effective operation | 10% |
| | iv. 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% |
| | v. Demonstrated experience in delivery of operator training and assessment (experience in training people from diverse language and cultural backgrounds and with low literacy skills is desirable). | 10% |
| Design and Specification of healthcare waste incinerator solution | iv. Proposed Project Methodology <ul style="list-style-type: none"> • Detailed methodology of how the project is proposed to be delivered (including timeframe and team responsibilities where applicable and details of subcontractors to be utilised where required) • Detailing activities to be conducted over the term of the engagement. • Details on the schedule and timeframe required to provide the deliverables. | 30% |

II. Financial Score – 20%

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

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

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount



c = Total bidding amount of the proposal

7. Variation or Termination of the Request for Tender

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

8. Deadline

- 8.1. The due date for submission of the tender is: **30 January 2026, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked **"2025-GEFIS-019: Procurement, Installation and Commissioning a Healthcare Waste Incinerator for the Ffoo Hospital, Niue"**

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.

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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

Procure, Install and Commission a Healthcare Waste Incinerator for the Foou Hospital, Niue

1. BACKGROUND

The Secretariat of the Pacific Regional Environment Programme (SPREP) has received Global Environment Facility (GEF) funds from the United Nations Environment Programme (UNEP) to execute the GEF ISLANDS Pacific Project. The project is part of GEF 7 cycle of funding aimed at supporting Pacific Island Countries (PICs) in meeting their obligations to various multilateral environmental agreements (MEAs) relating to chemicals and waste management. These MEAs include the Basel, Rotterdam, Stockholm, Minamata and Waigani Conventions.

Globally Small Island Developing States (SIDS) are progressing on import-dependent development pathways. The quantities and variety of products that are being imported (ranging from mercury-containing thermometers to plastic packaging, from second-hand electronic products to motor vehicles, from agricultural chemicals to industrial chemicals) is rapidly increasing. This is leading to the generation of a large variety of different types of hazardous and toxic wastes which SIDS do not have the installed capacity or required treatment facilities to address. There is an urgent need for SIDS to move to integrated waste management. Extensive studies conclude the costs of inaction in SIDS are significant in terms of the economic costs of impacts on health, environment, tourism, and fisheries.

The Global Environment Facility (GEF) has recognised these challenges faced by SIDS and is supporting the Implementing Sustainable Low and Non-Chemical Development in Small Island Developing States (ISLANDS) Programme in the 14 SPREP members, namely: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu.

2. INTRODUCTION TO THE PROJECT

The GEF ISLANDS project is assisting the Niue government to supply, install and commission an incinerator at the Foou Hospital. The Foou Hospital in Alofi currently operates an incinerator for managing healthcare waste; however, its limited capacity is insufficient to safely and effectively handle the volume of waste generated by the facility. To address this shortfall and strengthen healthcare waste management, GEF ISLANDS is seeking to procure and install a new, higher-capacity incinerator. The upgraded facility will ensure the safe treatment of healthcare waste produced, reducing environmental contamination and associated health risks, while delivering significant benefits for both public health and environmental protection.

All equipment supplied under this procurement must be robust, durable, and specifically designed to withstand the local climatic conditions of the Pacific Island countries, including high humidity, saline coastal environments, elevated temperatures, and unsealed road conditions. The machinery should be constructed with corrosion-resistant materials, adequately protected against rust and wear, and suitable for continuous operation in tropical environments.

In addition, the suppliers will supply spare parts sufficient for a minimum of two (2) years of operation. This should include, but not be limited to, filters, hydraulic fluids, blades, seals, hoses, belts, and other high-wear items relevant to the proposed equipment. A recommended maintenance and replacement schedule must also be included with the tender submission to ensure operational continuity and sustainability.

3. EXPECTED OUTCOME

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

- (i) Procurement/ construction of a high-temperature healthcare waste incinerator that meets the volume requirements for Fook Hospital, Alofi, Niue.
- (ii) Design and construct a shed for the incinerator that protects the facility from adverse environmental impacts.
- (iii) Installation and commissioning of the high-temperature healthcare waste incinerator

4. Staff operational training on identification and maintenance of all incineration plant components and operation of the incineration plant in an effective and environmentally sound manner. SCOPE OF WORK

The expected delivery of this consultancy will be developed in stages and is described in the following table:

Table 2: Scope of Work

| Phase | Description | Documentation SPREP/Niue DOE will provide | Supplier Output |
|------------------|--|---|--|
| Inception | <p>Lead an inception meeting with SPREP and national focal points from the countries to discuss the delivery of the project, addressing all issues likely to cause delays (risk management), and ensure a common understanding of the action, and required outputs.</p> <p>The Contractor shall create and submit to SPREP a Work Plan that shall upon execution ensure effective delivery of services under this contract.</p> <p>The Draft Work 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 preparation stages, classification, review, testing, and documenting. • General description of the methods which the Contractor proposes to adopt for executing the contract • Comprehensive risk plan to ensure effective delivery of services. • An explanation of how the Incinerator is to be protected to withstand the harsh humidity and marine environment. • Any further details and information as SPREP may reasonably require. | Nil | <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 Plan</p> <p>Draft Work Plan highlighting how services will be delivered under this contract submitted to SPREP for consideration and comment.</p> <p>Final Work Plan</p> |

| Phase | Description | Documentation SPREP/Niue DOE will provide | Supplier Output |
|---|--|---|--|
| | <p>Specifically, it is expected that the workplan will acknowledge issues including, but not limited to the following:</p> <ul style="list-style-type: none"> (i) Incinerator location at hospital site. (ii) Details of planning for site preparation. (iii) Development and provision of training for operations staff. (iv) Plan for installation and commissioning activities. | | <p>Final Work Plan adequately addressing all comments on the Draft Work Plan</p> |
| Site Assessment | <p>Visit to Niue to gather data on</p> <ul style="list-style-type: none"> 1. Appropriate size of incinerator and shed. 2. Location of facility placement 3. Consult with local hospital and public health staff on incinerator use and management 4. Other information as needed to design, construct and commission facility. | | <p>E-mail/report on visit</p> |
| Procurement/Manufacture of Incinerator | <p>The incinerator to be installed at Niue Fooo Hospital must be designed to meet the needs of the hospital and to be protected to withstand the island's humid and corrosive marine environment.</p> <p>Any additional components (such as weatherproof roofing, protective enclosure, or extended stack) that require on-site assembly must be pre-fabricated to ensure minimal construction work in Niue.</p> <p>A detailed installation guide must be provided. The proposal should clearly specify all installation requirements, including the necessary tools, equipment, and materials, which must be included in the supplier's quotation.</p> <p>A quality assurance inspection must be undertaken prior to shipment to verify that the incinerator, all add-ons, spare parts, tools, and materials meet specifications and are ready for installation upon arrival in Niue.</p> | | <p>Procurement/Manufacture of healthcare waste incinerator for Fooo Hospital.</p> <p>Proof of Procurement (Orders placed for required fabrication and unit parts purchasing to include SPREP as a co-signer/co-buyer)</p> <p>Provision of Certificate of Manufacture for procured healthcare waste incinerator.</p> |

| Phase | Description | Documentation SPREP/Niue DOE will provide | Supplier Output |
|--|---|---|--|
| <p>Construction of suitable Incinerator Shed at the Fooo Hospital</p> | <p>A suitable incinerator shed will be constructed at the Fooo Hospital to provide adequate protection for the incinerator from harsh weather conditions, including humidity, rain, and salt-laden winds. The structure will be built with durable, corrosion-resistant materials and designed to allow proper ventilation and safe operation of the incinerator. The shed will ensure the longevity and efficiency of the equipment while maintaining a clean and secure working environment for hospital staff.</p> <p>The design should also provide sufficient space for maintenance access and meet all relevant safety and environmental standards. Upon completion, the contractor is required to present the structure for inspection and certification by the Department of Health prior to final acceptance.</p> <p>The supplier may subcontract this component to local companies in Niue but will remain fully responsible for managing and overseeing all subcontracted work, ensuring it meets the required standards and specifications.</p> | | <p>Construction and completion of a weather-protected incinerator shed</p> <p>The shed will be built at the designated site at the Fooo Hospital.</p> |
| <p>Installation and Commissioning of Incinerator</p> | <p>Contractor is expected to undertake the construction, installation and successful commissioning of the incinerator following the completion of the shed.</p> <p>The following requirements must be met:</p> <ul style="list-style-type: none"> (i) The incinerator is fully commissioned and operational. (ii) Weatherproof housing, structural footings, electrical connections, and fuel storage facilities are completed and confirmed in good working order. (iii) The handover process is documented using the SPREP/PWP Asset Transfer Form. (iv) Records of incinerator operational training, including a list of participants, are provided. (v) A Certificate of Manufacture is submitted for all parts and components procured for the healthcare waste incinerator.' | | <p>Construction, Installation and Commissioning Report</p> <p>Documentation of the construction, installation and commissioning of the incinerator. Report must be signed off by the Niue Fooo Hospital Administrator and the Director of Environment</p> |
| <p>Incinerator Theory and Operational Training</p> | <p>A minimum of 3 informal training sessions for a duration of not less than 30 minutes shall be performed for the incinerator operational staff. Expected training are as follow:</p> | | <p>Training Report</p> <p>Report submitted to SPREP for review.</p> |

| Phase | Description | Documentation SPREP/Niue DOE will provide | Supplier Output |
|--|--|---|---|
| <p>for Fooou Hospi- tal staff</p> | <p>(i) The first session shall be performed at the conclusion of plant installation either after or during the refractory curing procedure.</p> <p>(ii) Two more training sessions shall be performed on two separate days simultaneously with the incinerator start up trial burns.</p> <p>Training shall address the theory of operation of the incineration plant, identification and maintenance of all incineration plant components and operation of the incineration plant in an effective and environmentally sound manner.</p> <p>A training report must be submitted to SPREP. The report must detail the content delivered, including operational procedures, GESI (Gender Equality and Social Inclusion), and safety protocols. It must document participant engagement, key learnings, and measures taken to ensure an inclusive and safe training environment.</p> | | |
| <p>Maintenance Programme</p> | <p>Develop an illustrative maintenance programme to enable maintenance of incinerator for 5 years post installation and identification/repair of damage. Maintenance programme to be illustrative to enable easy following by operators with limited literacy and provide for clear translation into local language.</p> <p>The maintenance programme is to specify required parts, tools, equipment, and materials to enable maintenance of depots for 5 years post installation. These materials will be provided with incinerator. All maintenance requirements and parts, tools, equipment, and materials is to be included in quote.</p> <p>Maintenance programme to specify the timeframe and activities for using the supplied parts, tools, equipment, and materials.</p> <p>Maintenance programme is to be presented to the Fooou Hospital Administrator upon commissioning of the incinerator.</p> | | <p>Draft Maintenance Programme</p> <p>Draft Maintenance Programme highlighting maintenance of incinerator for 5 years post installation submitted to SPREP for consideration and comment</p> <p>Final Maintenance Programme</p> <p>Final Maintenance Programme highlighting maintenance of incinerator for 5 years post commissioning incorporating revisions and addressing all comments by reviewers.</p> |

| Phase | Description | Documentation SPREP/Niue DOE will provide | Supplier Output |
|-----------------|--|---|---|
| Warranty | Provide a 5-year warranty for incinerator. If Incinerator experiences significant corrosion or other damage (outside ordinary wear and tear) that is deemed, by an independent review panel at SPREP, was unable to be prevented through the set maintenance programme, assistance and necessary parts, materials, equipment to and staff, to repair the incinerator is expected to be provided. | | <p>5-Year Warranty</p> <p>Provide a 5-year parts and repair warranty for the incinerator, providing for corrosion or other damage (outside ordinary wear and tear) that was deemed unable to be prevented through the set maintenance programme.</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. INSTITUTIONAL ARRANGEMENTS

The successful consultant will work directly with Niue's Department of Environment, Niue's Department of Health and the Fook Hospital Administration team, who will assist with various components such as coordinating and hosting required consultation sessions, and other meetings.

6. PROPOSED SCHEDULE OF WORK

All activities outlined under this contract are required to be completed no later than 26 weeks, with a desire for activities to be completed before this timeline. The contractor is expected to ensure timely delivery, installation, and commissioning of the equipment, adhering to the agreed schedule and milestones. Discussions on the final timeline will be had with successful supplier.

7. 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)
 - Chosen equipment
 - Required specialist tools
 - Spare parts
 - PPE required
- All delivery costs (not limited to)
 - Shipping costs
 - insurance
 - custom clearance requirements
- All applicable taxes
- Travel costs

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.

8. 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.