



**SPREP**  
Secretariat of the Pacific Regional  
Environment Programme

# REQUEST FOR TENDERS

RFT: 2025 GEFIS-022  
File: AP\_6/5/9  
Date: 16 December, 2025  
To: Interested suppliers  
From: GEF ISLANDS Pacific Project

**Subject: Request for Tenders (RFT): Design and construction of used oil management and storage facilities in the states of Pohnpei, Yap, Chuuk and Kosrae within the Federated States of Micronesia (FSM)**

## 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 company to **design and construct used oil management and storage facilities in the states of Pohnpei, Yap, Chuuk and Kosrae within the Federated States of Micronesia (FSM)**
- 2.2. The Terms of Reference for 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.



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- ii. **Provide three relevant referees:** Include contact information and details of the most recent similar work completed by the consultant, relevant to this tender.
  - 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:



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- 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 26 January 2026. 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 30 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%

Criteria	Detail	Weighting
<b>Methodology and approach</b>	<i>Workplan</i> Efficient and realistic approach to design and construct, clear timeline for completing work in the four states	15%
<b>Experience &amp; Expertise</b>	<i>Relevant Experience:</i> Experience working with Pacific Island Governments; practical experience in a Pacific Island Country on civil engineering construction. Involvement in construction of used oil storage facilities is an advantage.  Demonstrated experience working in designing and constructing similar hazardous material or used oil management facilities.  Awareness of FSM's logistical, environmental, and material challenges, ability to adapt design to local realities.	30%
	<i>Team Qualifications and Competence</i> Qualifications and skills of engineers, technicians, and supervisors.  Proven capability in constructing secure weatherproof containment facilities.	25%
<b>Project Management Skills</b>	Project management experience in the Pacific Islands and experience of Pacific Atolls and their unique challenges to construction projects.	10%

## 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.

PO Box 240, Apia, Samoa T +685 21929 F +685 20231 [sprep@sprep.org](mailto:sprep@sprep.org) [www.sprep.org](http://www.sprep.org)

A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.



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- 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: **12 February 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-022: Design and construction of used oil management and storage facilities in the states of Pohnpei, Yap, Chuuk and Kosrae within the Federated States of Micronesia (FSM)"**

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

### Design and construction of used oil management and storage facilities in the states of Pohnpei, Yap, Chuuk and Kosrae within the Federated States of Micronesia (FSM)

#### 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 (ISLANDS). 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.

ISLANDS Pacific will focus on establishing effective mechanisms to control the imports of chemical products that lead to the generation of hazardous waste and to clean up the Pacific of legacy chemicals. For unavoidable chemicals that serve as important economic products, ISLANDS Pacific will seek to establish circular and life cycle systems in partnership with the private sector, so a buildup of these chemicals is avoided.

Chemicals and hazardous waste streams targeted by ISLANDS include Persistent Organic Pollutants (POPs) such as DDT and PCBs, mercury, e-waste, used oil, plastics and end-of-life vehicles (ELVs).

The project will seek to achieve its objectives through its four (4) components. Details of the four components are briefly noted below and include:

- i. Preventing the Future Build-Up of Chemicals Entering SIDS.
- ii. Safe Management and Disposal of existing chemicals, products and materials.
- iii. Safe management of products entering SIDS/closing material and product loops for product.
- iv. Knowledge Management and Communications.

#### 2. INTRODUCTION TO THE PROJECT

This particular project will address Component 3: Safe management of products entering SIDS/closing materials and product loops for products, Output 3.3: Establishment of used oil management systems in SIDS results documented and made available to all Pacific SIDS.



The Federated States of Micronesia faces growing challenges in managing used oil, it currently lacks adequate infrastructure for the safe collection, storage, and handling of used oil, resulting in frequent spills, improper disposal, and contamination risks to land, water, and coastal ecosystems. These gaps prevent consistent management practices across the four states and limit the government's ability to protect communities and natural resources. Therefore, there is a critical need to design and construct standardized, safe, and environmentally sound used-oil management and storage facilities in all FSM states to reduce pollution risks, improve compliance, and strengthen long-term waste-oil management capacity.

The GEF ISLANDS project is assisting the FSM government to design and construction of used oil management and storage facilities in the states of Pohnpei, Yap, Chuuk and Kosrae within the Federated States of Micronesia (FSM).

The objectives of this work are as follows:

1. Designs for the construction of a used oil management and storage facility in each of the states of Chuuk, Pohnpei, Yap and Kosrae within the Federated States of Micronesia (FSM).
2. Construct (4) used oil management and storage facilities in the states of Chuuk, Pohnpei, Yap and Kosrae within the Federated States of Micronesia (FSM), within budget, each providing safe containment.

A recent country mission conducted by the Project Management Unit has been completed. Site visit notes on the proposed facility locations will be provided by SPREP for reference of the winning bidder.

Estimated volumes of used oil—both newly generated and legacy stock—for the states of Kosrae, Yap, Pohnpei, and Chuuk in the Federated States of Micronesia (FSM) are detailed in [Annex B](#).

### 3. EXPECTED OUTCOME

By the completion of the project, the contractor will have:

1. Delivered complete, context-appropriate engineering designs for used oil management and storage facilities in each of the four FSM states—Chuuk, Pohnpei, Yap, and Kosrae. These designs will incorporate safety standards, environmental protection measures, and local construction considerations.
2. Successfully constructed four fully operational used oil management and storage facilities, one in each state, within the approved budget.

Each facility will:

- Provide safe and secure containment of used oil;
- Minimise risks of spills, leakage, and environmental contamination;
- Support improved waste oil handling and management practices at the state level.

Overall, the project will result in enhanced environmental protection infrastructure across the Federated States of Micronesia, improving the long-term management of used oil and reducing pollution risks in coastal and community areas.

**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 will provide	Contractor Output
<p><b>Inception</b></p>	<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"> <li>• Proposed time schedule and sequence of events that the Contractor shall use to meet the contract deliverables.</li> <li>• General description of the methods which the Contractor proposes to adopt for executing the contract, including meeting construction quality standards</li> <li>• Comprehensive risk plan to ensure effective delivery of services.</li> </ul> <p>Any further details and information as SPREP may reasonably require.</p>	<p>Nil</p>	<p><b>Inception meeting</b> Minutes of the inception meeting with confirmation of activities, and scope of work to be developed and agreed by meeting participants. The Draft Work Plan will be presented and discussed at this meeting.</p> <p><b>Draft Work Plan</b> Draft Work Plan highlighting how services will be delivered under this contract submitted to SPREP for consideration and comment.</p> <p><b>Final Work Plan</b> Final Work Plan incorporating revisions and addressing all comments by reviewers on the Draft Work Plan</p>

Phase	Description	Documentation SPREP will provide	Contractor Output
<p><b>Designs for the construction of a used oil management and storage facility in each of the states of Chuuk, Pohnpei, Yap and Kosrae within the Federated States of Micronesia (FSM)</b></p>	<p>Design used oil facilities consistent with the following parameters:</p> <ol style="list-style-type: none"> <li>1. Of sufficient size to accommodate one and ½ years’ worth of used oil from the State</li> <li>2. Utilizing ISO containers e.g., 20’ or 40’ foot as needed, or another similar tankage that can be loaded and unloaded with used oil efficiently.</li> <li>3. Consistent with 40 US Code of Federal Register §112.8, Spill Prevention, Control, and Countermeasure Plan requirements for onshore facilities (excluding production facilities).</li> </ol>	<p>Oil audits</p> <p>Notes from Site visits – facility proposed locations</p> <p>Annex B: Estimated volumes of used oil, both being generated and legacy for the states of Kosrae, Yap, Pohnpei and Chuuk, FSM L.Richman, SPREP, GEF ISLANDS, 18Nov2025</p>	<p><b>Designs for the construction of a used oil management and storage facility in each of the states of Chuuk, Pohnpei, Yap and Kosrae within the Federated States of Micronesia (FSM)</b></p>
<p><b>Construct (4) used oil management and storage facilities in the states of Chuuk, Pohnpei, Yap and Kosrae within the Federated States</b></p>	<p>Construction of the four designed used oil management storage facilities. This will include:</p> <ol style="list-style-type: none"> <li>1. Preconstruction meetings with local authorities &amp; permit acquisition</li> <li>2. Acquisition of needed materials, i.e., building materials, tankage, etc.</li> <li>3. Safe construction of the facilities.</li> <li>4. Documentation of ownership to local agency.</li> </ol>		<p><b>Constructed used oil management and storage facilities.</b></p>

Phase	Description	Documentation SPREP will provide	Contractor Output
<b>of Micronesia (FSM)</b>			
<b>Documentation of construction and final report.</b>	Documentation consisting of <ol style="list-style-type: none"> <li>1. Construction logs, daily or weekly, of the work undertaken.</li> <li>2. Documentation of ownership to local agency.</li> <li>3. Final report documenting the work completed.</li> </ol>		<b>Draft Report</b>  <b>Final Report, incorporating revisions and addressing all comments by reviewers on the Draft Work Plan</b>

**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 SPREP and the FSM's Department of Environment, Climate Change & Emergency Management (DECEM), 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 30 January 2027, 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 discussed with successful supplier.

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

Activity/Deliverable	Timeline
Inception meeting Draft Work Plan	No later than 2 weeks after contract execution
Final Work Plan	No later than 3 weeks after contract execution
Designs for the construction of a used oil management and storage facility in each of the states of Chuuk, Pohnpei, Yap and Kosrae within the Federated States of Micronesia (FSM)	No later than 20 weeks after contract execution
Construction	No later than 20 weeks after approved designs.
Draft Completion Report	November 30 2026
Final Report	December 15, 2026

## 7. BUDGET

Submissions are required to itemise all financial elements of their proposal in USD, and 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](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.

**Annex B: Estimated volumes of used oil**

Estimated volumes of used oil, both being generated and legacy for the states of Kosrae, Yap, Pohnpei and Chuuk, FSM

L.Richman, SPREP, GEF ISLANDS, 18 November, 2025

State	Liters of used oil produced per year	JMAS - Estimated recover 15,000.00 litres per year for the length of their work (20 years)	Total amount (litres) of used oil produced in FSM yearly	Legacy amount (litres) of used oil in various states of storage
Pohnpei	243,260.00 <sup>1</sup>			937,000.00 <sup>2</sup>
Chuuk	47,880.00 <sup>1,3</sup>	15,000.00 <sup>3</sup>		126,000.00 <sup>1</sup>
Yap	39,920.00 <sup>1,4</sup>			65,750.00 <sup>1</sup>
Kosrae	12,000.00 <sup>1</sup>			47,682.00 <sup>1</sup>
<b>Total:</b>	<b>343,060.00</b>	<b>15,000.00</b>	<b>358,060.00</b>	<b>1,176,432.00</b>

1) Consultancy for Contemporary Used Oil Audits in Selected Pacific Island Countries, [Pohnpei, Kosrae, Yap, Chuuk) November, 2014, Contract Environmental Ltd, NZ

2) Mission Report, Used Oil Stockpiles Assessment Mission to Pohnpei, Federated States of Micronesia, Mr. Alice Leney, March 2018, Global Environment Facility's Pacific Assistance Strategy: Integrated Management of Solid and Hazardous Wastes and Persistent Organic Pollutants (GEFPAS uPOPS) project,

3) Chuuk Mission Site visit, 30 Sept2025, L. Richman

4) Yap Mission Site Visit, 7 Oct2025, L. Richman