



SPREP

Secretariat of the Pacific Regional
Environment Programme

REQUEST FOR TENDERS

RFT: PWP-153-CON
File: AP_6/5/8/4
Date: 20 October, 2022
To: Interested contractors
From: PacWastePlus Finance and Procurement Officer

**Subject: Request for tenders (RFT): Shed Construction at the Jable-Batkan
Dumpsite, Majuro, Republic of Marshall Islands**

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization 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 construct a shed at the Jable-Batkan Dumpsite in Majuro, Republic of Marshall Islands
- 2.2. The Terms of Reference of the activity are set out in Annex A.
- 2.3. The successful contractor 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/spreporganisational-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 contractors 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;

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- iii. Provide examples of past related work outputs;
 - 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*).
For the Technical and Financial proposals you may attach these separately.
 - v. Submissions must include a **TECHNICAL PROPOSAL** that includes a detailed work plan, methodology schedule of activities, and other items deemed necessary by the tenderer.
 - vi. Submissions must include a **FINANCIAL PROPOSAL** that has an annotated budget listing for each task as required of the scope of works
 - vii. Provide a copy of valid business registration/license.
- 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 contractor 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 contractor'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*).
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** which outlines the costs involved in successfully delivering the project submitted in United States Dollars (USD) and inclusive of all associated taxes.



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- 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 pwp.procurement@sprep.org before 02 November 2022. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 11 November 2022.
- 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 contractor 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	Demonstrated and relevant experience in the construction of buildings to the standards set by the RMI Ministry of Works, Infrastructure and Utilities	20%
	Demonstrated and relevant experience in liaising with and gaining approval from the RMI Ministry of Works, Infrastructure and Utilities	10%
Design and Specification	Preliminary design illustrating how shed will meet the desired features and achieve the desired purpose.	30%
Methodology	Proposed project methodology noting schedule, activities, concurrent or sequential development, etc.	20%

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: 25 November 2022, midnight (Apia, Samoa local time).**



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- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked 'RFT 'PWP-153-CON: **Shed Construction at the Jable-Batkan Dumpsite, Majuro, Republic of Marshall Islands**

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 Shed at the Jable–Batkan Dumpsite Majuro, Republic of Marhsall 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**); and related aspects of **wastewater** (water impacted by solid waste).

2. INTRODUCTION TO PROJECT

The Republic of the Marshall Islands (RMI) forms an archipelago of coral atolls located in the Micronesia region of the South Pacific. It’s 113km² of land is made up of 34 atolls and low coral islands, inside an oceanic area of 1.2 million km². The capital of RMI is Majuro, home to about 74% of the 53,158 population.

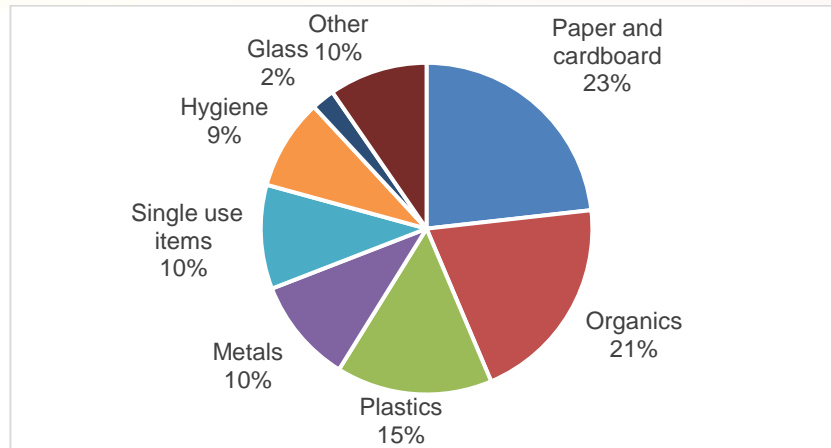
The Majuro Atoll Waste Company (MAWC), a partnership between the national government and the Majuro Atoll Local Government, is responsible for solid waste collection, landfill management, and recycling in Majuro. MAWC provides weekly collection services to households on Majuro.

As with much of the Pacific (and indeed globally), 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 exceeding the RMI capacity to manage it effectively. Without viable alternatives, the RMI have relied primarily on disposal of waste to dumps – in particular the main dumpsite at Jable–Batkan in Majuro.

Results from the 2021 PacWastePlus Waste Audit¹, the composition of waste currently received at the Majuro landfill is illustrated in Figure 1.

Figure 1: Composition of solid waste by weight at Majuro Landfill 2021

¹ <https://pacwasteplus.org/resources/1717/>



PacWastePlus Waste Audit 2021

MAWC has requested PacWastePlus support to introduce a programme to divert from landfill the largest two components of waste - organics (7 tonne/week) and paper/cardboard (8 tonne/week).

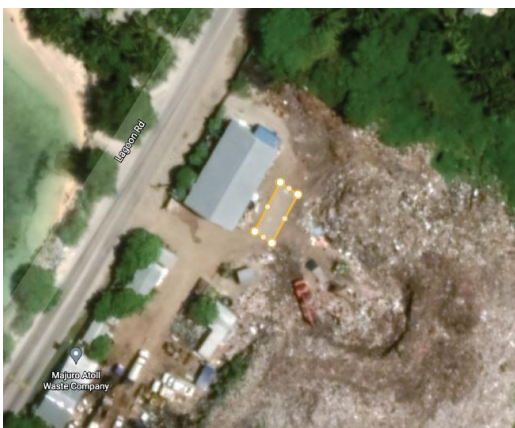
3. EXPECTED OUTCOME

MAWC seek to utilise PacWastePlus support to procure equipment to enable effective collection and processing of organic and paper/cardboard materials. As such, there is a need to construct a shed to house and protect this equipment when not in use. Equipment to be procured is likely to include the following:

- A trailer mounted mobile organic material chipper and chip box combination, with expected dimensions no greater than Height: 8' 8" (2.6m), Length: 21' 2" (6.5m), Width: 6' 6" (2m)
- A stationary cardboard shredder, with expected dimensions no greater than Height: 19' 4" (6 m), Length: 32' 8" (10m), Width: 16' 4" (5m)

The shed will be located adjacent to the existing shed at the Jable–Batkan Dumpsite, as illustrated in the Figure 2.

Figure 2: Location of Proposed Shed, Jable–Batkan Dumpsite, Majuro



Site clearance and initial groundwork will be arranged and managed by MAWC (though the RMI Ministry of Works Infrastructure and Utilities) to provide space for the shed.



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Shed features must include (at a minimum):

- Dimensions: Height: 6' 9" (2.1 m), Length: 9' 5" (2.9m), Width: 4' 7"(1.3m)
- Built to the safety and cyclone standards set by the Ministry of Works, Infrastructure and Utilities
- Durable to withstand the environmental/climate conditions of Majuro, including annual average humidity of 80%, and average annual temperature ranging between 29°C (84°F) and 30°C (86°F).
- Durable to withstand potential corrosion from salt spray given close proximity to the ocean
- Durable to withstand potential soil acidity given location on an old landfill cell
- Includes connection for three-phase power (details provided in Attachment 1)
- Contains the following features:
 - Ramp access
 - External security lighting
 - Wide double door opening
 - Ceiling fans and windows to provide air circulation

Proposed design drawings for the shed produced by the RMI Project Management Unit can be found in Attachment 2.

4. SCOPE OF WORK

PacWastePlus seeks Tender submissions from suitably qualified companies based in Majuro experienced in the construction of buildings in RMI in collaboration with the RMI Ministry of Works, Infrastructure and Utilities.

Specific outcomes are detailed in the following table.

Table 1: Scope of Work

Phase	Description	Documen- tation SPREP will provide	Consultant Output
Inception	<p>Lead an inception meeting with MAWC, the RMI Environmental Protection Agency (EPA) and PacWastePlus 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 inception meeting will include a discussion on the Preliminary Design Drawings, submitted during the tender process, confirming details on how the shed will meet the desired purpose and reflect the unique context of RMI.</p> <p>The Contractor shall create and submit to SPREP and MAWC a Work/Service Plan that shall upon execution ensure effective delivery of services under this contract.</p> <p>The Draft Work/Service 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. • General description of the methods which the Contractor proposes to adopt for executing the contract, including meeting construction quality standards • Comprehensive risk plan to ensure effective delivery of services. • 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 prior to commencement of any activities. The Draft Work Plan and Preliminary Design Drawings submitted during the tender process will be presented and discussed at this meeting.</p> <p>Draft Work /Service Plan</p> <p>Draft Work/Service Plan highlighting how services will be delivered under this contract submitted to SPREP for consideration and comment.</p> <p>Final Work /Service Plan</p> <p>Final Work/Service Plan incorporating revisions and addressing all comments by reviewers on the draft work plan</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
Detailed Design and Approval	<p>Refine exiting design drawings for the construction of the shed and complete required electrical work. Plans to illustrate how design will meet the desired features and purpose as described in Section 3 and safety standards set by the Ministry of Works, Infrastructure and Utilities, i.e., cyclone ratings.</p> <p>Liaise with MAWC and the RMI Ministry of Works Infrastructure and Utilities to obtain written approval for construction of the shed.</p>	Nil	<p>Draft Detailed Design Drawings</p> <p>Draft Detailed Design Drawings illustrating the shed and electrical work beyond the preliminary design stage. Drawings shall be fit for construction and illustrate how the shed will meet the desired features and purpose as described in Section 3.</p> <p>Final Detailed Design Drawings</p> <p>Final Shed Design and electrical work incorporating revisions and addressing all comments by reviewers on the Draft Sed Design.</p> <p>Building Approval from the RMI Ministry of Works Infrastructure and Utilities</p> <p>Obtain written approval from the RMI Ministry of Works Infrastructure and Utilities for the construction on the shed and complete required electrical work.</p>
Construction and Handover	Construct the shed and complete required electrical work to the requirements of this ToR and as approved by the Ministry of Works, Infrastructure and Utilities through the development application process.	Nil	<p>Construction of Shed</p> <p>Construct the shed and complete electrical work to the agreed design and safety standards set by the Ministry of Works, Infrastructure and Utilities.</p> <p>Certification and Handover of Shed to MAWC</p> <p>MAWC to certify the shed and electrical work is constructed to agreed design the shed to the agreed design and safety standards set by the Ministry of Works, Infrastructure and Utilities</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
			Shed formally handed over to MAWC through a Transfer of Assets process.
Warranty	Provide a 12-month warranty of shed and electrical work. Any significant corrosion or maintenance required within 12 months of handover (outside ordinary wear and tear), will be completed by successful supplier as a warranty repair.		<p>12-month Warranty</p> <p>Provide a 12-month warranty for shed, providing for repair of corrosion or other damage (outside ordinary wear and tear).</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. SCHEDULE OF WORK

Activities to be completed no later than 30 September 2023, with a desire for activities 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.

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
Final Detailed Design and Approval from the RMI Ministry of Works Infrastructure and Utilities	<i>TBD through mutual agreement, please advise likely timeframe in response to this TOR</i>
Construction, Certification and Handover of Shed to MAWC	<i>TBD through mutual agreement, please advise likely timeframe in response to this TOR</i>

6. BUDGET

Submissions are required to itemise all financial elements of their proposal in USD, including, but not limited to,

the following:

- Fixed cost contract including labour and materials
- All applicable taxes

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.

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. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud prevention & Whistleblower Protection and Gender and Social Inclusion