



REQUEST FOR TENDERS

RFT: PWP-281-CON
File: AP_6/5/8/4
Date: 9 December, 2024
To: Interested supplier
From: PacWastePlus

Subject: Request for tenders (RFT): Manufacturing and Delivery of Signages for 25 Communal Compost across nine provinces in Fiji.

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 suppliers who can offer their services to manufacture the required signage and boards to be installed in each of the 25 communal composting station.
- 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 suppliers must meet the following conditions:
 - i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - ii. Provide three referees relevant to this tender submission, including the most recent work completed;
 - iii. Complete the **tender application form** provided (*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to*



*demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered).*

Provide examples of past related work outputs

For the Technical and Financial proposals you may attach these separately.

- iv. Must meet local registration requirements
- 3.2 Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **conflict of interest form** provided.
- 3.3 **Tenderer is deemed ineligible due to association with exclusion criteria, including** bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.
- 3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall **into** any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and in the Terms of Reference and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should be submitted in English and outline the interested consultant's complete proposal:
 - a) **SPREP Tender Application form and conflict of interest form.** *(Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered).*
Provide examples of past related work outputs
For the Technical and Financial proposals you may attach these separately.
 - b) **Honour form**
 - c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
 - d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
 - e) **Financial Proposal** – provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
 - f) Where relevant provide:
 - i. Business registration/license (For Entities/ Individual consultant's as per relevant national legislations)
 - ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant's as per relevant national legislations)
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.



- 4.4. Tenderers/bidders shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 4.5. The tenderer/bidder might be requested to provide additional information relating to their submitted proposal, if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
- 4.7. The Proposal must remain valid for 90 days from date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of tender.

5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 02 December 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 04 December 2024
- b. **The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.**
- c. **SPREP will determine what, if any, response should be given to a Tenderer question. SPREP will circulate Tenderer questions and SPREP's response to those questions to all other Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>) without disclosing the source of the questions or revealing any confidential information of a Tenderer.**
- d. **Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.**
- e. **If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by SPREP, the Tenderer should promptly notify the Procurement Officer setting out the error in sufficient detail so that SPREP may take the corrective action, if any, it considers appropriate.**

6. Evaluation criteria

- 6.1. SPREP will select a preferred 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
Experience & Expertise	Demonstrated experience manufacturing outdoor signs at specified sizes and materials	20%
	Demonstrated experience manufacturing quality signs to meet required quality standards (as per technical specifications) to be used in challenging climatic environments.	20%
	Demonstrated experience in arranging and managing safe and damage free delivery of quality signs to Auckland, NZ	5%
Design and Methodology	Provide detailed methodology and process management for the design, manufacture, delivery, and warranty of signs	35%

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: 27 December 2024, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3. Please send all tenders clearly marked 'RFT 2024/PWP-281-CON: **Manufacturing and Delivery of Signages for 25 Communal Compost across nine provinces in Fiji**'

Mail: SPREP



SPREP
Secretariat of the Pacific Regional
Environment Programme

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

Manufacturing and Delivery of Signages for 25 Communal Compost across nine provinces in Fiji

1. BACKGROUND

The Secretariat of the Pacific Regional Environment Programme (SPREP) is working with the European Union's Delegation to the Pacific, and 14 Pacific Island Countries and Timor-Leste to undertake the PacWastePlus Programme (the Project) which seeks to improve and enhance waste management activities and the capacity of governments, industry, and communities to manage waste to reduce the impact on human health and the environment.

PacWastePlus seeks to generate improved economic, social, health and environmental benefits for Pacific Island Countries arising from stronger regional economic integration and the sustainable management of natural resources and the environment. The programme activities will be designed to assist Countries to ensure the safe and sustainable management of waste with due regard for the conservation of biodiversity, reduction of marine litter, health and well-being of Pacific Island communities, and climate change mitigation and adaptation requirements.

Activities for PacWaste Plus will focus on targeted priority waste streams which are: hazardous wastes (specifically **asbestos, e-waste and healthcare waste**), solid wastes (specifically **recyclables, organic waste, disaster waste and bulky waste**).

2. INTRODUCTION TO PROJECT

SPREP through the PacWaste Plus Programme is working with the iTaukei Affairs Board and Fiji's Ministry of Environment and Climate Change to improve the management of organic wastes in 25 villages across nine provinces in Fiji. The objective of the project is to introduce a composting programme that will collect and process all organic materials generated in the village. It is envisaged that the final product from the composting programme will be utilised to support agricultural activities by local villagers.



The 25 pilot communities currently receive inconsistent garbage collection services (or no service at all), resulting in the burning or dumping of household wastes. The project has multi sectoral approach and is designed to fulfil Section 14 and Section 15 of Fiji's Environment Management Act 2005. In addition, the project will contribute towards the achievement of Section 40 of Fiji's Constitution, and the National Development Goals.

PacWaste Plus, through a nominated contractor, is progressing the construction of communal composting facilities in each of the 25 communities. This tender is seeking to engage a reputable company to manufacture, deliver signages and notice boards for all the compost facilities.

3. EXPECTED OUTCOMES

This tender is seeking to engage a suitable company to manufacture the required signage and boards to be installed in each of the 25 communal composting station. The signages and boards are to be of suitable quality to withstand the challenging climate conditions with UV Protection.

Detail of materials to be printed is highlighted in the table below:

Item to be Printed	Details of Signboard	Material Specifications	Example
<p>Facility Signboard</p>	<p>25 x Sign Boards highlighting the name of the Compost Station. Each Signboard is specific to a village. All artwork will be provided by PacWaste Plus</p> <p>Size: 1m x 1.5m.</p>	<ul style="list-style-type: none"> - Supplied Artwork to be printed on Weatherproof exterior grade aluminium. Anti-corrosive coating to be applied for additional protection. - Waterproofing sealant/coating to be applied on all signages to ensure Climate protection. - UV resistant – UV curable clear coating to be applied on all signages (coating quality at a minimum of 95% UV light blocking) - Fade resistant solvent UV ink <p>Final signboard will be mounted on Wooden Frames.</p>	
<p>Notice Board</p>	<p>25 x Notice Boards highlighting operating procedure and safety plan for the Compost Station.</p> <p>There will be sufficient space for writing notice/ comments.</p> <p>Notice Boards will have a standard artwork with artwork to be supplied by PacWaste Plus</p> <p>Size: 2m x 1m.</p>	<ul style="list-style-type: none"> - Supplied Artwork to be printed on Weatherproof exterior grade aluminium. Anti-corrosive coating to be applied for additional protection. - Waterproofing sealant/coating to be applied on all signages to ensure Climate protection. - UV resistant – UV curable clear coating to be applied on all signages (coating quality at a minimum of 95% UV light blocking) 	



Item to be Printed	Details of Signboard	Material Specifications	Example
		<ul style="list-style-type: none"> - Fade resistant solvent UV ink Printed Sheet is to be covered with writable film that allows writing with White Board Markers	

Successful companies are responsible for freighting printed signs to the nine provincial councils. Please note that installation costs of the materials are NOT to be included as part of this tender.

Delivery details for signs are Further details of the signs are provided in the following table.

Provincial Council	Address	Number of items to be delivered	Details of Signboards	Details of Notice Board
Rewa Provincial Council	Lomanikoro Village Rewa	6	3 x Facility Signboard printed with the supplied Artwork: <ol style="list-style-type: none"> 1. Muana Compost Facility 2. Vunisei Compost Facility 3. Navatuyaba Compost Facility 	3 x Notice Boards printed with the supplied Artwork
Tailevu Provincial Council	Ratu Cakobau Building Nausori Town	4	2 x Facility Signboards printed with the supplied Artwork: <ol style="list-style-type: none"> 1. Qoma Compost Station 2. Naimalavau Compost Station 	2 x Notice Boards printed with the supplied Artwork
Namosi Provincial Council	Navua Town	2	1x Facility Signboard printed with the supplied Artwork: <ol style="list-style-type: none"> 1. Nabukavesi Compost Station 	1 x Notice Board printed with the supplied Artwork
Cakaudrove Provincial Council	Savusavu Town	4	2 x Facility Signboards printed with the supplied Artwork: <ol style="list-style-type: none"> 1. Nacula Compost Station 2. Buca Compost Station 	2 x Notice Boards printed with the supplied Artwork
Ba Provincial Council	Rogorogo I Vuda House Lautoka	6	3 x Facility Signboards printed with the supplied Artwork: Narewa Compost Station	3 x Notice Boards printed with the supplied Artwork



Provincial Council	Address	Number of items to be delivered	Details of Signboards	Details of Notice Board
			<ol style="list-style-type: none"> 1. Nawaka Compost Station 2. Nasolo Compost Station 	
Ra Provincial Council	Navitilevu Bay	2	1x Facility Signboard printed with the supplied Artwork: <ol style="list-style-type: none"> 1. Rokovuka Compost Station 	1 x Notice Board printed with the supplied Artwork
Nadroga Provincial Council	Sigatoka Town	8	4 x Facility Signboards printed with the supplied Artwork: <ol style="list-style-type: none"> 1. Lawai Compost Station 2. Vusama Compost Station 3. Naomagi Compost Station 4. Semo Compost Station 	4 x Notice Boards printed with the supplied Artwork
Lomaiviti Provincial Council	Levuka, Ovalau	8	4 x Facility Signboards printed with the supplied Artwork: <ol style="list-style-type: none"> 1. Naigani Compost Station 2. Manuku Compost Station 3. Yavu Compost Station 4. Mua Compost Station 	4 x Notice Boards printed with the supplied Artwork
Lau Provincial Council		10	5 x Facility Signboards printed with the supplied Artwork: <ol style="list-style-type: none"> 1. Tarukua Compost Station 2. Natokalau Compost Station 3. Lomaji Compost Station 4. Mabula Compost Station 5. Naceva Compost Station 	5 x Notice Boards printed with the supplied Artwork
Total Number of Items to Be Delivered			25	25

Specific outcomes for this tender is highlighted in the next section.



4. SCOPE OF WORK

The expected delivery of this tender is described in the following table.

Phase	Description	Documentation SPREP will provide	Consultant Output
Inception	<p>Lead an inception meeting with the PacWastePlus team 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 to confirming details on how signs will meet the desired purpose and withstand challenging climate of each of the community.</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. General description of the methods which the Contractor proposes to adopt for executing the contract, including meeting quality standards Comprehensive risk plan to ensure effective delivery of services. Any further details and information as SPREP may reasonably require. 	Final artwork for the signs	<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 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> <p>Final work plan incorporating revisions and addressing all comments by reviewers on the draft work plan</p>
Manufacture Facility Signages and Notice Boards for	Manufacture the 25 facility signages and notice boards (per specified sizes) in reputable facility.	Artwork for Printing	Manufacture Facility Signages and Notice Boards

Phase	Description	Documentation SPREP will provide	Consultant Output
Communal Compost Stations in 25 villages across Nine provinces in Fiji.	<p>The tenderers are required to manufacture signages and notice boards that meet the quality standard required to withstand challenging climate:</p> <ul style="list-style-type: none"> • Print Material <ul style="list-style-type: none"> - Weatherproof exterior grade aluminium - Anti-corrosive coating to be applied for additional protection • Climate Protection <ul style="list-style-type: none"> - Waterproofing sealant/coating to be applied on all signages - UV resistant – UV curable clear coating to be applied on all signages (coating quality at a minimum of 95% UV light blocking) - Fade resistant solvent UV ink <p>Undertake quality check of signs prior to shipping and supply photographic evidence to SPREP.</p>		Manufacture signs in reputable facility meeting required quality standard. Certify quality and provide photographic evidence to SPREP.
Delivery	<p>Arrange for and manage the delivery of the signs and notice boards to the following Provincial Council Office:</p> <ul style="list-style-type: none"> - Ba Provincial Council – Lautoka - Ra Provincial Council – Ra - Nadroga Provincial Council – Sigatoka - Lomaiviti Provincial Council – Levuka - Tailevu Provincial Council – Nausori - Rewa Provincial Council – Lomanikoro - Cakaudrove Provincial Council – Savusavu - Lau Provincial Council - Suva 	Adress for Delivery	Delivery of Signs to Provincial Council Signs and Notice Boards inspected and signed by the Provincial Council.

Phase	Description	Documentation SPREP will provide	Consultant Output
	<p>The signs and boards for each community are to be packed and separated to allow easy identification by the Provincial Council Office.</p> <p>Each Provincial Council Office will formally receive the signs upon arrival and inspect for quality.</p>		
Warranty	<p>Provide a 12-month warranty of signs. If signs experience significant corrosion, fading, or other damage (outside ordinary wear and tear), replacement of the signs is expected, along with delivery and installation in the community.</p>	Nil	<p>12-month Warranty</p> <p>Provide a 12-month replacement warranty for signs if they experience significant corrosion, fading, or other damage (outside ordinary wear and tear).</p>

Supplier Responsibilities

The supplier will be responsible for scheduling meetings with stakeholders and SPREP, taking minutes, and distributing draft documents for comment prior to finalising.



5. PROPOSED SCHEDULE OF WORK

The activities are to be completed no later than February 2025.

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
Manufacture signs	TBD
Delivery signs	TBD

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
- Product materials
- Costs associated with delivery of signs
- All applicable taxes

Submissions must include an annotated budget listing for each item as per the table in Section 3.

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