



# SPREP

Secretariat of the Pacific Regional  
Environment Programme



10th Pacific Islands Conference

## NATURE CONSERVATION AND PROTECTED AREAS

*Nature Conservation Action for a Resilient Pacific*

## REQUEST FOR TENDERS

File: AP\_6/5/8/3  
Date: 17 September, 2020  
To: Interested consultants  
From: Sela S.Simamao, PacWastePlus Finance and Procurement Officer

**Subject: Request for tenders: Removal and disposal of asbestos contaminated material (ACM), asbestos lagging, from six (6) bitumen tanks and other stored ACM as part of Niue's asbestos pilot project**

### 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 would like to call for tenders from qualified and experienced contractors who can offer their services to remove and dispose of asbestos contaminated material (asbestos lagging) from six (6) bitumen tanks and other stored ACM as part of Niue's asbestos pilot project.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.

### 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested contractors must meet the following conditions:
  - Demonstrate reliability in performance of general contracting activities through the submission of a list of references of persons (minimum of 3) who can attest to the quality of work performed by the contractor, of the referees that will be submitted at least 1 of these referees need to be building owners for whom the contractor has performed previous abatement projects.
  - Demonstrate ability to perform asbestos abatement activities by submitting evidence of the successful completion of training courses covering asbestos abatement. At a minimum, the contractor shall furnish proof that proposed team members have had instruction on the dangers of asbestos exposure, respirator use, decontamination, and appropriate occupational safety and health requirements/regulations for asbestos work.



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- Possess written standard operating procedures and employee protection plans which include specific reference to medical monitoring and respirator training programs
- Where applicable, provide copies of contractor certification programs for the performance of asbestos abatement projects.
- Provide a list of equipment available for asbestos work (may include negative air machines, type "C" supplied air systems, scaffolding, decontamination facilities, disposable clothing etc)
- Provide a summary of legal actions that the Contractor has been subject to (including contractual penalties for breach or non-compliance with contract specifications, citations levied against the contractor for violations related to asbestos abatement, description detailing all legal proceedings, lawsuits or claims etc)
- Complete the **tender application form**– (note you are required to complete all areas in full as requested, particularly the statements to demonstrate you meet the selection criteria. **DO NOT** refer us to your CV or Technical proposal. Failure to do so will result in the application **NOT** being considered)

#### 4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested contractor satisfies the conditions stated above and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria. Describe any additional minimum content and format requirements.
- 4.2. Tender documentation should outline the interested contractor's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
- 4.3. Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

#### 5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to Sela Simamao on [selas@sprep.org](mailto:selas@sprep.org) before 07 October 2020. A summary of all questions received with an associated response will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 09 October 2020.

#### 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 tenderer satisfies the following criteria:
  - a) **Experience – 80%**
    - Curriculum Vitae of all project staff and their role on this project, (5%)
    - Expertise in asbestos and ACM handling, transport, abatement and disposal (50%)
    - Expertise in managing and controlling asbestos and ACM exposure to workers and the public within the workplace (25%)
  - b) **Proposed project methodology – 10%**



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*Detailing activities to be conducted over the term of the engagement, including detail on which team members will undertake each activity and detail on how the team will execute these tasks on Niue during the current global pandemic.*

**c) Demonstration of value for money – 10%**

**7. Deadline**

- 7.1. **The due date for submission of the tender is: 16 October 2020, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked 'TENDER: Removal and disposal of asbestos contaminated material (ACM), asbestos lagging from six (6) bitumen tanks and other stored ACM as part of Niue's asbestos pilot project to one of the following methods:

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.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

**For any complaints regarding the Secretariat's tenders please refer to the  
Complaints section on the SPREP website**

<http://www.sprep.org/accountability/complaints>



## TERMS OF REFERENCE

### Niue Asbestos Pilot Project [removal and disposal of ACM – asbestos lagging - from six (6) bitumen tanks and other stored ACM]

#### 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 (PWP) 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.

A key result area of PacWastePlus is to continue to implement the asbestos removal activities under the Pilot Project in Niue.

#### 2. EXPECTED OUTCOMES

The PacWastePlus Programme seeks to deliver the following:

- ACM abatement through the removal and disposal of ACM – asbestos lagging – from six (6) bitumen tanks located at the Old Quarry Pit (Kaimiti) and at the Huihui Temporary Recycling Center (see attached photo album)
- Packaging, shipment, and disposal of ACM stored in bags located at the Huihui Temporary Recycling Center and at the Niue warehouse facility.

#### 3. SCOPE OF WORK

The PacWastePlus programme is seeking to engage a suitably qualified contractor to undertake ACM removal, transport, and off site disposal from various locations on the island of Niue.

The contractor shall have experience in ACM abatement, including knowledge of best practice asbestos management and disposal protocols and techniques, associated international ACM waste materials management legislation for disposal, and of international waste and hazardous materials legislation including the Basel and Waigani Conventions.

Work undertaken must be compliant with appropriate international standards for work health and safety of ACM abatement activities, to include the use of proper PPE and worker training and medical monitoring. The Contractor must meet the requirements of the SPREP/WHO document, *An Asbestos-Free Pacific: A Regional Strategy and Action Plan, Appendices 1: PPE Guidelines for Asbestos*



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*Handling and 2: Asbestos Handling Guidelines, adopted at the 22nd SPREP Meeting (Samoa) on 14th September 2011 .*

### 3.1 Mode of Delivery

#### **3.1.1 – RESPONSIBILITIES**

The contractor shall:

1. Liaise directly (in-country) with staff from the Niue Waste management/environment departments and government branches, to undertake this work. Be responsible for engagement of all necessary Niue stakeholders and ensure all appropriate permits and other requirements are met to enable works to be lawfully undertaken.
2. Submit an implementation Plan and ACM Removal Control Plan (the Plan) for approval by SPREP.
3. Identify a suitable facility, named in the ACM Removal Control Plan, for disposal of the ACM prior to any removal work.
4. Removal of ACM from the six (6) bitumen tanks at two separate locations: Old Quarry Pit (Kaimiti) and the Huihui Temporary Recycling Centre, in accordance with best practices presented in this tender document and in accordance with national/local requirements. See attached photo album, Asbestos Insulated Tanks.
5. Marking and re-packaging (if necessary) ACM located at the Niue Government Warehouse {approximately fifteen (15) 1.5m<sup>3</sup> HAZIBAGS} and Huihui Temporary Recycling Center {three (3) 1.5m<sup>3</sup> HAZIBAGS} for transport and disposal. See attached photo album, ACM Bags of Waste.
6. Arrange for the shipment and disposal of ACM described in Paragraphs 4 & 5 above, to an appropriately authorized landfill and execute those arrangements in compliance with control procedures under international conventions and national legislation for the shipment of asbestos waste.
7. Provide all necessary equipment, monitoring, supervision, and testing to ensure works are conducted safely, lawfully and in accordance with international best practice and National/local requirements.

#### **3.1.2 – REQUIRED TASKS**

The required tasks and deliverables are outlined as follows:

##### **Task 1 – Submission of an Implementation Plan**

The Contractor shall create and submit to SPREP an Implementation Plan that shall contain at a minimum a:

- general description of the methods which the Contractor shall adopt to execute this contract;
- proposed time schedule and sequence of events that the Contractor shall use to meet the contract including preparation stages, site works, and disposal;
- contingency planning for travel in the Pacific, allowing for weather events and natural disasters.

**Deliverable: Implementation Plan**

##### **Task 2 – Creation of, and Compliance with, an ACM Removal Control Plan**

The Contractor shall prepare and follow an ACM Removal Control Plan (the Plan) that identifies the specific control measures that shall be used to ensure workers and other persons are not at risk when ACM removal work is being conducted. The plan shall focus on the specific control measures necessary to minimize any risk from exposure to ACM. Among other procedures the Plan shall include:



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- (i) Precautions for a safe working environment and to protect against exposure to ACM at the sites:
  - Fencing of workplace with Asbestos Barrier Tape
  - Marking of workplaces with appropriate advisory-warning-prohibitive signs.
  
- (ii) Requirements leading to a reduction of occupational risk:
  - Provision of necessary PPE to workforce
  - Practical training and presentation on wearing of PPE before commencement of work
  - Dedicated areas shall be established at each site for the packaging works and for the temporary storage of ACM on site.
  - Environmental ACM contamination protective measures, e.g., polyethylene sheets on the ground of the perimeter of the workspace, to avoid contamination.
  - Provisions for necessary heavy equipment to be able to access the sites
  - Areas designated for loading and unloading of ACM.
  
- (iii) The ACM removal plan
  - Methods for removing the ACM (wet or dry methods);
  - ACM removal equipment (spray equipment, asbestos vacuum cleaners, cutting tools, etc);
  - Details of any required enclosures, including details on their size, shape, structure, etc, smoke testing enclosures and the location of negative pressure exhaust units if needed;
  - Details of temporary buildings required for ACM removal (e.g. decontamination units), including details on water, lighting and power requirements, negative air pressure exhaust units and their locations if needed;
  - Consideration of other non-asbestos related safety issues, e.g., site access, safe working protocols;
  - ACM removal boundaries, including the type and extent of isolation required and the location of any signs and barriers;
  - Personal protective equipment (PPE) to be used, including respiratory protective equipment (RPE);
  - Other control measures to be used to contain asbestos within the asbestos work area, e.g., dust suppression measures for asbestos-contaminated soil.
  - Details of air monitoring program, if needed.
  
- (iv) Decontamination Plan
  - Detailed procedures for the workplace decontamination to include the decontamination of tools and equipment,
  - Personal decontamination of non-disposable PPE and RPE,
  - Decontamination of any large ACM removal and/or tank handling equipment, e.g., excavator, backhoe, bobcat, etc.

**Deliverable: ACM Removal Control Plan.**

**Task 3 – Removal of all ACM lagging from the six (6) tanks, see attached photo album:  
Asbestos Insulated Tanks.**



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Preparation of the sites for ACM removal, Old Quarry Pit (Kaimiti) and the Huihui Temporary Recycling Center, in accordance with the best practice.

- Clearing and grubbing to access tanks
- Fencing of workplace with Asbestos Barrier Tape
- Marking of workplaces with appropriate advisory-warning-prohibitive signs
- Provision for equipment access.
- Dedicated areas established at each site for the packaging works, loading and unloading of ACM and for the temporary storage of asbestos waste on site as needed.

Stripping of ACM lagging from the six (6) tanks at the two locations

- Consistent with the Plan strip the ACM from the tanks.
- Collect any ACM that can be discerned visually on the ground that may have come from the tanks.
- All ACM shall be wetted as necessary during the operations and consistent with the Plan.
- All stripping and dismantling operations shall be performed in accordance with Plan and best international practice.
- During the work, all equipment and the entire work area shall be kept clean and equipment shall be thoroughly cleaned prior to removal from the site.
- Proper care must be exercised to ensure no contamination occurs in surrounding areas from these removal activities.

Proper marking, containment/packaging of ACM for transport/disposal

- All ACM shall be placed in polyethylene bags or other approved airtight containers of at least 0.15 mm (6mil) thickness.
- ACM that could puncture an airtight bag must be double-bagged and then placed in an approved puncture-proof container.
- Printed asbestos warning labels must appear on the outer surface of the container.
- Any friable asbestos should be adequately wetted/dampened using a low pressure, fine water spray to prevent blowing of asbestos fibers.
- Containers of ACM must be closed, without holes, rips or tears, and have no visible emissions emanating from them.
- The containers must only contain ACM and cannot be mixed with other demolition material.
- Drop sheets and barriers that are to be discarded are to be wetted or HEPA vacuumed and folded in on themselves and treated as ACM.
- Waste materials, including discarded polyethylene sheeting, sealing tape, cleaning materials, protective clothing, vacuum bags, and other contaminated materials, are treated as any other ACM for disposal purposes.

Off-site transport and temporary storage to await final disposal.

- The ACM shall be transported to a temporary storage location as approved by Niue's Department of the Environment personnel.
- A secondary containment storage - shipping container - in which the primary contained ACM is enclosed is required.
- Secondary ACM containment vessels (such as roll off bins or sea containers for intermodal transport) must be clearly marked to indicate the presence of asbestos waste.
- The maximum container size acceptable for a single load of commercial asbestos is 30 cubic meters (40 cubic yards).



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Final site clearance shall be carried out at the two locations: Old Quarry Pit (Kaimiti) and the Huihui Temporary Recycling Center and shall include a:

- Preliminary check of site condition and job completeness; and
- Thorough visual inspection inside the work area by the Contractor and personnel designated by the Niue Department of Environment to ensure no ACM remains.

**Deliverable: The safe and legal removal of all ACM from the six (6) tanks and visible ACM debris from surrounding soils.**

**Task 4 – Off-site Disposal of ACM Tank Lagging and Stored ACM located at the Niue Government Warehouse and Huihui Temporary Recycling Center, see attached photo album: ACM Bags of Waste.**

Marking and repackage of ACM located at the Niue Government Warehouse and Huihui Temporary Recycling Center for transport and disposal as needed. Because of weathering and the age of the HAZIBAGs, additionally packaging and containment may be necessary for proper shipment and disposal

ACM shall be exported abroad and disposed of by landfill.

For international disposal of ACM to occur the following processes shall be followed:

- Materials must be packaged in accordance with international standards and national standards for the transboundary movement of hazardous waste;
- Requirements of the Waigani and Basel Convention (depending on the transit and final destination);
- International Maritime Organization (IMO) requirements for shipping dangerous goods;
- Shipping details including the bill of lading and required consents must be provided prior to shipment occurring; and
- Final verification of the lawful disposal shall be provided (including dated photographs).

**Deliverable: Properly marked, repackaged [if needed] and off-site disposal by landfill of ACM tank lagging previously removed and of remaining ACM from the Niue Government Warehouse and Huihui Temporary Recycling Center.**

**Task 5 – Visual Inspection of soils to confirm removal of all ACM at these locations**

ACM contaminated soil is comprised of non-attached pieces of asbestos products and other material containing asbestos uncovered in soil during other work activities. Contamination of soils can occur because of weathering over time or when ACM are poorly handled or damaged during removal and can be detected during ACM abatement activities.

The Contractor, with the approval and oversight of Niue Department of Environment duly designated personnel, shall ensure that all visible asbestos has been removed from the two tank ACM lagging removal sites, Old Quarry Pit (Kaimiti) and the Huihui Temporary Recycling Center.

The Niue, Department of Environment will provide certification that all visible ACM debris and ACM contaminated soils have been recovered and properly handled consistent with their standards.

All ACM contaminated soil removed must be disposed of as asbestos waste.





**Deliverable: Documentation/certification from this work provided in the final report.**

**Task 6 – Provide a final report to SPREP documenting all ACM abatement activities including removal and offsite disposal.**

Final Report shall include:

- Confirmation that works have been completed at all locations;
- Documentation of practices, equipment and processes that were used, and that all works were conducted in accordance with international best practice;
- Verification that ACM removed in this action have been lawfully disposed of in accordance with international best practice and national requirements;
- Photographic log showing work undertaken;
- Confirmation of site closure and legal handover process to the relevant authorities; and
- Certification, by appropriate Niue regulators as designated by the Niue Department of the Environment, of ACM waste disposal and proper ACM handling.

**Deliverable: A final report to SPREP documenting all ACM abatement activities including removal and offsite disposal.**

### **3.1.3 - PROGRESS MEETINGS**

The contractor is required to participate in the following meetings as follows:

<b>Meeting Type</b>	<b>Representatives Required</b>	<b>Frequency</b>	<b>Teleconference / Site</b>
Initial project kick-off conference	Supplier Representative and SPREP Representative	Once	SKYPE or other application
Progress Meetings each fortnight	Supplier Representative and SPREP Representative	Fortnightly	SKYPE or other application

### **3.1.4 - REPORTING**

During the term of this Agreement the Contractor shall provide SPREP with the documents as set out in the table below in Table 1:

*Table 2: Project Reports*



Report type and content	Description	Due Date
Implementation Plan	Includes a general description of the methods which the Contractor proposes to adopt for executing the contract proposed time schedule and sequence of events that the Contractor will use to meet the contract including preparation stages, site works, and disposal, and contingency plan for travel in the Pacific, allowing for weather events and natural disasters.	Fifteen business days after Contract signing
ACM Removal Control Plan	An ACM removal control plan shall identify the specific control measures that shall be used to ensure workers and other persons are not at risk when asbestos removal work is being conducted. The plan is focused on the specific control measures necessary to minimise any risk from exposure to asbestos.  The structure of the asbestos removal control plan may be generic but shall address the specific situation and requirements for this project.	Thirty business days after approval of Implementation plan
Final report to SPREP documenting all ACM abatement activities.	The consultant will provide a final report to SPREP documenting all ACM abatement activities including removal and offsite disposal. The submission and acceptance by SPREP of this report represents completion of the project	No later than thirty business days after completion of all TASKS

### 3.2 Schedule of Work

All activities are to be completed as soon as practicable, but no later than **31 May 2021**. Specific activity delivery dates are provided in Table 2.

Table 2: Project Schedule

Due Date	Activity
<i>Notification of Successful Consultant</i>	
Seven (7) business days after Contract signing	1. Commencement Meeting between Successful Consultant and PacWaste Plus Team
Fifteen (15) business days after Contract signing	2. Submission of Implementation Plan
Thirty (30) business days after approval of Implementation plan	3. Submission of ACM Removal Control Plan



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As needed to complete project by 31May2021	4. All ACM lagging from the tanks (see attached documentation of sampling), and any ACM on the ground that may have come from the tanks, removed; followed by proper containment of the material, transport and storage for subsequent disposal.
As needed to complete project by 31May2021	5. Execute the packaging, transport and off-site disposal of ACM from the Niue Government Warehouse and Huihui Temporary Recycling Center and the ACM lagging removed from the tanks.
No later than 31May2021	6. Provide a final report to SPREP documenting all ACM removal activities and final disposal.

### 3.3 Budget

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

- Salary
- Travel
- Equipment Rental
- Shipping and Transportation
- Landfill disposal fees
- Permit or other fees as needed to meet national/international agreements
- All applicable taxes

Proposals above USD 60,000 may not be considered.

If additional funding is required to deliver on these outcomes, tenderers shall provide

- (1) a listing of tasks that can be achieved under the identified funding
- (2) an annotated budget listing each remaining task and the funding necessary to execute that work.

SPREP reserves the right to proceed with the Task(s) it deems necessary.

## 4. Other Information

The successful contractors 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)

In-country arrangements and support from country counterparts will be confirmed once the Agreement is awarded and the Scope of Works is shared with the country focal point.

Attached to this Terms of Reference are three (3) documents:

- Photo Album: Asbestos Insulated Tanks
- Photo Album: ACM Bags of Waste
- October 27, 2011 and May 20, 2015 letters from Dowdell & Associates LTD, documenting analysis of bulk samples