

REQUEST FOR TENDERS

RFT: 2021/PWP-107-CON
File: AP_6/5/8/4
Date: 3 June, 2021
To: Interested consultants
From: PacWastePlus Finance and Procurement Officer

Subject: Request for tenders: Waste to Energy Research

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 would like to call for tenders from qualified and experienced consultants, who can offer their services to undertake waste to energy research for the PacWastePlus Programme.
- 2.2. The Terms of Reference of this consultancy are set out in Annex A.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
 - Submit a detailed Curriculum Vitae detailing qualification and previous relevant experience for each proposed member of this consultancy.
 - Provide examples of past related work
 - 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).
 - Complete the attached Conflict of Interest Form.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant 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.
- 4.2. Tender documentation should outline the interested consultant's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. 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 pwprocument@sprep.org before 14th June 2021. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 18th June 2021.

6. Evaluation criteria

- 6.1. SPREP will select a preferred consultant 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
 - Demonstrated experience in conducting research (focus on both company, and officers to deliver the works) **15%**
 - Demonstrated experience working with or knowledge of operation of waste technology, waste technology engineering and/or Environment and Social Safeguard Assessment on Waste Technology or Energy Plants (specific to the officers to undertake the works) **25%**
 - Examples provided of past works relevant to this activity (links to output reports or products that provide insight into research approach and writing style) **10%**
 - B. Proposed Project Methodology
 - Detailing activities to be conducted over the term of the engagement, with specific mention of:
 - Research plan and scope of investigation to provide necessary guidance to the region **20%**
 - Risk plan (with mitigation measures) to ensure successful delivery of the project **20%**
 - C. Demonstration of Value for Money **10%**

7. Deadline

- 7.1. **The due date for submission of the tender is: 23rd June 2021.**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked 'TENDER: Waste to Energy Research' to one of the following methods:



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.

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>