



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

## REQUEST FOR TENDERS

RFT: PWP-129-CON  
File: AP\_6/5/8/4  
Date: 25 May, 2022  
To: Interested consultants  
From: PacWastePlus Finance and Procurement Officer

**Subject: Request for tenders (RFT): Development of a Timor-Leste National healthcare waste management strategy 2022-2026**

### 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](http://www.sprep.org).

### 2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to develop the Healthcare Waste Management Strategy 2022-2026 for Timor-Lester
- 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://www.sprep.org/attachments/Publications/Corporate\\_Documents/spreporganisational-values-code-of-conduct.pdf](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 consultants 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 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*).  
*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 [pwprocurement@sprep.org](mailto:pwprocurement@sprep.org) before 17 June 2022. 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 22 June 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 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 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
<b>Experience</b>	Demonstrate experience in the development of national strategies/systems. Preference given to tenderers that have developed healthcare waste management strategies and have experience in the Pacific region and Timor-Leste.	25%
	Demonstrate an understanding of healthcare waste treatment processes and systems. Preference for tenderers who can demonstrate working knowledge of hospital systems managing healthcare waste.	15%
	Demonstrated experience in national and local monitoring and evaluation processes that include strengthened reporting, monitoring, and evaluation mechanisms	15%
<b>Methodology</b>	Proposed project methodology noting schedule, activities, concurrent or sequential development, engagement with country representatives, etc. Preference given to consultants to provide details of their preferred strategy structure and provide specific information on how they will deliver and manage the requested works.	25%

## 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.



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- 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: 01 July 2022, 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 'PWP-129-CON: **Development of a Timor-Leste National healthcare waste management strategy 2022-2026**'

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

### Development of a Timor-Leste National healthcare waste management strategy 2022-2026

#### 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).

The programme has set aside funding to invest in projects that support positive waste management and environment outcomes for businesses, community groups and social enterprises.

#### 2. INTRODUCTION TO PROJECT

A Key Result Area (KRA) of the PacWastePlus Programme is to address Healthcare Waste Management (HCWM) issues. Timor-Leste has chosen this area as the area of greatest need for PacWastePlus investment.

The environmentally sound management of wastes will rely on a roadmap to guide the government and relevant stakeholders in delivering desired outcomes, by way of an endorsed national strategy and its implementation.

The vision for the Timor-Leste National Healthcare Waste Management Strategy for 2022 - 2026 is an integrated and sustainable health care waste management system developed to ensure that all waste generated within the health sector are managed without adverse effects on human health and environment.

The National Healthcare Waste Management Strategy shall include reference to each waste stream generated from public healthcare facilities to reduce, re-use (if possible) and recycle materials to avoid or eliminate health/environmental impacts from healthcare waste.

#### 3. EXPECTED OUTCOME

The PacWastePlus Programme seeks to engage a consultant to deliver the following:

- Development a National Healthcare Waste Management Strategy for 2022 - 2026 that is an annex to, and is not inconsistent with, the current 2012-2030 National Health Sector Strategic Plan in place for Timor-Leste.

#### 4. SCOPE OF WORK

The expected delivery of this consultancy will be developed in stages and is described in the following table.

**Table 1: Scope of Work**

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 minutes shall:</p> <ul style="list-style-type: none"> <li>- Confirm activities agreed upon</li> <li>- Confirm scope to be developed as agreed by meeting participants prior to commencement of any activities.</li> </ul> <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 a</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, including preparation stages, drafting and review, training, site works, disposal, site closure and consultations.</li> <li>• Contingency plan if travel into Timor-Leste is impacted by the continued COVID-19 pandemic, weather events, or natural disasters.</li> <li>• General description of the methods which the Contractor proposes to adopt for executing the contract</li> <li>• Approach to be adopted for operator training appropriate for the Pacific Island context.</li> <li>• Comprehensive risk plan to ensure effective delivery of services.</li> </ul>	Nil	<p><b>Inception meeting</b></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.</p> <p><b>Draft Work Plan</b></p> <p>The Draft Work Plan shall be delivered to SPREP for its consideration and comment.</p> <p><b>Final Work Plan</b></p> <p>Final work plan incorporating revisions and addressing all comments by reviewers on the draft work plan</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<ul style="list-style-type: none"> <li>Any further details and information as SPREP may reasonably require.</li> </ul>		
<p>Develop National Healthcare Waste Strategy for 2022 - 2026 (draft document)</p>	<p>Develop a National Healthcare Waste Strategy for 2022 - 2026 that is not inconsistent with the current 2012-2030 National Health Sector Strategic Plan in place for Timor-Leste.</p> <p>The vision for the Timor-Leste health care waste strategy is <b>an integrated and sustainable health care waste management system developed to ensure that all wastes generated within the health sector are managed without adverse effects on human health and environment.</b></p> <p>National Healthcare Waste Strategy for 2022-2026 shall include but not be limited to the following topics:</p> <ul style="list-style-type: none"> <li>Determination of the current status of healthcare waste management in Timor-Leste using the PacWaste: Healthcare Waste Management Baseline Survey of April 2014, and other relevant documents.</li> <li>Provision of appropriate and achievable goals with objectives to achieve the desired state [above in bold] as part of and consistent with the current 2012-2030 National Health Sector Strategic Plan in place for Timor-Leste</li> <li>Developed strategy, i.e., plan/process, to change from the current state as determined from the work in bullet point # 1, to the desired status, i.e., meeting the objectives and goals laid out bullet point # 2.</li> <li>Develop appropriate and achievable national and local monitoring and evaluation processes that evaluate whether the plan /process is achieving the goals for the healthcare waste management system set out in bullet point #3.</li> </ul> <p>The National Healthcare Waste Strategy for 2022-2026 should address all waste generated in Hospitals and clinics. A key focus should be the materials that are hazardous and</p>	<p>National Health Sector Strategic Plan 2011-2030, MoH, 2011</p> <p>PacWaste: Healthcare Waste Management Baseline Survey - April 2014,</p> <p>Preparation of National Health-Care Waste Management Plans in Sub-Saharan Countries - Guidance Manual, Secretariat of the Basel Convention and World Health Organization</p>	<p><b>Draft National Healthcare Waste Strategy for 2022 - 2026</b></p> <p>The draft Annex shall address requirements identified in the Description of this Phase.</p> <p><b>National Healthcare Waste Strategy for 2022 - 2026 (for adoption)</b></p> <p>The final National Healthcare Waste Strategy for 2022 - 2026 shall have incorporated all revisions and addressed all comments by reviewers and stakeholders.</p>



Phase	Description	Documentation SPREP will provide	Consultant Output
	<p>possibly transmit infections, but should not exclude non-medical waste, recyclable materials, and residual waste.</p> <p>It is recommended a possible strategy structure could mirror the current 2012-2030 National Health Sector Strategic Plan in place for Timor-Leste. If a tenderer feels a different structure may be more appropriate, they should provide specific details in their tender submission for consideration and understanding of the 'value add' they are proposing.</p>		

## Institutional Arrangement

It is expected that this project will be undertaken remotely, and not require any travel. Introductions to representatives of Timor-Leste will be facilitated by the PacWastePlus team.

## Consultant Responsibilities

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

## 5. SCHEDULE OF WORK

The activities are to be completed no later than **01, January 2023** with a preference for the activities to be completed much earlier.

Expected project activity is detailed in Table 2, it is expected that tenderers will detail how and when each of these steps will be delivered.

**Table 2:** Project Schedule

Activity/Deliverable	Timeline
Draft Work Plan	No later than two (2) weeks from date of Contract Execution
Final Work Plan	No later than two (2) weeks from date of receipt of final comments on draft Work Plan
Draft National Healthcare Waste Strategy for 2022 - 2026	No later than ten (10) weeks from date of approved Work Plan
National Healthcare Waste Strategy for 2022 - 2026 (for adoption)	No later than two (2) weeks from date of receipt of final comments on Draft National Healthcare Waste Strategy for 2022 - 2026

## 6. BUDGET

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

- Salary costs (hourly rate)
- All applicable taxes

Submissions must include an annotated budget listing for each task.

Proposals above \$60,000 USD will not be considered

SPREP reserves the right to withdraw this tender at any time, to accept or reject any or all bids and to waive any formal defects or irregularities in this bid, 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](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