SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT PROGRAMME

TENDER APPLICATION FORM

RFT: 2026-GEFIS-046
File: AP_6/5/9/3

THIS APPLICATION IS FOR THE FOLLOWING TENDER:
Consultancy for a Viability Study on the Collection, Recycling and Sustainable Management of End-of-Life Vehicles (ELVs) in Pacific Island Countries, Including the Identification and Management of Persistent Organic Pollutants (POPs)-Containing Components

*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.

1.	**DETAILS**		
NAME OF FIRM *(if applicable)*			
NAME OF PRINCIPAL CONTRACTOR			
LIST OTHER PROPOSED PERSONNEL *(if applicable)*			
NATIONALITY			
POSTAL ADDRESS		E-MAIL ADDRESS	
TELEPHONE WORK		MOBILE NUMBER	
TELEPHONE HOME		FAX NUMBER	

2.	**ACADEMIC BACKGROUND** *(PRINCIPAL CONTRACTOR & PROPOSED PERSONNEL)*	
Dates	Institution/Country	Qualification Attained

3.	**WORK EXPERIENCE**	
Dates	Employer	Position (briefly list core functions)

4.	**PROFESSIONAL AFFILIATIONS/AWARDS**	
Dates	Organisation	Member/Award Status

5.	PROFESSIONAL REFEREES (Provide three references relevant to this tender submission, including the most recent work completed)	
Name	Position	Organisation & Contact Details

6.	STATE HOW YOU MEET EACH SELECTION CRITERIA

CRITERIA 1 Company Experience and Expertise (15%)

Proven experience in End-Of-life Vehicle (ELV) management, including vehicle dismantling, recycling, material recovery and environmentally sound management of ELVs.

CRITERIA 2 Company Experience and Expertise (15%)

Demonstrated experience in the planning and design of recycling of resource recovery facilities, including engineering design, equipment specifications, infrastructure planning and operational requirements. Experience in Small Island Developing States is an advantage.

CRITERIA 3 Company Experience and Expertise (15%)

Demonstrated experience in economic and financial analysis, including cost-benefit analysis.

CRITERIA 4 Company Experience and Expertise (10%)

Demonstrated knowledge and practical experience in the identification, removal, handling, transport and environmentally sound management of Persistent organic Pollutants (POPs) and other hazardous components contained within ELVs.

CRITERIA 5 Methodology (20%)

Detailed methodology to deliver the required project components and must include sub activities and timeline for delivery.

**full details can be attached separately*

CRTITERIA 5 Risk Plan (5%) Risk Plan (with mitigation measures) that will ensure the successful delivery of the project.
**full details can be attached separately*
CRTITERIA 6 Financial Proposal (20%) 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 costs/taxes.
**full details can be attached separately*

7.	**GENERAL INFORMATION**
Declaration of close relations to any individual who is currently employed at SPREP. Please list name/s and nature of relationship.	
Declaration Tenderer has no 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.	
Declaration Tenderer (and other proposed personnel) have not been charged with any child related offences	
Discipline Record (list past employment disciplinary cases or criminal convictions, if any)	
Status of COVID-19 Vaccination	

8.	**ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT**

9.	**HOW DID YOU LEARN ABOUT THIS TENDER?**
10.	**CERTIFICATION & AUTHORISATION:** **All information submitted herewith is true and correct. SPREP has the authority to seek verification of any information provided.** **By signing this application form you are indicating your agreement to SPREP's Standard Terms and Conditions outlined in the Contract for Services (attached). SPREP Standard Contract Terms and Conditions are non-negotiable.**

Signature	**Date**

<u>The following documents must be attached to this Tender application form:</u>

- Curriculum Vitae – Principal Contractor & Proposed Personnel
- Conflict of Interest Form
- Any other relevant information to support this tender application.

CONFLICT OF INTEREST FORM

Request for Tender (RFT) – Consultancy for a Viability Study on the Collection, Recycling and Sustainable Management of End-of-Life Vehicles (ELVs) in Pacific Island Countries, Including the Identification and Management of Persistent Organic Pollutants (POPs)-Containing Components

☐ I confirm that I, my family members, and the organisation or company that I am involved with are independent from SPREP. To the best of my knowledge, there are no facts or circumstances, past or present, or that could arise in the foreseeable future, which might call into question my independence.

If it becomes apparent during the procurement process that I may be perceived to have a conflict of interest, I will immediately declare that conflict and will cease to participate in the procurement process, unless or until it is determined that I may continue.

OR

☐ I declare that there is a potential conflict of interest in the submission of my proposal [please provide an explanation with your proposal]

_____ _____

Name, Signature Date

Title_____