REQUEST FOR TENDERS

RFT: WRP_2026-024
File: AP_3/39
Date: 9 November, 2026
To: Interested service providers
From: WRP Procurement Officer

Subject: **Request for tenders (RFT): Procurement of Generator for the Regional Specialised Meteorological Centre (RSMC), Nadi, 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 service providers who can offer their services to supply a replacement standby generator for the Fiji Meteorological Services office which hosts the Regional Specialized Meteorological Centre (RSMC), Nadi Fiji.

2.2. The Terms of Reference of the consultancy are set out in Annex A.

2.3. The successful service provider 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, Annex A, and Annex B** 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 where the provider is based.

v. (a) be a legally registered business with [valid tax registration] in Fiji or be represented by a registered agent;

vi. Hold, or engage subcontractors who hold, the electrical licenses required by Fiji law for installation work;

vii. be an authorised dealer or distributor of the proposed generator brand, with local or regional technical support;

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 supplier 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 suppliers 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) **Annex A – Technical Compliance Schedule** which contains the details to achieve the tasks outlined in the Terms of Reference.

e) **Annex B – Price Schedule** – provide a detailed outline of the costs involved in successfully delivering this project submitted in Fijian Dollars (FJD) 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 for comparable generator supply and installation projects (of at least [200] kVA) completed within the last [five] years, with client contact details.

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 16 November 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 18 November 2026

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%

Detail	Weighting
Technical compliance and quality of proposed equipment	**60%**
Experience, references and programme delivery	**10%**
Warranty, after-sales support and local service capability	**10%**

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: 23 November 2026, 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 WRP-2026-024: **Procurement of Generator for the Regional Specialised Meteorological Centre (RSMC), Nadi, Fiji'**

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.

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

1. Introduction and Background

1.1 SPREP (the **Client**) invites suitably qualified and experienced suppliers (the **Supplier**) to submit a tender for the supply, delivery, installation, testing, commissioning and handover of a new standby diesel generator set rated between 250 kVA and 280 kVA, at the Fiji Meteorological Service (FMS) office site at Namaka, Nadi.

1.2 The generator will provide backup power to essential equipment of the Fiji Meteorological Services such as the National Weather Forecasting Centre, the IT Servers, and other identified equipment during mains failure. Continuity of supply is critical to the FMS operations, and the installation must operate reliably in a coastal, tropical and cyclone-prone environment.

2. Definitions and Interpretation

2.1 **Standby rating** and **prime rating** have the meanings given in ISO 8528-1. Unless stated otherwise, all ratings in this document are standby (ESP) ratings at the site conditions in Section 4.

2.3 **Practical Completion** means completion of installation, successful commissioning tests and handover of all documentation, as certified in writing by the Client.

3. Scope of Supply and Works

3.1 The tender must include all equipment, materials, labour, transport, supervision and services necessary to deliver a complete, safe and fully operational standby power system, including:

(a) a new diesel generator set, with engine, alternator, base frame, anti-vibration mounts and weatherproof, sound-attenuated enclosure;
(b) exhaust system, silencer and associated accessories;
(c) generator control and protection panel, with remote monitoring;
(d) starting batteries, battery charger and ancillaries;
(e) fuel system, including integral or external fuel tank, fuel level sensing, bunding and fill/drain provisions;
(f) output circuit breaker and protection devices;
(g) power, control and earthing cables, glands, terminations and containment between the generator, ATS and the connection point described in Section 4;
(h) delivery, off-loading, positioning and anchoring at the installation location;
(i) factory testing, on-site testing and commissioning;
(j) training of Client staff;
(k) operation, maintenance and service documentation, and as-built drawings;
(l) initial fill of fuel, lubricants and coolant, and an initial consumables kit; and
(m) warranty and after-sales support.

3.2 **Responsibility matrix.** Unless the Client has marked an item otherwise below, the Supplier is responsible.

Item	Supplier	Client and Fiji Meteorological Service
Load assessment and generator sizing confirmation		Provide load data
Concrete plinth / foundation and anchoring	[✓]	There is a pre-existing structure for the generator (supplier is invited to inspect)
Generator-to-ATS and ATS-to-switchboard cabling	[✓]	
Modifications to existing main switchboard	[✓]	
Earthing system and testing	[✓]	
Fuel bunding and spill containment	[✓]	
Ventilation and exhaust routing	[✓]	
Removal and disposal of any existing generator		TBC
Statutory approvals, permits and inspections	[✓ / ✗]	[✗ / ✓]
Access, power and water during works		[✓]

3.3 Any item not listed above but necessary for a complete installation is deemed included in the Supplier's price.

4. Site Information and Load Data

4.1 **Location:** Fiji Meteorological Service, Namaka, Nadi, Fiji. Installation location: [Generator building], approximately [height of 5m and area of 40m²] available. Access route and any restrictions: [separate gate and access from the main access gate to FMS. This is locked gate, access only with approval and attendance of FMS Technical staff].

4.2 **Site conditions for rating and design:** Altitude [30m above sea level]; design ambient temperature [20°C to 40°C]; relative humidity up to [95]%; coastal salt-laden atmosphere; tropical cyclone exposure; [flood risk].

4.3 **Site visit:** An optional site visit can be made available upon request to the FMS team. Contact Harish Pratap/Vuniwaqa Veitokiyaki to register on +679 672 4888 or email harish.pratap@met.gov.fj / vuniwaqa.veitokiyaki@met.gov.fj and copy maricar@sprep.org

5. Technical Requirements

All values below are minimum unless stated otherwise.

5.1 General and Rating

Item	Requirement
Type	New diesel-engine-driven standby generator set, factory assembled on a common base frame
Rating	Standby (ESP) rating of 250–280 kVA at 0.8 power factor and site conditions in Section 4; supplier to state prime (PRP) rating also
Voltage / frequency / phases	415 V, 3-phase, 4-wire, 50 Hz
Power factor	0.8 lagging
Speed	1500 rpm
Performance class	ISO 8528-5 class [G2 / G3]
Voltage regulation	[±1%] steady state
Frequency regulation	[Isochronous / ±0.25%] steady state
Starting	Automatic electric start; start and full-load acceptance within [10] seconds of mains failure signal
Loading	Capable of accepting 100% load step in one step
Manufacturer	Established manufacturer with [minimum 10] years in business; ISO 9001 certified factory

5.2 Engine

Item	Requirement
Fuel	Diesel
Cooling	Water-cooled, set-mounted radiator suitable for the site design ambient temperature
Governor	Electronic
Starting aids	Jacket-water heater for immediate starting, thermostatically controlled
Filtration	Fuel filter with water separator; air filter suitable for coastal and dusty conditions
Emissions	Supplier to declare
Information required	Make, model, number of cylinders, displacement, fuel consumption at 25/50/75/100% load

5.3 Alternator

Item	Requirement
Construction	Brushless, self-excited (or PMG-excited), single bearing or two bearing, 2/3 pitch winding
Insulation / temperature rise	Class H insulation, temperature rise Class [H/F] at standby rating
Protection	IP23 minimum; anti-condensation heater
Short-circuit capability	Sustain 300% of rated current for [10] seconds (or as stated by the manufacturer for motor starting and fault clearance)
Information required	Make, model, efficiency, THD, motor starting capability

5.4 Enclosure and Environmental Protection

Item	Requirement
Enclosure	Weatherproof, sound-attenuated, corrosion-resistant enclosure with marine-grade finish suitable for coastal conditions (material and coating specification to be stated)
Noise	Not more than 70 dB(A) at 7 m, free field, at full load; test certificate or manufacturer data required. Supplier must also comply with any applicable local noise limits
Cyclone and wind loading	Enclosure, anchoring and exhaust must be designed for the wind loads applicable at the site in accordance with [applicable Fiji / regional wind standard]; Supplier to state design wind speed
Ventilation	Adequate air flow for full-load operation at design ambient temperature; inlet and outlet louvres to prevent rain ingress
Safety	Guarded moving parts, hot surfaces shielded, lockable access doors, emergency stop accessible from outside the enclosure, warning labels
Dimensions and weight	To be stated; must fit the installation location in Section 4

5.5 Fuel System

Item	Requirement
Tank capacity	Sufficient for a minimum of 24 hours continuous operation at 75% load, based on the engine manufacturer's fuel consumption data (indicatively approx. [1,000] L for a 250 kVA set; Supplier to confirm)

Item	Requirement
Tank type	[Integral base tank / external day tank with transfer pump]
Containment	Bunded to at least [110]% of tank volume, or double-walled tank, with leak detection
Fittings	Low-level and high-level alarms, fuel gauge with remote indication, fill point, vent, drain and sludge drain
Running time	Supplier must state estimated running times at 25%, 50%, 75% and 100% load

5.6 Control and Protection Panel

Item	Requirement
Controller	Digital microprocessor-based controller with backlit display, auto/manual/off modes and password protection
Metering	Voltage, current, frequency, kW, kVA, power factor, engine hours, oil pressure, coolant temperature, battery voltage, fuel level
Shutdown protections	Low oil pressure, high coolant temperature, overspeed, over-crank / fail to start, under/over voltage, under/over frequency, overload, short circuit, earth fault, emergency stop, low coolant level
Alarms	Low fuel, high fuel (if applicable), battery charger fail, low battery voltage, maintenance due, ATS fault, [others as available by manufacturer]
Logging	Event and alarm log with time stamp; programmable exercise timer for weekly test run
Outputs	Volt-free contacts for common alarm and running status

5.7 Starting Batteries and Charger

Maintenance-free or sealed batteries suitable for tropical use, sized for at least three consecutive start attempts; automatic float/boost battery charger with failure alarm.

5.8 Cabling, Earthing and Wiring

All cabling and installation work must comply with the applicable Fiji electrical wiring regulations and standards [AS/NZS 3000:2015]. Cable types, sizes, voltage drop and protection coordination calculations must be provided to the Client for approval before installation. Earth resistance must be tested and recorded.

5.9 Standards and Compliance

The generator set, alternator, switchgear and installation must comply with the following or their recognised equivalents, with supporting certificates or declarations provided in the quotation:

- ISO 8528 series (reciprocating internal combustion engine driven generating sets);
- ISO 3046 (reciprocating internal combustion engines);
- IEC 60034-1 (rotating electrical machines, rating and performance);
- IEC 61439 (low-voltage switchgear and controlgear assemblies);
- IEC 60947 (low-voltage switchgear, including ATS);
- applicable Fiji electrical wiring and licensing requirements; and
- applicable Fiji occupational health and safety and environmental requirements [list].

Where equivalents are offered, the Supplier must identify the standard and demonstrate equivalence.

6. Technical Information to be Submitted

The submission must include a completed technical compliance schedule (Annex A) and the following:

- (a) manufacturer, model, country of manufacture, and manufacturer's authorised dealer or agent letter for Fiji;
- (b) data sheets and test certificates for the generator set, engine, alternator, controller, ATS and enclosure;
- (c) prime and standby ratings in kVA and kW at site conditions;
- (d) fuel consumption and running time at 25%, 50%, 75% and 100% load;
- (e) noise data, dimensions, operating weight, ventilation requirements and footprint drawing;
- (f) statement on emissions;
- (g) recommended maintenance intervals and a list of recommended spares;
- (h) the availability of spare parts and technical support in Fiji or the wider Pacific region, including location of service staff and stock; and
- (i) any deviations from this document, clearly listed.

7. Installation

7.1 The Supplier may visit the site (where not already done), confirm site requirements and submit an installation method statement, programme and drawings for Client approval before work begins.

7.2 The installation must comply with the manufacturer's requirements, applicable electrical, building, environmental and occupational health and safety standards, and must be carried out by suitably licensed and qualified personnel. The Supplier must provide evidence of licensing.

7.3 Works must be carried out with minimal disruption to the FMS operations. Any planned interruption to mains supply must be agreed in writing with FMS at least three working days in advance and scheduled outside critical periods as directed.

7.4 The Supplier is responsible for site safety, waste removal and reinstatement of any areas disturbed.

8. Testing, Commissioning and Acceptance

8.1 **Factory testing:** The Supplier must provide factory test certificates for the generator set (including load test, and performance data).

8.2 **Site testing:** Following installation, the Supplier must carry out and record at least the following in the presence of the Client/FMS:

- (a) insulation resistance and earth resistance tests;
- (b) protection and alarm function tests, including simulated faults;
- (c) a load bank test of at least [two] hours, including at least [one hour at 100% load] and steps through 25%, 50%, 75% and 100% of rated load, recording voltage, frequency, temperatures and fuel consumption;
- (d) ATS tests, including mains failure and restoration, with the time to start, to accept load and to retransfer recorded; and
- (e) a test of remote monitoring and alarm notification.

8.3 The Supplier must provide any load bank and test equipment, and fuel for testing.

8.4 **Commissioning report:** A signed commissioning report with all test results must be submitted, together with a practical demonstration of the generator and automatic transfer operation to Client representatives.

8.5 **Acceptance:** The Client/FMS will issue a Practical Completion certificate only after all tests are passed, all defects are rectified and all documentation and training are complete. Any test failed must be repeated at the Supplier's cost.

9. Training and Documentation

9.1 **Training:** Not less than one day on site for up to four FMS staff, covering operation, routine checks, fuel and battery management, safety, alarms and fault finding, ATS operation and basic maintenance. Training materials must be provided.

9.2 **Documentation** (hard copy and electronic): operation and maintenance manuals; as-built drawings and wiring diagrams; single-line diagram; controller settings and parameter list; test and commissioning certificates; warranty certificate; recommended spares list; and maintenance schedule.

10. Warranty and After-Sales Support

10.1 **Warranty:** A minimum of two (2) years from the date of Practical Completion, covering parts, labour and travel for the generator set, engine, alternator, control system, ATS, enclosure and installation works, with no limit on running hours. The Supplier must state the warranty period for each item and any exclusions.

10.2 **Defects:** Defects notified during the warranty period must be attended to within 24 hours of notification (target response time) and rectified within five working days, or a replacement provided, unless otherwise agreed.

10.3 **Servicing:** The submission must include four scheduled preventive maintenance visits within the warranty period, with the Supplier supplying all parts and consumables. State clearly what is included.

10.4 **Ongoing support:** The Supplier must propose an optional maintenance contract (annual cost, inclusions, call-out response times), confirm spare parts availability for at least 10 years, and identify the service location and technicians available in Fiji.

11. Delivery and Programme

11.1 The Supplier must state the lead time from order to delivery and the total time to Practical Completion. The Client requires Practical Completion within two weeks of order or by 30th November, 2026.

11.2 Delivery terms must be stated using Incoterms (DAP Namaka, Nadi), including freight, insurance, port clearance and inland transport.

12. Commercial Terms

12.1 **Currency and prices:** Prices must be in [FJD] and itemised per Annex B. State clearly whether prices include or exclude VAT, duties and other taxes, and state any applicable exemption assumptions.

12.2 **Validity:** Quotations must remain valid for at least 60 days from the closing date.

12.3 **Payment terms:** The supplier may propose terms, which will be considered in evaluation.

12.4 **Security and insurance:** SPREP standards is outlined in the draft contract, but the supplier may propose security and insurance for SPREP's consideration.

12.5 The Client is not obliged to accept the lowest or any quotation. Submissions must be free of undisclosed conditions; any assumptions or exclusions must be stated in the submission.

13. Supplier Eligibility

The Supplier must:

- (a) be a legally registered business with [valid tax registration] in Fiji or be represented by a registered agent;
- (b) hold, or engage subcontractors who hold, the electrical licenses required by Fiji law for installation work;
- (c) be an authorised dealer or distributor of the proposed generator brand, with local or regional technical support;
- (d) provide at least three references for comparable generator supply and installation projects (of at least [200] kVA) completed within the last [five] years, with client contact details; and
- (e) disclose any conflict of interest.