



# REQUEST FOR TENDERS

File: AP\_6/5/8/3  
Date: 25 August, 2020  
To: Interested consultants  
From: Sela S.Simamao, PacWastePlus Finance and Procurement Officer

**Subject: Request for tenders: Development a Code of Practice on How to manage, control and if needed safely remove asbestos and asbestos containing materials in the workplace, tailored for use in PacWastePlus participating countries**

## 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 consultants who can offer their services to develop a code of practice on how to manage, control and if needed safely remove asbestos and asbestos containing materials in the workplace, tailored for use in PacWastePlus participating countries.
- 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 suppliers must meet the following conditions:
  - Submit a detailed Curriculum Vitae detailing qualification and previous relevant experience for each proposed personnel
  - Provide at least 3 references as part of the Tender Application
  - Provide examples of past related work outputs.
  - 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 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. Describe any additional minimum content and format requirements.

- 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 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 01 September 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 02 September 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 – 60%**
    - Curriculum Vitae of all project staff and their role on this project, (5%)
    - Understanding of asbestos mineralogy and the many uses of this material in commercially manufactured products (5%)
    - Expertise in asbestos and ACM handling, transport, abatement and disposal (20%)
    - Expertise in managing and controlling asbestos and ACM exposure in place (20%)
    - Demonstrated experience in development supporting tools that further the implementation of effective legislative instruments in the Pacific region.(10%)
  - b) **Proposed project methodology – 20%**  
*Detailing activities to be conducted over the term of the engagement, including detail on which team members will undertake each activity.*
  - c) **Demonstration of value for money – 20%**

## 7. Deadline

- 7.1. **The due date for submission of the tender is: 09 September 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: Development of a Code of Practice on how to manage, control and if needed safely remove asbestos and asbestos containing materials in the workplace, tailored for use in PacWastePlus participating countries' to one of the following methods:

Mail: SPREP  
Attention: Procurement Officer  
PO Box 240



# SPREP

Secretariat of the Pacific Regional  
Environment Programme



10th Pacific Islands Conference

## NATURE CONSERVATION AND PROTECTED AREAS

*Nature Conservation Action for a Resilient Pacific*

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

Development of a Code of Practice on How to Manage, Control and if needed Safely Remove Asbestos and Asbestos Containing Materials in the Workplace Tailored for use in PacWastePlus participating countries.

### 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.

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).

Countries participating in the PacWastePlus programme are:

Cook Islands	Papua New Guinea
Democratic Republic of Timor-Leste	Republic of Marshall Islands
Federated States of Micronesia	Samoa
Fiji	Solomon Islands
Kiribati	Tonga
Nauru	Tuvalu
Niue	Vanuatu
Palau	

### 2. EXPECTED OUTCOMES

The PacWastePlus Programme seeks to engage a consultant to:

- Undertake the development of a Code of Practice (Code) on how to manage, control and, if needed, safely remove and transport asbestos, tailored for use in Pacific Island Countries.

The creation of a Code of Practice (Code) on how to manage, control and, if needed, safely remove and transport asbestos, tailored for use in PacWastePlus participating countries. A code of practice is a set of written rules which explains how people working in a profession should behave. This Code is intended to be read by a person conducting a business or activity on how to manage risks associated with asbestos, asbestos containing materials (ACM) and asbestos-contaminated dust or debris at the workplace and thereby minimise the incidence of asbestos-related diseases such as mesothelioma,



asbestosis and lung cancer. It is recommended that other members of the community and regulators, for example a person who commissions asbestos removal work at a workplace, should read this Code to ensure they are aware of best management practices.

The Code shall provide specific guidance on identifying asbestos and ACM (including where work is being carried at a residential premise), determining whether removal is the best control option and, if removing asbestos is not the most appropriate action to take, implementing other control measures that eliminate or minimise the risk of exposure to airborne asbestos fibers.

This Code shall also describe how to safely remove, handle and transport asbestos and ACM, and shall provide further guidance for asbestos abatement crews so asbestos can be removed while eliminating, or where this is not possible, minimizing the exposure of workers and other persons to airborne asbestos.

Codes of Practice deal with issues and may not cover all relevant hazards or risks. The health and safety duties require one to consider all risks associated with work, not only those for which regulations exist. Codes of practice may be admissible in court proceedings and may regard a code of practice as evidence of what is known about a hazard, risk, risk assessment or risk control and may rely on the code in determining what is reasonably practicable in the circumstances to which the code relates.

### 3. SCOPE OF WORK

The PacWastePlus programme is seeking to engage a suitably qualified Consultant to undertake the development of a Code of Practice, tailored for use in Pacific Island countries, to guide them in (1) identifying asbestos or ACM (including where work is being carried at a residential premise), (2) determining whether removal is the best control option, (3) describe how to safely handle, transport and remove asbestos and ACM, and (4) implementing control measures (eliminate or minimise the risk of exposure to airborne asbestos fibres) if ACM is to remain in place.

#### 3.1 Mode of Delivery

##### 3.1.1 – RESPONSIBILITIES

The contractor shall:

1. Liaise directly with SPREP to undertake the required actions.
2. Be responsible for engagement of all other necessary stakeholders and ensure other requirements are met to enable work to be undertaken.
3. Provide the following support services to ensure the efficient completion of required actions and timely submission of deliverables:
  - The provision, coordination, and effective management of appropriately qualified, experienced, and professional personnel to undertake each task.
  - Ensure appropriate and timely representation at any meetings specified or required by SPREP's Representative, particularly at the Inception Meeting for the Services, which is expected to take place within 10 days of Agreement execution.
  - Effective communication with SPREP's Representative, including the early identification of emerging risks to the successful completion of each task, possible impacts upon cost of schedule, and the submission of potential solutions to address such risks to SPREP for consideration.



- Effective management of Contractor personnel, logistic arrangements, and related resources (e.g. Subcontractors) in accordance with the final methodology agreed with SPREP for delivery of the Services.
  - The employment of professional approaches to communication, negotiation, research, data gathering and analysis, to deliver final reports of professional quality which can be relied upon by SPREP and PWP participating countries involved to accurately inform and guide any subsequent project interventions.
4. Deliver the required actions remotely, and not require travel considering the current uncertainty around travel from the COVID-19 pandemic.

### **3.1.2 – REQUIRED TASKS**

The required tasks and deliverables are outlined as follows:

#### **Task 1: Analysis of current Codes for asbestos and ACM bans currently in effect internationally and their relevance for use in PWP participating countries.**

The contractor shall create and submit to SPREP an analysis of current international asbestos and asbestos containing materials Codes. The analysis shall include a:

- Concise summary of these Codes and how they were absorbed into existing governance structures,
- Potential relevance to PWP participating countries
  - Appropriate and executability within Pacific Island countries
  - Identify various components that should be included in the Code and the basis why they are relevant to PICs,

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| <ul style="list-style-type: none"><li>• <b>Deliverable: Analysis of current Codes addressing asbestos and ACM and their relevance for use in Pacific Island countries, a Report.</b></li><li>• <b>Provision of electronic copies of the codes identified through this activity</b></li></ul> |
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#### **Task 2: Develop a Code of Practice (Code) for use by PWP participating countries to guide in the management, control and, if needed, safe remove of asbestos and ACM.**

The contractor shall develop a Code for use by Pacific Island countries to guide in the management, control and, if needed, safe remove of asbestos and ACM.

The Code shall provide specific guidance on identifying asbestos and ACM (including where work is being carried at a residential premise), determining whether removal is the best control option and, if removing asbestos is not the most appropriate action to take, implementing other control measures that eliminate or minimise the risk of exposure to airborne asbestos fibers.

This Code shall also describe how to safely remove, handle and transport asbestos and ACM, and shall provide further guidance for asbestos abatement crews so asbestos can be removed while eliminating, or where this is not possible, minimising the exposure of workers and other persons to airborne asbestos..

<p><b>Deliverable: Code of Practice on How to Manage, Control and if needed Safely Remove Asbestos and ACM, Tailored for use in Pacific Island countries</b></p>
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### **3.1.3 - PROGRESS MEETINGS**

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





Meeting Type	Representatives Required	Frequency	Teleconference / Site
Initial project inception meeting	Contractor SPREP	Once	TBC
Fortnight Progress Meetings	Contractor SPREP	Fortnightly	TBC

### **3.1.4 - REPORTING**

The Contractor shall provide SPREP with the documents as set out in the table below:

Report type and content	Description
<b>Report</b> of analysis on current codes of practice addressing asbestos and asbestos containing materials and their relevance for use in the PWP participating countries	Concise summary of these Codes and how they were absorbed into existing governance structures and their potential relevance to pacific island countries.
<b>Code of Practice (Code)</b> for use by PWP participating countries to guide in the management, control and, if needed, safe remove of asbestos and asbestos containing materials (ACM).	<p>Develop a Code of Practice (Code) for use by pacific island countries to guide in the management, control and, if needed, safe remove of asbestos and ACM.</p> <p>The Code shall contain a concise summary of information that shall help, and support pacific island countries to understand, and make informed decisions about the management, control and, if needed, safe removal of asbestos and ACM.</p> <p>The Code shall contain but not be limited to the following sections and topics:</p> <p><b>a) Health and safety duties in relation to managing and controlling asbestos and ACM.</b></p> <p><b>b) Managing risks associated with asbestos and ACM</b>, that includes but is not limited to identifying asbestos or ACM, arranging a sample to identify asbestos, assessing the risk of exposure, etc.</p> <p><b>c) Asbestos documentation/register</b>, that includes but is not limited to creating an asbestos register, etc.</p> <p><b>d) Asbestos management plan</b>, that includes but is not limited to the identification of the asbestos or ACM (e.g. a reference or link to the asbestos register and location of signs and labels), decisions and reasons about management of asbestos such as safe work procedures and control measures, procedures for dealing with incidents or emergencies in relation to asbestos or ACM, etc.</p> <p><b>e) Managing other asbestos-related risks</b>, that includes but is not limited to contaminated sites, demolition and refurbishment work, asbestos-related work, transporting and disposing of asbestos or ACM, etc.</p>



**f) Asbestos removal work:**

**Duties for asbestos removal work**, that includes but is not limited to defining appropriate training and ensuring the asbestos removal worker has undertaken the relevant units of competency associated with the asbestos removal, telling various parties about the asbestos removal and providing them with appropriate information, displaying signs and installing barricades in the asbestos work area, ensuring waste containment and disposal procedures are in place ensuring air monitoring is conducted, where appropriate, etc.

**Controls applicable to all types of asbestos removal**, that includes but is not limited to identifying hazards, indicating the asbestos removal areas, wet and dry methods, PPE, waste containment, transport, and disposal, etc.

**Using an enclosure during large-scale removal work**, that includes but is not limited to designing and installing an enclosure, testing an enclosure, bulk stripping, and cleaning within an enclosure, etc.

**Methods for small scale removal work**, that includes but is not limited to glove bag asbestos removal work, wrap, and cut asbestos removal method, etc.

**Controls for specific asbestos removal work**, that includes but is not limited to removing asbestos-contaminated soil, removing asbestos in plant and pipes or pits, etc.

**Packaging, labelling, transporting and off-island disposal requirements**, that includes but is not limited to, the international convention requirements for asbestos and ACM disposal, e.g., the Basel and Waigani Conventions.

**g) Managing exposure to asbestos or ACM**, that includes but is not limited to measuring exposure to asbestos fibres, health monitoring, training workers about asbestos or ACM, etc.

**h) Controlling the risks**, that includes but is not limited to applying a hierarchy of control measures, removing and/or enclosing asbestos, etc.

The Code shall contain relevant appendices that include, but is not limited to, a glossary of relevant terms, asbestos removal control plan contents, respiratory protective equipment selection and fit testing, examples of clearance certificates, and for ACM abatement, sampling process, examples of warning signs and labels, template and example of an asbestos register, recommended safe working practices, etc.

Following the receipt of each deliverable, SPREP will endeavour to return comments and recommendations to the Contractor within 10 business days.



The Contractor will submit Final copies of each deliverable no later than 10 business days following receipt of SPREP's comments and recommendations, unless otherwise agreed upon between the Contract Managers.

The Contractor will ensure that final copies of all deliverables are submitted to SPREP no later than 1 December 2020, unless otherwise extended in writing by SPREP.

### 3.2 Schedule of Work

The activities are to be completed no later than **01 December 2020** 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	Timeline
<i>Contract Signing and Execution</i>	
1. Inception Meeting between Contractor and SPREP	Seven (7) business days from date of Contract Execution
2. Submission of Report of the analysis of current Codes addressing asbestos and asbestos containing materials and their relevance for use in the PWP participating countries	No later than thirty (30) business days from date of Contract Execution
3. Submission of Code of Practice on How to Manage, Control and if needed Safely Remove Asbestos in the Workplace Tailored for use in PacWastePlus participating countries	No later than ninety (90) business days from date of Contract Execution

### 3.3 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.

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

Submissions that exceed USD \$20,000 may not be considered.

## 4. 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)