

## REQUEST FOR TENDERS

RFT: PWP-137-CON  
File: AP\_6/5/8/4  
Date: 10 November, 2022  
To: Interested contractors  
From: PacWastePlus Finance and Procurement Officer

**Subject: Request for tenders (RFT): Asbestos contaminated materials(ACM) removal and disposal in Tonga**

### 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:
  1. We value the Environment
  2. We value our People
  3. We value high quality and targeted Service Delivery
  4. 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 contractors who can offer their services to undertake removal and disposal in Tapuhia landfill of asbestos contaminated materials (ACM) from high-risk building locations on Tongatapu and the development of a strategic action plan for eventual removal/abatement of ACM in Tonga.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful contractor 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 contractors must meet the following conditions:

1. Have international qualifications equivalent to that required in one of the SPREP metropolitan countries [United States, France, the United Kingdom, Australia, or New Zealand] to lawfully conduct asbestos abatement activities for both friable and non-friable asbestos and knowledge of best practice asbestos management and disposal protocols and techniques.
  2. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
  3. Provide three referees relevant to this tender submission, including the most recent work completed;
  4. Provide examples of past related work outputs;
  5. 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.*
  6. Submissions must include a **TECHNICAL PROPOSAL** that includes a detailed work plan, methodology schedule of activities, and other items deemed necessary by the tenderer.
  7. Submissions must include a **FINANCIAL PROPOSAL** that has an annotated budget listing for each task as required of the scope of works
  8. 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 contractor 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.
- 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 16 November 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 18 November 2022.
  1. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
  2. 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.
  3. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
  4. 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 contractor 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.

**1. Technical Score – 80%**

Criteria	Detail	Weighting
<b>Experience &amp; Expertise</b>	Demonstrated 5 years or more of experience in conducting friable and non-friable (ACM) asbestos abatement activities in accordance with international best practices. Previous experience working in Pacific Island Countries and Territories or equivalent locations. Specific experience in Tonga and with Tongan Government would be preferable	30%
	Demonstrated experience in delivery of local training and assessment (experience in training people from diverse language and cultural backgrounds and with low literacy skills is desirable)	10%
	Demonstrated experience in developing long-term strategic asbestos management plans to guide government policy	10%
<b>Methodology</b>	Proposed project methodology noting schedule, activities, concurrent or sequential development, engagement with country representatives, etc.	30%

**2. 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. a. SPREP may amend, suspend or terminate the RFT process at any time.
  1. 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>).

2. 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.
3. 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: 25 November 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-137-CON: **Asbestos contaminated material (ACM) removal and disposal in Tonga**

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

Removal and disposal in Tapuhia landfill of asbestos contaminated materials (ACM) from high-risk building locations on Tongatapu and the development of a Strategic Action Plan for eventual removal/abatement of ACM in Tonga

### 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).

Countries participating in the PacWastePlus programme are:

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

### 2. INTRODUCTION TO PROJECT

PacWastePlus is investing in projects that support positive waste management and environment outcomes for businesses, community groups and social enterprises. As such, PacWastePlus is assisting member countries to implement legislation that enables best practice in waste management.

A previous asbestos survey (conducted by PacWaste) identified 30 of the 1,600 residential properties surveyed, were suspected of containing ACM in the roofing material. The same survey identified 12 of the 17 non-residential buildings also contained asbestos.

In 2014, Cyclone Ian caused extensive damage in the Ha'apai Group of Islands. Residences and other buildings with asbestos were destroyed, but much of the resulting asbestos debris has now been collected. Following TC Gita in 2018 and TC Harold in 2020, numerous buildings were damaged in Tongatapu, and in Ha'apai and 'Eua. The Hunga Tonga Hunga Ha'apai volcanic eruption in January of 2022 caused a tsunami that severely damaged most of the Ha'apai Island Groups wiping out majority of residential houses including residential homes with asbestos containing material (ACM). Given the Amount of asbestos known to be present, and the increased risk of climate induced natural disasters, Tonga is seeking the assistance of the PacWastePlus programme to undertake asbestos abatement work in government owned buildings in Tongatapu.

This engagement is seeking a suitably qualified contractor to undertake the following:

- **Removal of ACM from selected buildings on the Island of Tongatapu.** All abatement work will be conducted in a safe manner consistent with international agreed standards and all trained workers at the site will wear proper PPE.

- **Development of a Strategic Asbestos Management Plan for Tonga** detailing the short, medium, and long-term management options to safeguard the islands residents from asbestos exposure risk.

The Department of Environment, Tonga together with the National Officer for PacWastePlus Project, conducted an asbestos assessment in Tonga during August of 2022. Four (4) buildings were selected for abatement. Those buildings are detailed in the **Table 1**. The asbestos minerals present in the ACM are mainly Chrysotile, Amosite, and a small percentage of Crocidolite<sup>1</sup>.

**Table 1:** Measured area of ACM roofing and cladding at selected buildings

**Calculated Area = L x W**

Site Name	Location	Estimated Area m <sup>2</sup>	Comments
MOI Workshop	Vaololoa	1686 m <sup>2</sup>	
Building 1		(1144 m <sup>2</sup> )	Asbestos Fibre Cement Roof & façade cladding
Building 2		(287 m <sup>2</sup> )	Asbestos Fibre Cement Roof
Building 3		(255 m <sup>2</sup> )	Asbestos Fibre Cement Roof
Storage house Quarter 35 & 40	Kolofo'ou	34 m <sup>2</sup>	Asbestos Fibre Cement Roof
Quarter 77	Kolofo'ou	207 m <sup>2</sup>	Asbestos Fibre Cement Roof
Quarter 88	Tofoa	125 m <sup>2</sup>	Asbestos Fibre Cement Roof
<b>TOTAL</b>		<b>2052m<sup>2</sup></b>	

### 3. EXPECTED OUTCOMES

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

1. Develop a workplan and a timeline for completion of the required activities.
2. Develop an ACM Removal Control Plan for review, approval, and use when conducting abatement works.
3. Development and delivery of ACM abatement training to Tonga asbestos abatement workers to build on-island support workforce.
4. Remove ACM from the selected buildings consistent with the ACM Removal Control Plan.
5. Dispose of ACM at the Tapuhia Landfill in Tonga, consistent with the ACM Removal Control Plan to be developed.
6. Develop a Strategic Asbestos Management Plan for Tonga

<sup>1</sup> According to the PacWaste Survey of the Regional Distribution and Status of Asbestos Contaminated Construction Material and Best Practice Options for its Management in Pacific Island Countries. Tonga Report (2015),

PO Box 240, Apia, Samoa T +685 21929 F +685 20231 [sprep@sprep.org](mailto:sprep@sprep.org) [www.sprep.org](http://www.sprep.org)

#### 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	Supplier Output
<b>Inception</b>	<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 Contractor shall create and submit to SPREP a Work Plan that shall upon execution ensure effective delivery of services under this contract.</p> <p>Following the confirmation of the list of buildings for ACM abatement, the Contractor shall acquire an estimate of the volume of asbestos to be removed from the selected sites and acquire costings on this work.</p> <p><b>Project Work Plan</b></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>Table listing the facilities provided by SPREP/PWP-Tonga for abatement, evaluate the number of facilities/buildings that can be abated with the current funding provided under this Contract.</li> <li>Contingency plan if travel into Tonga 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>Detailed explanation of proposed costs including bill of quantities, equipment list, hire rates (local for equipment that is</li> </ul>	<p>See Table 1: Measured area of ACM roofing and cladding at selected buildings above.</p> <p>Assessment and Analysis of Selected Buildings for Asbestos Abatement, Tongatapu, Tonga. September 2022</p>	<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>Development and submission of a draft workplan that addresses the needs of this ToR.</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> <p><b>Final Training Materials</b></p> <p>Abatement crew training materials and content incorporating revisions and addressing all comments by reviewers.</p>



Phase	Description	Documentation SPREP will provide	Supplier Output
	<p>sourced in Tonga), personnel rates and time required for each item/personnel.</p> <ul style="list-style-type: none"> <li>Abatement crew training materials and content, as well as any resources developed/provided for the training. The Contractor shall use a Best Practice Approach (BPA) to this hazardous work to ensure that all workers removing asbestos products and registered visitors to the site are kept safe while work is underway. The training materials and content shall be appropriate for the Pacific Island context and meet all local requirements.</li> <li>Comprehensive risk plan to ensure effective delivery of services.</li> </ul> <p>Any further details and information as SPREP may reasonably require.</p>		
<b>ACM Removal Control Planning</b>	<p>The ACM removal control plan shall identify the specific control measures that shall be used to ensure workers and other persons are not at risk when asbestos removal work is being conducted. The plan is focused on the specific control measures necessary to minimise any risk from exposure to asbestos. The structure of the asbestos removal control plan may be generic but shall address the specific situation and requirements for this project.</p> <p>The aim of the plan is to outline the specific methods and processes that will be used to ensure the removal is safe and effective.</p> <p>On-island disposal of the removed ACM shall occur at Tapuhia landfill.</p> <p>A detailed “<b>Asbestos Removal Control Plan</b>” must be prepared that addresses the following matters:</p> <p>A. Identification: Details of the asbestos-contaminated materials to be removed. Provide an updated listing of the facilities provided by SPREP/PWP-Tonga for abatement with, at a minimum, the (1) facility locations, (2) amount of ACM that shall be removed, (3) its location, e.g., roof, lagging, panels, flooring, etc., and (4) whether it is friable or non-friable – include references to analyses.</p>	<ul style="list-style-type: none"> <li>Survey of the Regional Distribution and Status of Asbestos-Contaminated Construction Material and Best Practice Options for its Management in Pacific Island Countries: Report for the Kingdom of Tonga (SPREP 2015)</li> </ul>	<p><b>ACM Removal Control Plan (living document)</b></p> <p>Provision and approval of the ACM removal control plan that meets the specifically described needs.</p>

Phase	Description	Documentation SPREP will provide	Supplier Output
	<p>B. Preparation:</p> <ul style="list-style-type: none"> <li>• Consultation with regulators, owners and potentially affected stakeholders;</li> <li>• Assigned responsibilities for the removal;</li> <li>• Program of commencement and completion dates;</li> <li>• Consideration of other non-asbestos related safety issues such as safe working at heights;</li> <li>• Asbestos removal boundaries, including the type and extent of isolation required and the location of any signs and barriers;</li> <li>• Control of electrical and lighting installations;</li> <li>• Personal protective equipment (PPE) to be used, including respiratory protective equipment (RPE);</li> <li>• Workers shall be: (a) fully acquainted with this ARCP, (b) perform work in compliance with best international practices, any direction of Tonga Environment officials, and with any Tonga regulatory requirements. (c) act in a safe manner and that any unsafe condition is reported and corrected immediately, and (d) work with due regard and attention to workplace health and safety issues.</li> <li>• Details of air monitoring program if needed;</li> <li>• Waste storage and disposal program.</li> <li>• Asbestos removal equipment (spray equipment, asbestos vacuum cleaners, cutting tools, etc);</li> <li>• Details of required enclosures, including details on their size, shape, structure, etc, smoke-testing enclosures and the location of negative pressure exhaust units if needed;</li> <li>• Details of temporary buildings required for asbestos removal (e.g., decontamination units), including details on water,</li> </ul>		

Phase	Description	Documentation SPREP will provide	Supplier Output
	<p>lighting and power requirements, negative air pressure exhaust units and their locations;</p> <ul style="list-style-type: none"> <li>Other control measures to be used to contain asbestos within the asbestos work area. This includes dust suppression measures for asbestos-contaminated soil.</li> </ul> <p>C. Decontamination: Detailed procedures for the workplace decontamination, the decontamination of tools and equipment, personal decontamination of non-disposable PPE and RPE, decontamination of soil removal equipment (excavator, Bobcat, etc.)</p> <p>D. Waste Disposal:</p> <ul style="list-style-type: none"> <li>Methods for disposing of asbestos waste, including details on the disposal of: (1) disposable protective clothing and equipment; and (2) structures used to enclose the removal area</li> <li>Documentation of acceptance of the asbestos for disposal at the Tapuhia Landfill in Tonga,</li> <li>Payment of any fees,</li> <li>Methods for disposing of asbestos abatement waste, e.g., (1) Disposable protective clothing and equipment; and structures used to enclose the removal area.</li> </ul> <p>Note: Plans and drawings can be attached to the Asbestos Removal Control Plan to provide additional information.</p>		
<b>ACM abatement Training</b>	<p>The Consultant shall deliver suitable in-country on-the-job training to enable works to be undertaken effectively, safely and in accordance with the tender and national requirements.</p> <p>Workers shall be fully acquainted with the ARCP, the full extent, location, and dimensions of asbestos materials to be removed, access availability, safety requirements, disposal availability, etc.</p> <p><b>Please note:</b> it may be required to have an interpreter to be engaged to ensure the recipients fully comprehend the task and the safety require-</p>	Nil	<p><b>Listing of Trained Personnel</b></p> <p>The listing shall include the sign-in sheets from the day of training that includes names, age, gender, and signature as proof of attendance.</p>

Phase	Description	Documentation SPREP will provide	Supplier Output
	<i>ments they will need to adhere to when undertaking abatement activities.</i>		
<b>ACM Abatement</b>	<p>The Contractor shall:</p> <ul style="list-style-type: none"> <li>Be responsible for engagement of the necessary Tongan authorities and stakeholders and ensure all appropriate permits and other requirements are met to enable works to be lawfully undertaken in each of the location where abatement work is being undertaken.</li> <li>Undertake daily safety briefings and activity management “tool box talks” addressing key activity and safety risks to be managed throughout the active work.</li> <li>Develop, and seek approval, for the format and use of a weekly activity report.</li> <li>Provide all necessary equipment, monitoring, supervision and testing to ensure works are conducted safely, lawfully and in accordance with international best practice and National/local requirements.</li> </ul> <p>1. Abate, i.e., remove and dispose of the friable and non-friable asbestos materials from the sites identified in the table above in accordance with the Asbestos Control Removal Plan and in accordance with accompanying reports and national/local requirements.</p>	Nil	<p><b>Weekly Project Status Reports during in-country removal activities.</b></p> <p>The consultant shall provide weekly (or more frequently if required) reports of the activity undertaken during the abatement phase. Reports shall be provided using the approved weekly report format.</p>
<b>ACM Disposal Management</b>	<p>Asbestos waste can be disposed of at Tapuhia Landfill in Tonga.</p> <p>Consultant shall provide details of (1) where in the landfill the asbestos will be disposed of (2) assurance that the Tapuhja facility is licensed to accept asbestos waste at the time of disposal, and that (3) the facility has agreed to accept the asbestos waste.</p> <p>An asbestos management disposal plan will be included in the Asbestos Removal Control Plan for the managing of risks once the asbestos has been transported for disposal.</p> <ul style="list-style-type: none"> <li>Documentation of acceptance of the asbestos for disposal at the Tapuhia Landfill in Tonga,</li> </ul>	Nil	<p><b>Disposal Management Report</b></p> <p>Development and submission of a Disposal Management Report that provides required details and confirmation of appropriate disposal.</p>

Phase	Description	Documentation SPREP will provide	Supplier Output
	<ul style="list-style-type: none"> <li>• Payment of fees,</li> <li>• receipt of waste disposal by the landfill accepting the waste for disposal</li> </ul>		
<b>Develop the Strategic Asbestos Management Plan</b>	<p>Strategic Asbestos Management Plan for Tonga ensures there is a consistent and coordinated approach to asbestos awareness, management, and removal.</p> <p>The three priorities for this plan are:</p> <ol style="list-style-type: none"> <li>1) Improve asbestos awareness to influence behavioural change.</li> <li>2) Identification and effective legacy management.</li> <li>3) Safe prioritised removal and effective waste management.</li> </ol> <p><b>Draft Strategic Asbestos Management Plan</b></p> <p>Tasks include but are not limited to:</p> <ol style="list-style-type: none"> <li>1) Collect and collate data on the location (geographic coordinates), quantity and condition of asbestos containing building materials (including asbestos containing waste stockpiles) on Tonga</li> <li>2) Review and recommend a prioritised list of local best-practice options for stabilisation, handling and final disposal of asbestos contaminated materials in Tonga.</li> <li>3) Recommend and prioritise actions necessary to minimise exposure (potential and actual) of the local population to asbestos fibres in Tonga. An approximate itemised national cost should be presented for each option identified.</li> <li>4) Identify any local contractors who have the expertise and capacity to potentially partner with regional or international experts in future asbestos management work.</li> <li>5) Develop a schedule of rates for local equipment hire, mobilisation, labour, etc., to guide the development of detailed cost-estimates for future in-country asbestos remediation work.</li> </ol>	<p>Survey of the Regional Distribution and Status of Asbestos-Contaminated Construction Material and Best Practice Options for its Management in Pacific Island Countries - Report for the Kingdom of Tonga, 2015</p>	<p><b>Draft Strategic Asbestos Management Plan for Tonga</b></p> <p>Develop and submit a draft Action Plan for the strategic management of asbestos in Tonga</p> <p><b>Final Strategic Asbestos Management Plan for Tonga</b></p> <p>Finalise the Action Plan incorporating revisions and addressing all comments by reviewers on the draft Action plan</p>



Phase	Description	Documentation SPREP will provide	Supplier Output
	<p>6) Evaluate potential ACM disposal options for Tonga and provide recommendations and a path forward.</p> <p>7) Provide recommendations to improved asbestos awareness and prioritize the tools needed to influence behavioural change.</p>		
<b>Reporting</b>	<p>The consultant will provide a final report to SPREP documenting all ACM abatement activities including removal and offsite disposal. The submission and acceptance by SPREP of this report represents completion of the project</p> <p>This report shall provide a full narrative of the activity - all planning activities, through to shipping and disposal.</p> <p>The submission and acceptance by SPREP of this report represents completion of the project.</p> <p>This draft report shall contain but not be limited to:</p> <ul style="list-style-type: none"> <li>• Confirmation that works have been completed at all locations;</li> <li>• Verification that asbestos wastes have been lawfully disposed of in accordance with international best practice and national requirements;</li> <li>• A copy of the final Disposal Management Report;</li> <li>• Confirmation of site closure and legal handover process to the relevant authorities;</li> <li>• Documentation showing that all works were conducted in accordance with international best practice;</li> <li>• Information on practices, equipment and processes that were used; and</li> <li>• Appendices with a listing of trained personnel, and the Strategic Asbestos Management Plan for Tonga</li> </ul>	Nil	<p><b>Draft Final Report</b></p> <p>The consultant shall develop a draft report that meets the stated criteria and provides details on the full project activities and outcomes. The draft report will be reviewed by SPREP and Department of Environment, Tonga and comments provided for consideration and incorporation into the final report.</p> <p><b>Final Report</b></p> <p>The consultant shall deliver a final report that addresses all comments by reviewers on the draft report</p>

### **Consultant Responsibilities**

The consultant will be responsible for scheduling meetings with relevant stakeholders, taking minutes of meetings and ensuring meeting minutes are distributed for comment prior to finalisation.

### **Institutional Arrangements**

This activity will involve both remote working arrangements (desktop) and on-ground/on-site activities.

Necessary introductions to focal points in Tonga will be made during the inception phase, as well as further introductions to all relevant stakeholders in country once the on-site phase of activities take place.

## **5. SCHEDULE OF WORK**

The activities are to be completed no later than **1 July 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	Timeline
<b><i>Contract Signing and Execution</i></b>	
<b>Submission of draft work plan</b>	No later than two (2) weeks from Date of Contract Signing
<b>Final work plan</b>	No later than two (2) weeks from receipt of final SPREP comments on draft work plan
<b>Submission of draft ACM Removal Control Plan (living document)</b>	No later than four (4) weeks from Date of Contract Signing
<b>ACM Removal Control Plan (living document)</b>	No later than two (2) weeks from receipt of final SPREP comments on the draft ACM removal control plan
<b>ACM Abatement and Disposal</b>	To be determined after acceptance of the ACM Removal Control Plan
<b>Weekly Project Status Reports during in-country removal activities</b>	During in-country removal activities
<b>Disposal Management Report</b>	After receipt of acceptance of asbestos waste disposal at the Tapuhia Landfill in Tonga.
<b>Submission of training materials (tailored to Tongan context)</b>	No later than twelve (12) weeks from Contract signing
<b>Submission of Draft Strategic Asbestos Management Plan for Tonga</b>	No later than four (4) weeks from completion of physical ACM abatement activities being executed under this Agreement.
<b>Strategic Asbestos Management Plan for Tonga (final)</b>	No later than two (2) weeks from receipt of final SPREP comments on draft Strategic Asbestos Management Plan for Tonga
<b>Submission of draft final report</b>	No later than six (6) weeks after the completion of ACM removal and disposal work, and the Strategic Asbestos Management Plan for Tonga
<b>Final Report</b>	No later than two (2) weeks from receipt of final SPREP comments on draft final report

## 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)
- Travel costs
- Materials and Equipment
- Project management costs
- All applicable taxes

Submissions must include an annotated budget listing for each task.

Maximum budget for this activity is \$209,000.00 USD – proposals that exceed this limit will not be considered.

SPREP reserves the right to withdraw this tender at any time, reserves the right to accept or reject any or all bids and to waive any formal defects or irregularities in the bids, 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%20Documents/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.

