



REQUEST FOR TENDERS

RFT: 2022/023
File: ADM_1/1/5/1
Date: 13 May, 2022
To: Interested contractors
From: Anthony Taloui

Subject: Request for tenders (RFT): Drainage works - SPREP compound

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 companies who can offer their services for the construction of SPREP compound drainage system in accordance with the terms and conditions of this request for tender.
- 2.2. The Terms of Reference of the work are set out in Annex A.
- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: <https://www.sprep.org/attachments/Publications/Corporate Documents/spreporganisational-values-code-of-conduct.pdf>. 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:
 - i. Interested contractors **MUST** attend the tender conference and arrange a site inspection
 - ii. The Tender must be in the forms provided and must be made in accordance with the Conditions of Tender (Annex A)

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- iii. Provide three referees and written references relevant to this tender submission, including the most recent work completed;
 - iv. Have relevant work experience and proven ability to carry out the work
 - v. 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.
 - vi. Submit a full Technical Proposal and Methodology in addition to completing the tender application form as outlined in the Terms of Reference;
 - vii. Complete the **Cost Breakdown – Bill of Quantities (BOQ)** template provided which outlines the schedule of priced tasks in accordance with tasks outlined in the Terms of Reference; and
 - viii. Provide a copy of valid business registration/license.
- 3.2 Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **conflict of interest form** provided.
- 3.3 **Tenderer is deemed ineligible due to association with exclusion criteria, including** bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.
- 3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall into any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and in the Terms of Reference and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should be submitted in English and outline the interested consultant's complete proposal:
 - a) **SPREP Tender Application form and conflict of interest form.** (*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered*).
For the Technical and Financial proposals you may attach these separately.
 - b) **Tender Submission form – cover letter**
 - c) **Honour form**
 - d) A **Technical Proposal**, which contains the experiences, qualifications, detailed methodology and workplan to achieve the tasks outlined in the Terms of Reference (Annex A)
 - d) **Cost Breakdown – Bill of Quantities (BOQ)** – complete the form provided with a detailed outline of the costs involved in successfully delivering this project submitted in Samoan Tala (SAT) and inclusive of all associated taxes.

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A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.



- 4.3. Provide three referees and written references 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 procurement@sprep.org before 25 May 2022. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 27 May 2022.
- b. To enable Tenderers to become acquainted with the local conditions and particulars of the work, a tender conference will be held at SPREP Head Office on the **Monday 23 May 2022 at 13:00hrs**. In addition, arrangements for site inspections can be made in accordance with the Conditions of Tender.
- c. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
- d. 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.
- e. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- f. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by SPREP, the Tenderer should promptly notify the Procurement Officer setting out the error in sufficient detail so that SPREP may take the corrective action, if any, it considers appropriate.

6. Evaluation criteria

- 6.1. SPREP will select a preferred consultant on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tender satisfies the following criteria:



- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

I. Technical Score – 70%

Criteria	Detail	Weighting
Experience	(i) Demonstrated skills and experience of key members of the proposed team.	30%
Technical proposal / Methodology	(ii) A detailed plan and description of how the works will be carried out with ability to complete the works within the timeframe in the Terms of Reference.	20%
	(iii) Detailed health and safety plan on how the works will be executed.	15%
	(iv) Organisation and responsibilities of key members of the team, and details of subcontractors to be utilized where required.	5%

II. Financial Score – 30%

Complete the **Cost Breakdown – Bill of Quantities (BOQ)** template provided.

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.



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8. Deadline

- 8.1. **The due date for submission of the tender is: 17 June 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 2022/023: Drainage works - SPREP compound'

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

Drainage Works – SPREP Compound

Background:

The Secretariat of the Pacific Regional Environment Programme wishes to procure the services of a suitable qualified contractor for the construction of the SPREP compound drainage system in accordance with the following scope of works.

In reference to the SPREP detailed design drawings site plan (Sheet 02) , the works are marked in 3 areas:

- i. **Area A** – SPREP main gate drainage works. To capture the flood water flowing from across the Avele Rd and divert it away from the SPREP compound possibly to the identified floodplain to the East based on suitable survey that will address the issue.
- ii. **Area B** – Module A (East block), Information Centre, Module F drainage works. To capture the flood water flowing from across the Avele Rd and divert it away from the SPREP compound to the identified floodplain to the East based on suitable survey that will address the issue.
- iii. **Area C** – West side of the SPREP compound. To capture the flood water flowing from across the Avele Rd and divert it away from the SPREP compound to the identified wastewater garden to the Northwest based on suitable survey that will address the issue.

The scope of works covers the following tasks:

- i. Mobilisation to site;
- ii. Demolition works;
- iii. Excavation works;
- iv. Site and drainage works;
- v. Concrete works;
- vi. Steelworks;
- vii. Painting; and
- viii. De-mobilisation.

Lump Sum Contract

Any Agreement made pursuant to any tender hereunder shall be a lump sum contract. The lump sum set forth in each tender shall:

- (a) be for the performance of all the work under the Agreement as described and intended in the Tender Documents; and
- (b) not be adjusted for rise and fall in the costs of labour and materials or for adjustment in respect of any currency fluctuations.

Each Tenderer warrants that, prior to submitting its tender, it has satisfied itself that it is able to furnish sufficient personnel, plant, machinery, equipment, sheds and facilities and all other things necessary for the performance of the work under the Agreement in accordance

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with the Agreement. The Tenderer shall be deemed, in submitting its tender, to have allowed for all of the foregoing and no further or other payment shall be allowed in respect thereof.

Inclusion of Taxes etc.

Tenderers shall be deemed to have made due allowance for all stamp and other duties, custom duties, levies, imposts and any other Authority charges whatsoever imposed on or arising out of the performance of the work under the Agreement, with the exception of the charges imposed by any Authority for the obtaining of building approval, which shall be paid by SPREP.

TENDER DOCUMENTS

The Tender Documents shall be the Tender Documents issued by SPREP for the purpose of tendering as listed below, together with any other documents required by these Conditions to be submitted by the Tenderers with their tenders:

- (a) Tender Forms
 - a. Tender Submission form – cover letter (A below)
 - b. Tender Summary of costs (B below)
 - c. SPREP Application form (Annex B)
 - d. Honour form (Annex C);
- (b) Detailed design drawings (Annex D);
- (c) Bill of Quantities (BoQs) (Annex E); and
- (d) Contract Template (Annex F).

Insurance

Each Tenderer shall allow for Insurance of the works.

SITE VISIT

Tenderer must attend the Tender Conference and arrange a Site Visit

The Tenderer must attend the Tender Conference and must visit and examine the Site and surroundings as provided in these Conditions of Tender. The Tenderer shall obtain for itself all information which it thinks necessary for the submission of its tender. Any costs of visiting the Site shall be borne by the Tenderer. Site visits must be scheduled.

Indemnity by Tenderer

The Tenderer and any of its personnel or agents may enter upon the Site in accordance with this clause for the purpose of inspection, but upon the condition that the Tenderer hereby releases and indemnifies SPREP and its personnel or agents from and against all liability to the Tenderer, its personnel or agents, and any other person for personal injury (whether fatal or otherwise), loss of or damage to property and any other loss, damage, costs and expenses of whatever kind and however caused which may happen during or in consequence of the grant of such permission to enter.



Tenderer to inform itself

The Tenderer shall inform itself fully as to the conditions of the Site and its surroundings. Anything said by or on behalf of SPREP or any consultant of SPREP at a Site visit cannot, modify, verify or alter the requirements of the Tender Documents. A Tenderer relies on anything said at the Site visit entirely at its own risk.

SUBMISSION OF TENDER

Documents to be submitted:

The Tenderer shall submit the completed and duly executed:

- (a) Tender Submission Form - cover letter (A below);
- (b) Tender Application Form (Annex B);
- (c) Conflict of Interest Form (included in Annex B)
- (d) Honour Form (Annex C);
- (e) Tender Summary included in these Tender Documents (B below)
 - a. Cost breakdown – Bill of Quantities (BOQ) (Annex E);
- (f) Organisation Chart;
- (g) Draft Construction Programme;
- (h) A draft outline of the site safety management plan;
- (i) Copy of Valid Business License;
- (j) CV for Principal Contractor & Proposed Personnel

The Tenderer shall not alter or add to any tender document except as required by these Conditions of Tender.

RIGHT TO NEGOTIATE

SPREP may in its discretion negotiate with any Tenderer after the close of tenders. During the tender evaluation period, SPREP may negotiate with the Tenderer to vary any aspect of the requirements or the Tenderer’s Tender, including, but not limited to, conditions of contract, scope of work, capability, cost and effectiveness or matters relating to the combination of one part of the tender with another part of the tender.

Deliverables and Timeframes:

The overall works is expected to be completed within 2 months from the effective date (signing) of the contract, with a preference for the activities to completed earlier.

Deliverable/Milestone	Due date
Inception Meeting Report	One week from signing of Contract
Mobilisation on site	One week from signing of Contract
Daily Pre-start site meeting attendance list and notes	Daily attendance list



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Weekly toolbox meetings on site minutes including attendance list	Toolbox meeting minutes
Area A Completion Commissioning Report	3 weeks from signing of Contract
Area B Completion Commissioning Report	5 weeks from signing of Contract
Area C Completion Commissioning Report	6 weeks from signing of Contract
Final Report	7 weeks from signing of Contract
Demobilisation from site	1 week from Completion of Contract



A. TENDER SUBMISSION FORM – Cover Letter (refer to word doc)

PROJECT : SPREP Drainage Works

To: Secretariat of the Pacific Regional Environment Programme (SPREP)

Submitted by:

In accordance with the Request for Tender and the Conditions of Tender provided pursuant to that Invitation, the Tenderer offers to SPREP to carry out to Practical Completion the work under the Agreement and to construct the Works in accordance with the Tender Documents defined below for the Contract Sum stated below.

The Tenderer warrants that it has carefully examined and is aware of all the provisions of the Tender Documents. Acknowledges SPREP Standard Contract Terms and Conditions are non-negotiable.

The Tenderer offers to perform the work under the Agreement and to construct the Works in accordance with the requirements of the Agreement for the fixed lump sum of (words and figures):

_____ (SAT\$).

DATED: _____ 2022

Signature of Bidder:

Name of person signing this Tender Form:

Position of person signing this Tender Form:

Name of Bidder:

Address of Bidder:

Telephone No. of Bidder:

Email address of Bidder :



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B. TENDER SUMMARY FORM (refer to word doc)

COST BREAKDOWN

Project Name: SPREP Drainage Works

NOTE:

1. A price shall be entered against EACH schedule item. The cost of items against which the Contractor has failed to enter a price shall be deemed to be covered by other prices entered in that particular Component Breakdown.
2. The Cost entered is inclusive of material, labour, installation and markups.

Item	Description	Area A Cost – SAT (VAGST Incl.)	Area B Cost – SAT (VAGST Incl.)	Area C Cost – SAT (VAGST Incl.)	Total CostCost – SAT (VAGST Incl.)
1.	Preliminary and General				
2.	Demolition works				
3.	Site and Drainage works				
4.	Concrete works				
5.	Steelworks				
6.	Painting				
	TOTAL TENDER – VAGST In- clusive	\$	\$	\$	\$