



REQUEST FOR TENDERS

RFT: PWP-187-CON
File: AP_6/5/8/3
Date: 2 February, 2023
To: Interested Consultants
From: PacWastePlus Finance and Procurement Officer

Subject: Request for tenders (RFT): Introduction of practitioner's guideline for management of End of Life Vehicles

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:
 - 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 experienced and qualified consultants who are capable to provide assistance in the introduction of practitioner's guideline for management of end of life vehicles.
- 2.2. The Terms of Reference (ToR) for this tender is 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 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;

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- iii. Provide examples of past related work outputs;
 - iv. 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.
 - v. Submissions must include a **TECHNICAL PROPOSAL** that includes a detailed work plan, methodology schedule of activities, and other items deemed necessary by the tenderer.
 - vi. Submissions must include a **FINANCIAL PROPOSAL** that has an annotated budget listing for each task as required of the scope of works
 - vii. 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 applicant satisfies the conditions stated above and is capable of meeting the requirements as stipulated in the ToR. 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.

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- 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 before 13 February 2023. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 15 February 2023.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the 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 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 – 80%

Criteria	Detail	Weighting
Experience	Demonstrated Experience on designing waste management intervention with knowledge of economic instrument that will ensure sustainable financing.	25%
	Demonstrated Experience in End Of Life Vehicles Management with knowledge of End of Life Vehicles components and international agreements governing ELV components	10%
	Demonstrated Experience in Policy Drafting with a Clear understanding legislation in Pacific Countries and associated enforcement challenges	10%
	Demonstrated Experience in Small Islands Developing State	10%
Methodology	Detailing activities to be conducted over the term of the engagement, with specific mention of: <ul style="list-style-type: none"> • Scope of Investigation • List of Stakeholders to be consulted and questions to be addressed by each identified agency • Data to be assessed and analysed • Timeline for deliverable 	25%

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.

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- 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: 22 February 2023, 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-187-CON: **Introduction of Practitioner's guideline for management of End of Life Vehicles**'

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

Introduction of a Practitioner's guideline for management of End of life vehicles

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).

2. INTRODUCTION TO PROJECT

Pacific Island Countries are challenged with limited resources and infrastructures to effectively manage bulky waste such as End-Of-Life Vehicles. The Secretariat of the Pacific Regional Environment Programme is working with other partner agency to support Pacific Island Countries to not only improve the management of bulky waste in the region but also support national recycling initiatives. A scoping study undertaken by the GEF ISLANDS project estimated ELV legacy waste in the Pacific region to be 308,450 units and projected future ELV generation rate to be 22,600 units per year. This estimation was based on the assessment of the national audit result for 14 Pacific Island countries.

In addition to identifying the economical cost of scrapping and exporting ELV for recycling, the GEF ISLANDS Scoping Study assessed options for Pacific Islands Countries to depollute bulky waste prior to dismantling, crushing, and export for recycling. The Pacific Regional Infrastructure Facility (PRIF) is funding a scoping study to introduce a Regional Recycling Hub in the Pacific.

PacWastePlus Programme is implementing a regional project that will assist Pacific Island Countries to create an enabling environment for the effective management of ELV. The project will introduce safe dismantling process of ELV that incorporates the requirement of Multilateral Environment Agreements and establish drafting instructions for legislative frameworks necessary for sound management of End-Of-Life vehicles.

The project seeks to engage a consultant to establish guidelines for depolluting of End-Of-Life Vehicles, and safe storage of ELV hazardous components. Additionally, the project is looking to provide drafting instructions for legislation and policies that will set an import standard of vehicles, improve deregistration system, and support local vehicle parts shop.

Following the establishment of the practitioner guidelines on the management of ELV, PacWastePlus will be facilitating trainings for Pacific Island Countries on how to use the guidelines.



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3. EXPECTED OUTCOME

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

1. Establish a management system suitable for Pacific Island Countries that provides opportunity for End Of Life Vehicle to be depolluted, dismantled for in-country re-use, or export as commodities.
2. Establish a ELV guideline that describe the safe work method processes to dismantle and remove waste oil and other chemicals from ELV. The guideline should be suitable for use in developing countries in the Pacific Region.
3. Establish drafting instructions for the introduction of legislations on import standards for vehicle and vehicle parts, and improvement of deregistration process of vehicles for inclusion in local legislation.
4. Develop practitioner guidelines for regulatory authorities to effectively implement and manage compliance ensuring the safe and environmentally sound management of ELVs.

Detail on the targeted outcome of this consultancy is highlighted in Table 1.

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
Inception	<p>Lead an inception meeting with the PacWastePlus team to discuss the delivery of the project, addressing delivery of the outputs of the project, 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. The Draft Work Plan shall contain at a minimum:</p> <ul style="list-style-type: none"> Proposed time schedule and sequence of events that the Contractor shall use to meet the contract deliverables, including preparation stages, assessment of data, consultations, drafting and review of system design. General description of the methods which the Contractor proposes to adopt for executing the contract Comprehensive risk plan to ensure effective delivery of services Any further details and information as SPREP may reasonably require. 	Nil	<p>Inception meeting</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>Draft Work Plan</p> <p>The Draft Work Plan shall be delivered to SPREP for consideration and comment. The workplan should provide confirmation of process and timing for the various stages of works described in this table.</p> <p>Final Work Plan</p> <p>Final work plan incorporating revisions and addressing all comments by reviewers on the draft work plan</p>
Identify ELV Management Programme Option suitable for Pacific Island Countries	<p>The consultant will undertake desktop research and recommend a management system that can implemented by Pacific Island Countries to effectively manage End-Of-Life Vehicles.</p> <p>The report must address but not limited to the following:</p>	<p>GEF ISLANDS Scoping Study Report for Bulky Waste Management.</p> <p>UNEP</p>	<p>Draft ELV Management Programme Option Report</p> <p>The report will adequately address the requirement of this component. The report must clearly identify system(s) or programme re-</p>

Phase	Description	Documentation SPREP will provide	Supplier Output
	<ul style="list-style-type: none"> (i) Safe Dismantling and Handling of ELV (ii) ELV parts that can be recovered for re-use or re-purposing in country (iii) ELV parts that can be recovered for recycling (iv) Minimum Standard for packing of ELV parts for export (v) Biosecurity Import/Export Requirements or MEA requirements for ELV parts into the three most economical destination for Pacific Island Countries (vi) Minimum standard for disposal of residual waste from ELV Dismantling process. (vii) Propose Public Private Partnership Arrangement for effective implementation of the “Closed Loop” system (viii) Identify legislative restructures required to implement the system 		<p>searched and provide justification for final system recommended for the Pacific Region. The report must include charts to allow for easy referencing of the proposed system.</p> <p>Final ELV Management Programme Option Report</p> <p>Final Report must address all comments from SPREP, and the requirement of this component.</p>
<p>Establish a Practitioner Guideline on Depollution of End of Life Vehicles</p>	<p>The consultant will undertake research and establish a Practitioners Guideline that will assist Pacific Island Countries to safely depollute ELV prior to dismantling and recycling. The guideline will identify depollution process for oil, lubricants, leads Tyres, Refrigerants, and Mercury. Additionally, the guideline must provide the following information:</p> <ul style="list-style-type: none"> (i) Tools and machineries needed for each of the pollutants targeted for removal (ii) Guideline on selecting site requirements to undertake depollution of ELV 	<p>Nil</p>	<p>Draft Practitioner Guideline on Depollution of End Of Life Vehicle</p> <p>The report should address all items identified under the description of this Component. The report should provide information and technical specifications for the various tools and machines recommended for the depollution process.</p>

Phase	Description	Documentation SPREP will provide	Supplier Output
	<p>(iii) Minimum Storage Standards for each type of chemicals and other hazardous material</p> <p>Final management techniques of each of the hazardous material/ chemicals.</p>		<p>Final Practitioner Guideline on Depollution of End Of Life Vehicle</p> <p>The report will address all comments by SPREP on the draft guideline and adequately address the requirement of this component.</p>
<p>Legislative Guiding Template with Technical Drafting Note that creates an enabling environment for the effective management of ELV</p>	<p>The consultant will utilise the outcome of Component 2 and Component 3 of this project, and undertake desktop review of ELV management legislation and propose a legislative/ policy reform that will allow for the following process in Pacific Island Countries:</p> <ul style="list-style-type: none"> (i) Depollution of ELV (ii) Development of Import Standard for vehicles to reduce the impact of imports having limited lifespan in ISLANDS and quickly becoming a waste product needing management. (iii) Proposed improvement of De-Registrations system for vehicles to support the introduction of a “Closed Loop” system for ELV <p>Following SPREP’s approval, the consultant will develop a drafting note to empower country legislators to develop and implement the necessary legislative or policy remedy proposed. The consultant must identify likely legislative instruments that may be impacted by the introduction of the proposed legislative remedy.</p>	<p>PacWastePlus Legislation Assessment Report.</p>	<p>Report on Legislation needed to create an enabling environment</p> <p>Report must recommend a suite of legislation/policy reform needed to create an enabling environment for ELV management in the Pacific. The report must clearly identify the objective of each of the legislation recommended, and any proposed amendments to existing legislation.</p> <p>Draft Technical Drafting Note for Legislation Drafting</p> <p>Drafting must clearly highlight the legislation title identified in the report above and the required content.</p> <p>Final Technical Drafting Note for Legislation Drafting</p> <p>Report must address all comments raised by SPREP on the draft report.</p>

Phase	Description	Documentation SPREP will provide	Supplier Output
Project Closure	The consultant will facilitate a closure meeting for SPREP to present the outcome of this consultancy and hand over all final reports.	Nil	Final report Final report addressing any comments provided from the review activity.

Consultant Responsibilities

The consultant will be responsible for scheduling and facilitating meetings with service/technology providers, country representatives, and SPREP, taking minutes, and distributing these for comment prior to finalising.

5. SCHEDULE OF WORK

Activities to be completed no later than 26 Weeks from Agreement signing date with a preference for 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.

Activity	Timeline
1. Draft Workplan	1 day prior to Inception Meeting
2. Inception Meeting	One week from date of Contract Execution
3. Finalised Workplan	No later than 2 weeks from date of Contract Execution
4. Draft ELV Management Programme Option Report	No later than 5 weeks from date of contract execution
5. Final ELV Management Programme Option Report	No later than 8 weeks from date of contract execution
6. Draft Practitioner Guideline on Depollution of ELV	No later than 14 weeks from date of contract execution
7. Final Practitioner Guideline on Depollution of ELV	No later than 17 weeks from date of contract execution
8. Report on Legislations required to create an enabling environment for effective ELV Management	No later than 19 weeks from date of contract execution
9. Draft Technical Drafting Note for the legal framework for effective management of ELV	No Later than 23 weeks from date of contract execution
10. Final Technical Drafting Note for Legislation drafting	No Later than 25 weeks from date of contract execution
11. Final consultation and handing over of final reports	No later than 26 weeks from date of contract execution

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)
- All applicable taxes

Submissions must include an annotated budget listing for each task.

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.

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_Docu-

[ments/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