



SPREP

Secretariat of the Pacific Regional
Environment Programme

REQUEST FOR TENDERS

RFT: PWP-104-CON
File: AP_6/5/8/4
Date: 12 July, 2022
To: Interested consultants
From: PacWastePlus Finance and Procurement Officer

Subject: Request for tenders (RFT): Palau's End of Life Tyre Repurposing System Development

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.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to develop an end-of-life tyre repurposing system for use in Palau.
- 2.2. The Terms of Reference of the consultancy 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 consultants must meet the following conditions:
 1. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 2. Provide three referees relevant to this tender submission, including the most recent work completed;

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3. Provide examples of past related work outputs;
 4. 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.)
 5. Submissions must include a **TECHNICAL PROPOSAL** that includes a detailed work plan, methodology schedule of activities, and other items deemed necessary by the tenderer.
 6. Submissions must include a **FINANCIAL PROPOSAL** that has an annotated budget listing for each task as required of the scope of works
 7. 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) **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.



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- 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 before 5 August 2022. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 8 August 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 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.

1. Technical Score – 80%

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Criteria	Detail	Weighting
Experience	Demonstrated experience in designing and implementing waste management interventions/ projects (focus on both company, and officers to deliver the works)	15%
	Demonstrated experience in designing and implementing ELT recycling programme	20%
	Demonstrated experience in completing waste audits or undertaking data analysis and assessment (advantageous to detail SIDs or Pacific experience)	10%
	Demonstrated experience in the design and delivery of training materials to transfer technical knowledge to non-specialists	10%
Methodology	Detailed methodology to deliver the required project components and provide detail to the panel the value proposed by the tenderer. Risk Plan (with mitigation measures) that will ensure the successful delivery of the project. Examples of past relevant works provided	25%

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.

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8. Deadline

- 8.1. **The due date for submission of the tender is: 15 August 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-104-CON: **Palau's end of life tyre re-purposing system development**

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

Palau's End-Of-Life Tyre Repurposing System Development

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

A 2019 UNEP funded waste audit identified an estimated 13,739m³ of End-of-Life Tyres (ELT) stockpiled in Palau comprising of both whole and shredded tyres. The large volume of ELT stockpile in the country is attributed to the absence of local ELT recycling market, and the expensive cost of exporting these items for environmental sound management. With a commitment to improve the management of ELT, local authorities in Palau choose to utilise PacWastePlus investment to implement a project that seek to establish an ELT resource recovery programme in the country that will effectively divert ELT for reuse in civil infrastructure.

The project will utilise the findings of the PacWastePlus research project on Option for utilisation of Used Tyres to design and implement a suitable repurposing option to manage ELT. Reports from the research project can be accessed through the following link:

https://pacwasteplus.org/resources/?regional_project=818&country_project=&document_type=&key-words=#feed-resources

Additionally, the project will introduce a sustainable financing system for ELT through amendment to the Solid Waste Regulation and introducing a national import standard for tyres. Other activities associated with this project will include:

- i. Consultation with national stakeholders
- ii. Drafting of a Standard Operating Guideline to assist Custom Officers in the enforcement of the national import standard.
- iii. Training of local officers on the operationalisation of the ELT management system designed and enforcement of new legislation.
- iv. Associated awareness activities on the national ELT Management programme.

This TOR seeks to engage a consultant to undertake a feasibility study and design the ELT repurposing system for Palau. This study will recommend viable option for reusing ELT in civil engineering to the Solid Waste Management Division of Palau, and Environment Quality Protection Board. The selected



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consultant will be provided with the Palau audit report, and outcome report from the PacWastePlus research project on options for utilising ELT.

3. EXPECTED OUTCOME

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

1. Confirm the volume of ELT stockpiled in Palau
2. Determine annual tyre import and determine annual generation of EOLT
3. Output Market Assessment for ELT in Palau.
4. Selection and Design of suitable option for the reuse of ELT in Civil Engineering.
5. Training of Local Authorities on the implementation of the ELT Repurposing Programme.

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, communities, and market waste audit, drafting and review of system design, and consultations. General description of the methods which the Contractor proposes to adopt for executing the contract Comprehensive risk plan to ensure effective delivery of services. <p>Any further details and information as SPREP may reasonably require.</p>	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>Draft Waste Audit Plan</p> <p>Provision of draft plan to enable review, comment, and collaboration by SPREP.</p> <p>Draft Output Market Assessment Methodology</p> <p>Provision of draft output market assessment methodology for review, comment, and collaboration by SPREP.</p> <p>Final Work Plan</p> <p>Final work plan incorporating revisions and addressing all comments by reviewers on the draft work plan</p> <p>Final Waste Audit Plan</p>

Phase	Description	Documentation SPREP will provide	Supplier Output
			<p>Final plan incorporating revisions and addressing all comments by reviewers on the draft plan.</p> <p>Final Output Market Assessment Methodology</p> <p>Final methodology incorporating revisions and addressing all comments by reviewers on the draft methodology.</p>
Waste Audit	<p>The consultant will undertake an audit of the Koror Recycling Centre and any other known ELT stockpile to determine the following:</p> <ul style="list-style-type: none"> (i) volume and type of tyres stockpiled (ii) existing ELT processing programme (iii) targeted objective of existing ELT processing programme (iv) limitation for existing ELT processing programme to objective identified in (iii). <p>In addition, the consultant will facilitate necessary consultation with the Solid Waste Management Division, Environment Quality Board, and the Custom Authority of Palau to identify the following:</p> <ul style="list-style-type: none"> • Annual volume and type of tyres imported into Palau • Current import standards for tyres • Existing legislation and policy that provides for the introduction of ELT Management system. • national intervention needed to improve the management of ELT in the country. <p>The consultant will produce a report that clearly highlight the following:</p>	Palau Waste Audit Report	<p>Draft Waste Audit Report</p> <p>Provision of the draft waste audit plan will include the findings of the waste audit and the analysis outcome of raw data collected from the audit. The report will respond to the Standard Waste Audit Methodology and identify the types and volume of wastes produced, provide assessment outcome of existing waste management arrangement, and identify opportunities for improvements.</p> <p>Final Waste Audit Report</p> <p>Final report will address all comments by SPREP, Palau's Solid Waste Management Division and Environment Quality Protection Board.</p>

Phase	Description	Documentation SPREP will provide	Supplier Output
	<ul style="list-style-type: none"> • volume and type of tyre stockpiled at the Koror Recycling Centre • volume and type of tyres imported into Palau • estimated annual generation rate for ELT • suitability of existing infrastructure to support the introduction of a ELT Repurposing Programme • National import standard for tyres • identify national intervention needed to improve the management of ELT in Palau. <p>Please note, any other recyclable material identified during this data gathering process, should be flagged for segregation during this stage, for possible management through other project actions.</p>		
Output Market Assessment	<p>The consultant will undertake an output market assessment of Palau to understand the likely market size and sectors for recycled End of Life Tyres (i.e., shreds, crumbs, or whole tyres). The intent of the output market assessment is to, at a minimum, understand:</p> <ul style="list-style-type: none"> • The scope and scale of likely sectors and industries that would purchase or utilise any recycled tyre products. • The likely capacity of the market for different recycled tyre products (shreds, crumbs, or whole tyres). • The necessary logistics associated with accessing the different market segments. <p>Communication Plan to raise awareness on use of recycled tyres.</p>	Nil	<p>Draft report on output market assessment</p> <p>The report will identify market for recycled tyres, processing methods suitable for the identified markets, and communication activities that will enable successful marketing of recycled tyres.</p> <p>Final report on output market assessment</p> <p>Final report will address all comments by SPREP, Palau's Solid Waste Management Division and Environment Quality Protection Board.</p>
Design of Palau's ELT Management Programme	<p>Phase I</p> <p>The consultant will utilise the finding from the data gathering exercise (Component 2), the output market assessment (Component 3), and the reports from</p>	PacWastePlus Regional Organic Project Resources (detailed in Annex 1)	Draft ELT Repurposing Programme Options Report

Phase	Description	Documentation SPREP will provide	Supplier Output
	<p>PacWastePlus research project on utilisation option for ELT, to identify and analyse at least three possible options to manage the ELT generated in Palau. The consultant will write ELT Repurposing Options Report and facilitate a workshop to present key considerations on each option to the SPREP, Palau's Solid Waste Management Division, and the Environment Quality Protection Board who then will select the design from the options presented.</p> <p>Phase II</p> <p>Following decision by the three agencies, the consultant is expected to design Palau's ELT Repurposing Programme and establish a final report highlighting in more detail the chosen design. Design should determine the following:</p> <ol style="list-style-type: none"> i. Geotechnical and Environmental considerations. ii. Required Structural engineering lab test that will ensure satisfactory structural performance. iii. Numerical and Physical models to prove the concept and evaluate the mechanical performance under static and seismic loads of geotechnical and structural elements individually or as part of a system. iv. Financial consideration inclusive of maintenance <ol style="list-style-type: none"> 1. Training need for locals 		<p>The report should address all items identified under the description of this Component to assess / analyse each of the options identified. The report should provide information and technical specifications for the various options at a level to enable informed decision making (to be undertaken through the facilitated Options selection workshop).</p> <p>Final ELT Repurposing Programme Options Report</p> <p>Final report will address all comments by SPREP, Palau's Solid Waste Management Division and Environment Quality Protection Board.</p> <p>Presentation of the Options Report, and Facilitated option selection workshop</p> <p>The consultant will design and deliver a presentation summarising finding of the Options Report for the project stakeholders and will lead a workshop for Stakeholders to explore the options and select a preferred option for implementation.</p> <p>Final design of the ELT Repurposing Programme</p> <p>The report will provide in detail the chosen design by SPREP and country focal points and adequately addresses comments by SPREP and country focal points on the draft report. The report will include details of all participants to the meeting that assesses the three proposed design, and the minute of discussions.</p>

Phase	Description	Documentation SPREP will provide	Supplier Output
Training of Local Authorities on the Palau ELT	<p>The consultant will design and deliver training to staff from the Solid Waste Management Division and Environment Quality Board on Palau's ELT Repurposing System.</p> <p>Phase 1</p> <p>Consultant will design for approval by SPREP content of training to be delivered to local staff. The training will cover the following:</p> <ul style="list-style-type: none"> (i) Agreed output of Component 3 of this consultancy - market assessment, processing methods suitable for the identified markets, and communication activities that will enable successful marketing of recycled ELT. (ii) Agreed output of Component 4 of this consultancy - options to manage ELT within Palau. <p>The consultant will submit for approval to SPREP content of training.</p> <p>Phase 2</p> <p>Consultant will facilitate training once training content is finalised and agreed to by SPREP.</p> <p>Phase 3</p> <p>Consultant will facilitate a post training assessment for all training participant to ensure that capacity has been built. All evaluation form will be assessed by the consultant with result incorporated into the training report.</p>	<p>SPREP will complete formatting / design associated with training / presentation</p> <p>Post training / presentation Questionnaire / Quiz</p>	<p>Draft Training Material</p> <p>The manual will highlight the scope of training, running sheet for each module, and how training will be facilitated. The manual will have sufficient guidance that will allow officers from Solid Waste Management Division and Environment Quality Board to conduct future training in other Islands.</p> <p>Final Training Material</p> <p>Finalise Training Material incorporating and addressing comments from country focal points, and SPREP.</p> <p>Training Report</p> <p>The report will include the number of participants, name, gender, and the organisation they represent. The report must also include results from the post training questionnaire. The report must prove that those trained have understood the implementation of the Palau's ELT Repurposing System.</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.

5. SCHEDULE OF WORK

The activities are to be completed no later than **20 weeks from Agreement signing date** 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. Draft Workplan	1 day prior to Inception Meeting
2. Inception Meeting	One week from date of Contract Execution
3. Finalised Workplan 4. Draft Waste Audit Plan 5. Draft Output Market Assessment Methodology	No later than 2 weeks from date of Contract Execution
6. Final Waste Audit Plan 7. Final Output Market Assessment Methodology Plan	No later than 3 weeks from date of Contract Execution
8. Draft Output Market Assessment Report	No later than 7 weeks from the date of contract execution
9. Draft Waste Audit Report	No later than 8 weeks from date of contract execution
10. Final Output Market Assessment Report	No later than 9 weeks from date of contract execution
11. Final Waste Audit Report	No later than 10 weeks from date of contract execution
12. Draft ELT Repurposing System Report	No later than 13 weeks from date of Contract Execution
13. Final ELT Repurposing System Report	No later than 15 weeks from date of Contract Execution
14. Draft Training Material	No later than 16 weeks from date of contract execution
15. Final Training Material	No later than 18 weeks from date of contract execution

16. Training Report	No later than 20 weeks from date of contract execution
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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.

Proposals above \$30,000 USD may 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. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud prevention & Whistleblower Protection and Gender and Social Inclusion.

