



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

## REQUEST FOR TENDERS

RFT: PWP-181-CON  
File: AP\_6/5/8/4  
Date: 25 August, 2022  
To: Interested consultants  
From: PacWastePlus Finance and Procurement Officer

**Subject: Request for tenders (RFT): Assessment of three (3) healthcare incinerators in Timor-Leste**

### 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](http://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 assistance to assess the status of three (3) healthcare incinerators in Timor-Leste to provide a plan to ensure operational infrastructure at the participating hospitals housing the healthcare incinerators.
- 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](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:
  - i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;

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- ii. Provide three referees relevant to this tender submission, including the most recent work completed;
  - 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 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](mailto:pwprocurement@sprep.org) before 05 September 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 07 September 2022.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP 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%

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Criteria	Detail	Weighting
<b>Experience</b>	Strong working knowledge and experience in dealing with incinerator type (matching the manufacturer, model and size is preferable) and operation of such incinerators in the Pacific environment	30%
	Demonstrated skills and experience to provide repair and maintenance services for high temperature health waste incinerators.	30%
<b>Methodology</b>	Detailed plan showing timeframe and deployment schedule for repair maintenance activities.	20%

## 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.
- 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: 14 September 2022, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.

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8.3 Please send all tenders clearly marked '**RFT 'PWP-181-CON: Assessment of three (3) healthcare waste incinerators in Timor-Leste**

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

### Assessment of three (3) healthcare incinerators in Timor-Leste

#### 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).

The programme has set aside funding to invest in projects that support positive waste management and environment outcomes for businesses, community groups and social enterprises.

#### 2. INTRODUCTION TO PROJECT

Several incinerators have been installed at the hospitals in Timor-Leste, but at present, none appear to be operational, information on the existing incinerators is included in Table 1.

This ToR seeks the assessment of the existing healthcare waste management infrastructure, to develop a plan to ensure operational infrastructure at participating hospitals.

**Table 1:** Healthcare waste incinerators supplied to Timor-Leste

Hospital	Unit Description	Current Status
Baucau Referral Hospital	I8-75A Inciner8 unit Medium sized. Can process 30-50kg/hr or 100-200kg/hr.	Unit was delivered to the hospital by MoH staff on instruction from EU Delegation to Dili.  Unit located at a closed hospital facility. Has been stored outside since delivery. Electronics and hoses stored separately indoors and in complete working order.  Technical assessment of the incinerator is required to determine if it can be used, or if weathering has compromised the stability of the unit.
	VD-30 Clover Medical Limited. Medium size: Can process 30kg/hr	The new Baucau Referral Hospital was built by the Chinese government and was supplied with a healthcare waste incinerator that has been inoperable since installation. Assessment of this unit and its ability to be made operational (as it is installed) must be undertaken as this may be the most appropriate solution for this hospital.



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Hospital	Unit Description	Current Status
<b>Suai Referral Hospital</b>	18-M15 Inciner8 unit Small size. Can process 5-10kg/hr or 100-200L.	Unit was delivered to the hospital by MoH staff on instruction from EU Delegation to Dili.  Unit never installed or operated. Unit was stored outside for many years, but recently relocated under cover. Electronics have been stored separately indoors.
<b>Maubisses Referral Hospital</b>	18-M15 Inciner8 unit Small size. Can process 5-10kg/hr or 100-200L.	Unit was delivered to the hospital by MoH staff on instruction from EU Delegation to Dili.  Unit never installed or operated. Unit was stored outside, although electronics etc. have been stored separately indoors.
	No information available	An older, already installed incinerator is located at Maubisses and should be assessed for repair, this may be the most appropriate solution for this hospital.

### 3. EXPECTED OUTCOME

The PacWastePlus Programme seeks to engage a consultant to undertake a technical assessment of the healthcare waste incinerators located at Baucau, Suai, and Maubisse Hospitals in Timor-Leste. The assessment should be detailed enough to clearly identify the operational issues with each unit and provide a detailed process to repair or otherwise make the incinerators operational (through maintenance, replacement parts either new, or utilised from spare unused machines in Timor-Leste).

The output of the assessments will be utilised to draft a ToR to undertake repair activities within the available programme budget (please note the actual repair activities are not part of this current ToR).

#### 4. SCOPE OF WORK

The activity is expected to be developed under several stages, as described in the following table.

**Table 1: Scope of Work**

Phase	Description	Documentation SPREP will provide	Supplier Output
<p><b>Inception</b></p>	<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 Inception Meeting minutes shall:</p> <ul style="list-style-type: none"> <li>- Confirm activities agreed upon</li> <li>- Confirm scope to be developed as agreed by meeting participants prior to commencement of any activities.</li> </ul> <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>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.</li> <li>• Contingency plan if travel into countries is 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>• Comprehensive risk plan to ensure effective delivery of services.</li> </ul> <p>Any further details and information as SPREP may reasonably require.</p>	<p>Nil</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>The Draft Work Plan shall be delivered to SPREP for its consideration and comment.</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>

Phase	Description	Documentation SPREP will provide	Supplier Output
<b>Incinerator Assessment</b>	<p>The consultant is to travel to Timor-Leste and physically undertake the assessment of the incinerators to develop a report to guide the repair / maintenance required to make the units operational.</p> <p>A separate report for each hospital is to be developed and is to include the following:</p> <ol style="list-style-type: none"> <li>a. Evaluate the usability of the PacWaste incinerator (chambers and burners &amp; electronics)</li> <li>b. Evaluate the repair needs of the currently installed but inoperable incinerators (where they exist).</li> <li>c. Develop report on status of incinerator(s); preferred course of action and detailed plan of activity to bring one of the two incinerators back online, including a detailed scope of works and costed delivery model. The report shall provide specific detail on the following, and shall directly inform the scope of works to be included in repair tenders for each incinerator:               <ol style="list-style-type: none"> <li>a. the parts and required corrective actions (e.g. fuel tanks and oil burners installation requirements, need/desire for replacement of incinerator stack, any necessary painting and corrosion control)</li> <li>b. Incinerator start-up and operation needs (modifications to assist with safety and efficient use of the incinerator)</li> <li>c. Suggestions of necessary spare parts to be provided at each hospital to ensure operation for a period of 2 years.</li> <li>d. Recommendations for PPE required to operate the incinerator safely.</li> </ol> </li> <li>d. Guidance on recommended Incinerator operator theory and practical training that should be</li> </ol>	Nil	<p><b>Draft Report with Scopes of Works (SOW) &amp; Assessment Report</b></p> <p>The SOW shall have sufficient detail to be included in repair tenders for each incinerator and shall at a minimum contain information as described in the description column.</p> <p><b>Final Report with Scopes of Works (SOW) &amp; Assessment Report</b></p> <p>Final Report incorporating revisions and addressing all comments by reviewers on the draft work plan</p>

Phase	Description	Documentation SPREP will provide	Supplier Output
	<p>deployed with any repair and commissioning activities.</p> <p>Sufficient detail of the required corrective actions shall be provided to enable the incinerators to be operational and provide for their sustainable use in line with the manufacturers recommended lifespan.</p>		

### **Institutional Arrangement**

This activity will require travel to the three hospitals in Timor-Leste. Introductions to representatives of Timor-Leste will be facilitated by the PacWastePlus team. Travel arrangements inside Timor-Leste, along with provision of interpreter will be the responsibility of the contractor.

### **Contractor Responsibilities**

The Contractor will be responsible for scheduling meetings with stakeholders, and SPREP, taking minutes, and distributing these for comment prior to finalising.

### **Timor-Leste Government Support**

Timor-Leste NAO Services - Ministry of Foreign Affairs and Cooperation, and the Ministry of Health will provide:

- Support to visit each hospital (Baucau, Suai, and Maubisse) including a car, driver, and translator,
- Pre-arranged access to the hospitals, with consent from the Hospital Administrator for the inspections to occur
- Support for booking of any accommodation in Suai and Maubisses as required to undertake the activity (noting costs for accommodation will be borne by the contractor for their stay)

## **5. SCHEDULE OF WORK**

Activities are to be completed no later than 15 March 2023.

Expected project activity is detailed below, it is expected that tenderers will detail how and when each of these steps will be delivered.

<b>Activity/Deliverable</b>	<b>Timeline</b>
Inception meeting	No later than two (2) weeks from date of Contract Execution
Draft Work Plan	No later than three (3) weeks from date of Contract Execution
Final Work Plan	No later than one (1) weeks from date of receipt of final comments on draft Work Plan
Draft Report with Scope of Works (SOW) & Assessment Report	No later than six (6) weeks from approval of Final Work Plan
Final Report with Scope of Works (SOW) & Assessment Report	No later than two (2) weeks from date of receipt of final comments on Draft Report with Scopes of Works (SOW) & Assessment 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
- All applicable taxes

Submissions must include an annotated budget listing for each task.

Proposals above USD 20,000 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_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