

# REQUEST FOR TENDERS

RFT: PWP-184-CON  
File: AP\_6/5/8/4  
Date: 24 August, 2022  
To: Interested suppliers  
From: PacWastePlus Finance and Procurement Officer

**Subject: Request for tenders (RFT): Procure, install, and commission a healthcare incinerator at the London Hospital in Kiritimati Island, Kiribati**

## 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 suppliers who can procure, install, and commission a healthcare incinerator at the London Hospital in Kiritimati Island, Kiribati.
- 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 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 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.

- 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 19 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 22 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 &amp; Expertise</b>	Demonstrated experience in manufacturing/supplying high temperature healthcare waste incinerator equipment to effectively treat biologically hazardous waste including design specifications that minimize harmful emissions (e.g. dioxins and furans).	10%
	Demonstrated experience in the provision, installation, commissioning and maintenance of high temperature healthcare waste incinerators, housing and footings appropriate for tropical climates and natural disaster-prone environments	10%
	Demonstrated experience in the production and execution of maintenance program for healthcare waste incinerators, ancillary equipment and after sales service to ensure continued effective operation	10%
	Demonstrated experience (evidence to be provided) in arranging and managing shipping: including insurances, documentation, customs, and other clearance documentation; to ensure delivery to quoted timeframes.	10%
	Demonstrated experience in delivery of operator training and assessment (experience in training people from diverse language and cultural backgrounds and with low literacy skills is desirable).	10%
<b>Design and Specification of healthcare waste incinerator solution</b>	Proposed Project Methodology <ul style="list-style-type: none"> <li>Detailed methodology for how the project is proposed to be delivered (including timeframe and team responsibilities where applicable and details of subcontractors to be utilized where required)</li> <li>Detailing activities to be conducted over the term of the engagement.</li> <li>Details on the schedule and timeframe required to provide the deliverables.</li> </ul>	30%

## 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: 28 September 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-184-CON: **Procure, install, and commission a healthcare incinerator at the London Hospital in Kiritimati Island, Kiribati**

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.**



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**For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website <http://www.sprep.org/accountability/complaints>**

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

## TERMS OF REFERENCE

Procure, Install, and Commission a Healthcare Incinerator at the London Hospital in Kiritimati Island, Kiribati

### 1. BACKGROUND

The Secretariat of the Pacific Regional Environment Programme (SPREP) is working with the European Union's Delegation to the Pacific, and 14 Pacific Island Countries and Timor-Leste to undertake the PacWastePlus Programme (the Project) which seeks to improve and enhance waste management activities and the capacity of governments, industry, and communities to manage waste to reduce the impact on human health and the environment.

PacWastePlus seeks to generate improved economic, social, health and environmental benefits for Pacific Island Countries arising from stronger regional economic integration and the sustainable management of natural resources and the environment. The programme activities will be designed to assist Countries to ensure the safe and sustainable management of waste with due regard for the conservation of biodiversity, reduction of marine litter, health and well-being of Pacific Island communities, and climate change mitigation and adaptation requirements.

Activities for PacWaste Plus will focus on targeted priority waste streams which are: hazardous wastes (specifically **asbestos, e-waste and healthcare waste**); solid wastes (specifically **recyclables, organic waste, disaster waste, and bulky waste**); and related aspects of **wastewater** (water impacted by solid waste).

Countries participating in the PacWastePlus programme are: Cook Islands, Democratic Republic of Timor-Leste, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu.

PacWastePlus has been directed to undertake the procurement, installation, and commissioning of a healthcare incinerator at the London Hospital in Kiritimati Island, as part of the project deliverables.

### 2. INTRODUCTION TO PROJECT

An incinerator, i.e., I8-M15 Inciner8 unit, was procured in 2015 for London Hospital. Unfortunately, this unit was never fully delivered and installed.

This engagement seeks the procurement, installation, commissioning, and staff training for a new fit-for purpose high-temperature incinerator for installation at London Hospital, Kiritimati Island, Kiribati. The high-temperature incinerator shall be proposed to address the following:

Issue / Criteria	Comment
<b>Hospital size (no. beds, typical occupancy rate, etc)</b>	Two wards: <ul style="list-style-type: none"> <li>General ward with 12 beds.</li> <li>Maternity ward with 12 beds.</li> </ul>
<b>Daily waste generation from hospital operations and % requiring incineration.</b>	Volume unknown, burning of medical waste is done twice a week outside the village, [Note: Average waste generation rates range from 2.41 to 3.26 kg/bed/day for general medical wastes, and 0.19–0.88 kg/bed/day for infectious wastes. <a href="https://www.ncbi.nlm.nih.gov/pmc/articles/PMC7133359/">https://www.ncbi.nlm.nih.gov/pmc/articles/PMC7133359/</a> ]
<b>Typical items needed to be incinerated</b>	Body parts after surgery and needles, vials, and syringes.



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Issue / Criteria	Comment
<b>Required environmental controls as directed by MELAD</b>	None currently.
<b>Safe Operation</b>	<p>Provide for safe and ergonomic operation of the workspace for operators and ability to safely store, handle, and process the items for incineration. This might include considerations of ergonomic operation of equipment, ability to efficiently receive waste items and space to store spare parts, PPE, etc.</p> <p>Recommended equipment required for the operation of the incinerator shall be specified and included in quote.</p>
<b>Manufacture</b>	Be prefabricated and able to be safely delivered to the Kiritimati Island with available infrastructure. Installation activities required once incinerator delivered to the hospital along with required tools and equipment maintain the incinerator is to be specified in the proposal.
<b>Design of incinerator and enclosure (shed)</b>	<p>Designed and installed to safely withstand a tropical cyclone, including the ability to “close-up”, and provision of hooks, mounts and/or chains to provide for cyclone tiedown.</p> <p>Site preparation and construction of concrete footings and cyclone tiedown blocks to the Kiribati building standard should be included in the quotation.</p>
<b>Design to address climatic conditions</b>	Designed to withstand the harsh climate and marine/geological conditions of Kiritimati Island. Hospital is located at an elevation of two (2) meters and within three (3) meters of the ocean and may regularly encounter sea spray.

**Table 2: Setting the Context: Kiritimati Island**

Issue/Criteria	Comment
<b>Isolation / remoteness</b>	<p>Kiritimati Island is situated 232 KMs north of the Equator and 2,160 KMs south of the island of Oahu in the State of Hawaii</p> <p>The land area of Kiritimati Island is 388 square KMs.</p>
<b>Connection</b>	Kiritimati Island is serviced by the Kiribati National Shipping line that comes from Tarawa four (4) times a year and a separate large container vessel that travels from Fiji four (4) times a year.
<b>Land transport (outer islands)</b>	<p>Common land transport on Kiritimati Island is trucks, double caps, buses</p> <p>The island government and other government departments operates small trucks, tractors, and small wheel loaders for transporting goods.</p>





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Issue/Criteria	Comment
<b>Proximity to marine environment / corrosion from salt damage</b>	Kiritimati Island is a low-lying, narrow coral atolls. The average elevation is two (2) meters above sea level.  Soils are saline and alkaline, shallow, and coarse-textured.
<b>Climate</b>	The climate of Kiritimati is tropical, moderated by easterly trade winds (March to November); westerly gales and heavy rain (November to March).  Kiritimati experiences very constant annual temperature, rarely vary outside 27°C to 31°C, and annual rainfall, varying from 124mm in September to 297mm in January.
<b>Natural disasters</b>	Due to its low-lying geography, Kiritimati Island is at acute risk from natural disasters, including rising storm surges, cyclones, and tsunamis.
<b>Population</b>	7380 people reside on Kiritimati Island, from the national census of 2020.

### 3. EXPECTED OUTCOME

The activity seeks to engage a consultant to deliver the following services:

1. The procurement, installation, and commissioning of a high-temperature healthcare waste incinerator suitable for use at the London Hospital, Kiritimati Island, Kiribati.
2. Training on identification and maintenance of all incineration plant components and operation of the incineration plant in an effective and environmentally sound manner.

#### 4. SCOPE OF WORK

PacWastePlus seeks Tender submissions from reputable companies experienced in the supply and delivery of specified equipment.

**Table 1: Scope of Work**

Phase	Description	Documentation SPREP will provide	Supplier Output
<b>Inception</b>	<p>Lead an inception meeting with the PacWastePlus to discuss the delivery of the project, addressing all issues likely to cause delays (risk management), and ensure a common understanding of the action, and required outputs.</p> <p>The Contractor shall create and submit to SPREP a Work Plan that shall upon execution ensure effective delivery of services under this contract.</p> <p>The Draft Work Plan shall contain at a minimum a:</p> <ul style="list-style-type: none"> <li>Proposed time schedule and sequence of events that the Contractor shall use to meet the contract deliverables, including preparation stages, classification, review, testing, and documenting.</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> <li>An explanation of how the Incinerator is to be protected to withstand the harsh humidity and marine environment experienced on Kiritimati Island.</li> <li>Any further details and information as SPREP may reasonably require.</li> </ul> <p>Specifically, it is expected that the workplan will acknowledge issues including, but not limited to the following:</p>	<p>Site Inspection Report London Hospital – Kiritimati Island – Kiritimati - Inspection Dates: 4th-11th October 2017</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>Draft Work Plan including project activities and milestones for effective delivery of services under this contract 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 comments from SPREP</p>

Phase	Description	Documentation SPREP will provide	Supplier Output
	<ul style="list-style-type: none"> <li>• Confirmation of expected incinerator throughput, based on London Hospital.</li> <li>• Incinerator location at hospital site.</li> <li>• Details of planning for site preparation.</li> <li>• Details of hospital consultation regarding location, and operations.</li> <li>• Details of any discussions or consultation that may be needed with neighbours or surrounding residents to manage any community concern regarding location and operation of incinerator</li> <li>• Procurement plan noting the purchase or manufacture of necessary parts.</li> <li>• Development and provision of training for operations staff.</li> </ul> <p>Plan for installation and commissioning activities.</p>		
<b>Installation of Incinerator Shed</b>	<p>Incinerators is to be protected to withstand the harsh humidity and marine environment experienced on Kiritimati Island in a shed.</p> <p>Any “add-ons” (such as a roof for shade, high-stack, etc.) that may require on-site installation are to be pre-made to require minimal construction work in Kiribati.</p> <p>An illustrative installation guide is to be developed. All on-site installation is to be specified in the proposal and required tools, equipment, and materials included in quote.</p> <p>Undertake quality check of incinerator post manufacture and certify all “add-ons” and required spare parts, tools, equipment, and materials are procured and available prior to shipping.</p>	Nil	<p><b>Draft Installation Guide</b></p> <p>Draft Installation Guide providing guidance for on-site installation of the shed submitted to SPREP for consideration and comment</p> <p><b>Final Installation Guide</b></p> <p>Final Installation Guide providing guidance for on-site installation of shed incorporating revisions and addressing all comments by SPREP.</p>
<b>Completion of Required Procurement &amp; Manufacture of Incinerator</b>	<p>Manufacture/ procure healthcare waste incinerator to meet the required specifications.</p> <p>The incinerator must incorporate among other items:</p>	Nil	<b>Procurement/Manufacture</b> of healthcare waste incinerator for London Hospital.

Phase	Description	Documentation SPREP will provide	Supplier Output
	<ul style="list-style-type: none"> <li>Modular design allowing easy replacement and reliable access to parts.</li> <li>The operating system must accommodate variable electricity quality and interruption of electricity supply.</li> <li>Controlled combustion providing the absence of coloured or odorous smoke.</li> <li>Automatic operation following start-up</li> <li>Efficient fuel consumption.</li> <li>Associated or inbuilt fuel tank.</li> <li>Temperature gauge or indication device for each combustion chamber.</li> <li>Safe loading access for the operator.</li> <li>Chimney.</li> </ul> <p>Provide proof of procurement being undertaken (Orders placed for required fabrication and unit parts purchasing)</p> <p>Upon undertaking procurement SPREP shall be included as a co-signer/co-buyer. SPREP will be responsible to complete procurement of required parts for incinerator units should the consultant be unable to complete required actions.</p> <p>Provision of a Certificate of Manufacture for incinerator including, but not limited to:</p> <ul style="list-style-type: none"> <li>stainless steel stacks,</li> <li>fuel tank and tank stand</li> <li>burners,</li> </ul> <p>oil piping and other required components.</p>		<p><b>Proof of Procurement</b> (Orders placed for required fabrication and unit parts purchasing to include SPREP as a co-signer/co-buyer)</p> <p><b>Provision of Certificate of Manufacture</b> for procured healthcare waste incinerator.</p>
<b>Delivery</b>	<p>Arrange for, and manage, the delivery of the incinerator, spare parts, and tools to the London Hospital, Kiritimati Island, Kiribati. Include in quote all expenses to reach this destination including insurance, stevedores, packing,</p>	Nil	<p><b>Delivery</b> of incinerator and parts to London Hospital, Kiritimati Island, and confirmation that all parts have arrived, and installation and commissioning can occur.</p>

Phase	Description	Documentation SPREP will provide	Supplier Output
	<p>loading, freight cost, land transport, customs, and other clearance documentation etc.</p> <ul style="list-style-type: none"> <li>- The London Hospital / Kiribati Ministry of Health will formally receive the incinerator upon arrival to Kiritimati Island. A representative of the contractor should also be present to inspect for quality and ensure all parts and materials have arrived.</li> </ul>		
<b>Incinerator &amp; Shed Installation Start Up &amp; Operation</b>	<p>Installation of healthcare waste incinerator and shed for use at the London Hospital, Kiritimati Island, Kiribati</p> <p>Completion of the curing procedure</p> <p>Execute a minimum of two trial burns over two separate days. At the conclusion of this process the maximum batch size, burn time and combustion air settings must be confirmed and documented in an as commissioned data sheet which is to be provided to the hospital and SPREP for future reference.</p> <p>Once completed proof of commissioning shall be provided with a signed Commissioning Data sheet. This sheet shall provide documented proof of the completion of the curing procedure in the form of a manual temperature log and timed and dated photographs of the system temperature controller</p>	Nil	Provision of a Certified <b>Commissioned Data Sheet</b> to be provided to the hospital and SPREP for future reference.
<b>Certificate of Manufacture</b>	Provision of certificate of manufacture for replacement stainless steel stacks, fuel tank and tank stands, as well as the procured burners, oil piping and other required components	Nil	Provision of <b>Certificate of Manufacture</b> for parts procured for the three healthcare waste incinerators.
<b>Incinerator Theory and Operational Training for London Hospital staff</b>	A minimum of 3 informal training sessions for a duration of not less than 30 minutes shall be performed for the incinerator operational staff.	Nil	Three (3) <b>Informal Training Sessions</b> for a duration of not less than 30 minutes shall be performed for the incinerator operational staff.



Phase	Description	Documentation SPREP will provide	Supplier Output
	<p>The first session shall be performed at the conclusion of plant installation either after or during the refractory curing procedure.</p> <p>Two more training sessions shall be performed on two separate days simultaneously with the incinerator start up trial burns.</p> <p>Training shall address the theory of operation of the incineration plant, identification and maintenance of all incineration plant components and operation of the incineration plant in an effective and environmentally sound manner.</p>		
<b>Report</b>	<p>The Report documenting the installation and successful commissioning of the incinerator shall contain but not be limited to the following information for each incinerator repair:</p> <ul style="list-style-type: none"> <li>• Confirmation that the incinerator is commissioned and fully operational.</li> <li>• Confirmation that weatherproofs incinerator housing, footings and electrical connections and fuel storage as necessary have been provided.</li> <li>• Documentation of the handover process using the SPREP/PWP transfer of assets form.</li> <li>• Documentation of incinerator operational raining and listing of attendees.</li> </ul> <p>Certificate of Manufacture for parts procured for the healthcare waste incinerator.</p>	SPREP/PWP transfer of assets form	<p><b>Draft Report</b></p> <p>Documentation of the installation and commissioning of the incinerator.</p> <p><b>Final Report</b></p> <p>Final Report incorporating revisions and addressing all comments by reviewers on the Draft Report</p>
<b>Maintenance Programme</b>	Develop an illustrative maintenance programme to enable maintenance of incinerator for 5 years post installation and identification/repair of damage. Maintenance programme to be illustrative to enable easy following by operators with limited literacy and provide for clear translation into iKiribati.	Nil	<p><b>Draft Maintenance Programme</b></p> <p>Draft Maintenance Programme highlighting maintenance of incinerator for 5 years post installation submitted to SPREP for consideration and comment</p>

Phase	Description	Documentation SPREP will provide	Supplier Output
	<p>The maintenance programme is to specify required parts, tools, equipment, and materials to enable maintenance of depots for 5 years post installation. These materials will be provided with incinerator. All maintenance requirements and parts, tools, equipment, and materials is to be included in quote.</p> <p>Maintenance programme to specify the timeframe and activities for using the supplied parts, tools, equipment, and materials.</p> <p>Maintenance programme is to be presented to the London Hospital Administrator upon commissioning of the incinerator.</p>		<p><b>Final Maintenance Programme</b></p> <p>Final Maintenance Programme highlighting maintenance of incinerator for 5 years post commissioning incorporating revisions and addressing all comments by reviewers.</p>
<b>Warranty</b>	<p>Provide a 5-year warranty for incinerator. If Incinerator experiences significant corrosion or other damage (outside ordinary wear and tear) that is deemed, by an independent review panel at SPREP, was unable to be prevented through the set maintenance programme, assistance and necessary parts, materials, equipment to and staff, to repair the incinerator is expected to be provided.</p>	Nil	<p><b>5-Year Warranty</b></p> <p>Provide a 5-year parts and repair warranty for the incinerator, providing for corrosion or other damage (outside ordinary wear and tear) that was deemed unable to be prevented through the set maintenance programme.</p>

## 5. SCHEDULE OF WORK

Activities to be completed no later than April 01, 2023, with a desire for activities to be completed before this timeline. Discussions on the final timeline will be had with successful supplier.

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

Activity/Deliverable	Timeline
<b>Inception meeting</b>	No later than two (2) weeks from date of Contract Execution
<b>Draft Work Plan</b>	No later than four (4) weeks from date of Contract Execution
<b>Final Work Plan</b>	No later than two (2) weeks from date of receipt of final comments on draft Work Plan
<b>Draft Installation Guide</b>	No later than four (4) weeks from date of approval of Final Work Plan
<b>Final Installation Guide</b>	No later than two (2) weeks from date of receipt of final comments on draft Installation Plan
<b>Proof of Procurement</b>	No later than twenty (20) weeks from approval of Final Work Plan
<b>Provision of <i>Certificate of Manufacture</i> for parts</b>	No later than twenty (20) weeks from approval of Final Work Plan
<b>Installation of Shed, Startup and Commissioning of London Hospital Incinerator</b>	No later than twenty (20) weeks from approval of Final Work Plan
<b>Incinerator Operational Training for London Hospital staff</b>	No later than twenty (20) weeks from approval of Final Work Plan
<b>Draft Report</b>	No later than four (4) weeks from installation startup and commissioning of London Hospital Incinerator and operational training
<b>Final Report</b>	No later than two (2) weeks from date of receipt of final comments on draft Report

## 6. BUDGET

Submissions are required to itemise all financial elements of their proposal in USD.

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 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 Inclusion

