



# REQUEST FOR TENDERS

File: ADM 1/1/4  
Date: 15 April, 2020  
To: Interested suppliers  
From: Lawrence Warner, Property Services Officer

**Subject: Request for tenders: Lawn Mowing Services for SPREP Compound**

## 1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. For more information, see: [www.sprep.org](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from licensed lawn mowing contractors who can offer their services to provide lawn mowing services for SPREP compound situated at Vailima
- 2.2. The successful applicant will need to carry out a site inspection to access the scope of works to be carried out.
- 2.3. **Specification:**
  - I. Cut and sweep designated lawn areas within SPREP compound once a month
  - II. Cut bush areas as designated by the PSO once a month
  - III. Lawn rubbish and cuttings to be disposed in bush areas within the compound
  - IV. Work to be carried out on Saturdays only to avoid distraction to office work.
  - V. Contractor to contract Properties Services Officer prior to any work carried out in the compound.

## 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions: list any conditions,
  - I. Have a current valid business license
  - II. Have relevant work experience

## 4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria. Describe any additional minimum content and format requirements.



- 4.2. Tender documentation should outline the interested supplier's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
- I. Cost breakdown of work
  - II. Time frame to perform each service
  - III. Contacts of three (3) referees
  - IV. History/proven ability to carry out the work
- 4.3 Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

## 5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to Maraea Pogi on [maraeap@sprep.org](mailto:maraeap@sprep.org) and copy [lawrencew@sprep.org](mailto:lawrencew@sprep.org) before 27 April 2020. A summary of all questions received with an associated response will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 29 April 2020.

## 6. Evaluation criteria

- 6.1. SPREP will select a preferred supplier 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 tenderer satisfies the following criteria.
- i. Demonstrate sufficient equipment and man power including Personal Protection Equipment for all crew members to complete the work efficiently and effectively (30%)
  - ii. Demonstrate a working level knowledge of industry Health and Safety Regulations (20%)
  - iii. Demonstrated experience in Lawnmowing and servicing of compounds similar in size to SPREP, including proven ability to carry out work as specified in the requirements. (20%)
  - iv. Cost breakdown of work (including timeframe to perform each service) (30%)

## 7. Deadline

- 7.1. **The due date for submission of the tender is: 13 May 2020, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked 'TENDER: Lawn mowing for SPREP Compound' to one of the following methods:

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.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.



# SPREP

Secretariat of the Pacific Regional  
Environment Programme



10th Pacific Islands Conference

## NATURE CONSERVATION AND PROTECTED AREAS

*Nature Conservation Action for a Resilient Pacific*

**For any complaints regarding the Secretariat's tenders please refer to the  
Complaints section on the SPREP website**

<http://www.sprep.org/accountability/complaints>