

REQUEST FOR TENDERS

RFT: PWP-152-CON
File: AP_6/5/8/4
Date: 22 June, 2022
To: Interested suppliers
From: PacWastePlus Finance and Procurement Officer

Subject: Request for tenders (RFT): Supply & Delivery of Towable 9” mobile chipping unit and storage box combo to Majuro, Republic of Marshall Islands

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
 - We value the Environment
 - We value our People
 - We value high quality and targeted Service Delivery
 - We value Integrity
- 1.3. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced suppliers who are able to supply and deliver a towable 9” mobile chipping unit and storage box combo for production and transport of mulch to Majuro in the Republic of Marshall Islands.
- 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:
 - 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 before 15 July 2022. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 18 July 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%

Criteria	Detail	Weighting
Experience & Expertise	Demonstrated and relevant experience in providing quality equipment for the intended purpose that can be delivered within the timeframe proposed	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%
Equipment Specifications	Details of proposed equipment, noting functionality, how it meets the criteria, ease of maintenance, and will meet the desired purpose	40%
Design and Methodology	Proposed project methodology noting schedule, equipment supply, timeframe, shipping, etc.	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

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



- 8.1. **The due date for submission of the tender is: 25 July 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-152-CON: **Supply & Delivery of Towable 9" mobile chipping unit and storage box combo to Majuro, Republic of Marshall Islands**

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
Supply and Delivery of:
Towable 9" Mobile Chipping Unit and Storage Box Combo for Production and
Transport of Mulch to Majuro, Republic of Marshall Islands

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

The Republic of the Marshall Islands (RMI) forms an archipelago of coral atolls located in the Micronesia region of the South Pacific. It's 113km² of land is made up of 34 atolls and low coral islands, inside an oceanic area of 1.2 million km². The capital of RMI is Majuro, home to about 74% of the 53,158 population.

The Majuro Atoll Waste Company (MAWC), a partnership between the national government and the Majuro Atoll Local Government, is responsible for solid waste collection, landfill management, and recycling in Majuro. MAWC provides weekly collection services to households on Majuro.

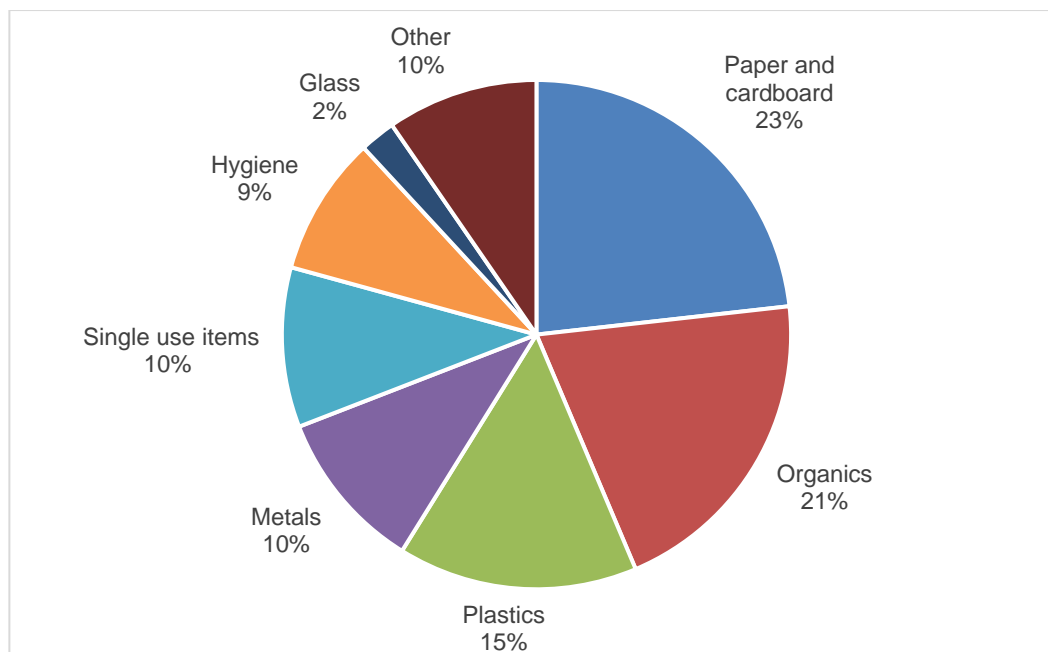
As with much of the Pacific (and indeed globally), changed consumption patterns over the decades away from traditional practices to a disposable society without ability to manage waste in a sustainable way has now resulted in solid waste generation exceeding the RMI capacity to manage it effectively. Without viable alternatives, the RMI have relied primarily on disposal of waste to dumps – in particular the main dumpsite at Jable–Batkan in Majuro. This dumpsite has long exceeded its design capacity with waste now pushed up to 17m high against a seawall on the ocean side of the atoll (see photos).

Figure 1: Jable–Batkan Dumpsite, Majuro



Results from the 2021 PacWastePlus Waste Audit, the composition of waste currently received at the Majuro landfill is as follows:

Figure 2: Composition of solid waste by weight at Majuro Landfill 2021



PacWastePlus Waste Audit 2021

MAWC has requested PacWastePlus support to introduce a programme to divert from landfill the largest two components of waste - organics (7 tonne/week) and paper/cardboard (8 tonne/week).

Current management of these materials in Majuro is provided in Table 1.

Table 1: Current management of Organics and Paper/Cardboard in Majuro

Organics	<ul style="list-style-type: none"> - Majority (~80%) of organics is collected by MAWC from households on a “green and bulky” Saturday waste collection - All of this material, though generally segregated at household level ends up disposed at landfill due to lack of availability of vehicles to travel to an existing compost facility in community of Laura, 40km away - Remaining ~20% of organics received at landfill is dropped off sporadically during the week by agencies such as the Local Government (MAL-Gov), and private vehicles
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Paper and Cardboard	<ul style="list-style-type: none"> - Majority of paper and cardboard is received at the Majuro landfill is from business collection, dominated by cardboard boxes, paper bags, and paper food packaging (takeaway trays). A portion, such as from the Freight and Transport sector, arrives segregated but all paper/card material is currently mixed with general waste and disposed at landfill. - Paper and cardboard were previously managed through an initiative converting it into briquettes for sale to community for use in cooking fires. This initiative did not last long due to high labour and inefficiencies with briquette production.
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3. EXPECTED OUTCOME

MAWC seek to utilise PacWastePlus support to procure equipment to enable effective collection and processing of organic materials.

The activities and outcomes sought from the equipment is as follows

Mobile Organic Materials Chipper and Chip Box

The Mobile Chipper will be capable of:

- Being towed by a Hyundai HD65 (details in Appendix A) and in compliance with RMI road regulations
- Processing approximately 1 tonne of material per day, with 75% being high-fibrous materials such as coconut fronds, and banana and pandanus leaves
- Processing material up to 9"
- Shredding material to be used
- Storing 6.5 cubic meter (8.5 cubic yard) shredded material in the storage "chipbox"
- Providing a swivelling chute to enable changeable aim of shredded material (i.e., seek for households to have a choice of whether they have the organic material blown back onto their property, or blown into the chipbox and taken away)
- Ability to operate in hot humid tropical atoll climate
- Provide minimum engine size:
 - o Gas - 37hp
 - o Diesel - 49hp
- Provisions for easy maintenance, including provision of specialist knife sharpener
- Identification of necessary PPE and provision of specialist PPE
- Provision of robust and easy to obtain consumable parts (i.e., knives), spare consumable parts for 2 years of operation to be supplied
- Manufactured by a company with a registered quality standard
- Provision of maintenance regime and training to operators in RMI
- Provision of 1-year parts and labour warranty

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
Inception	<p>Lead an inception meeting with the PacWastePlus and MACW teams 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/Service Plan that shall upon execution ensure effective delivery of services under this contract.</p> <p>The Draft Work/Service 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 identification of spare parts, PPE, timing of delivery, etc General description of the methods which the Contractor proposes to adopt for executing the contract, including meeting construction quality standards 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. The Draft Work/Service Plan will be presented and discussed at this meeting.</p> <p>Draft Work/Service Plan</p> <p>Draft Work/Service Plan highlighting how services will be delivered under this contract submitted to SPREP for consideration and comment.</p> <p>Final Work/Service Plan</p> <p>Final Work/Service Plan incorporating revisions and addressing all comments by reviewers on the Draft Work/Service Plan</p>
Development of Operating Resources for Safe and Effective Operation of the Equipment:	<p>Develop illustrative Operating Resources for safe and effective operation of the equipment:</p> <ul style="list-style-type: none"> Maintenance Programme to enable maintenance of equipment, and 	Design work of Maintenance Programme	<p>Draft Operating Resources</p> <p>Draft Maintenance Programme and Health and Safety Plan highlighting for safe and effective operation of the equipment</p> <p>Final Resources</p>

Phase	Description	Documentation SPREP will provide	Supplier Output
Maintenance Programme and Health and Safety Plan	<p>- Health and Safety Plan to specify safe operation and use of PPE.</p> <p>The Maintenance Programme is to specify required parts, tools, equipment, and materials to enable maintenance for 2 years. All spare parts, and specialist tools to be identifies and provided with the equipment and included in quote.</p> <p>Maintenance Programme to specify the daily, weekly, and monthly activities and use of the supplied parts and tools.</p> <p>Health and Safety Plan to specify required PPE for safe operation of the equipment. All PPE to be identified and specialist PPE to be provided with the equipment and included in quote.</p> <p>Maintenance Programme and Health and Safety Plan is to be presented to MAWC director, operators, and maintenance team upon equipment arrival into Majuro (Output 4).</p>		Final Maintenance Programme and Health and Safety Plan incorporating revisions and addressing all comments by reviewers.
Delivery – Mobile Chipper, Towbar, and Spare Consumable Parts and Specialist PPE for 2 years of Operation	<p>Purchase of mobile chipper that meets the requirements outlined in Section 3 – Expected Outcome.</p> <p>Arrange for delivery of equipment, spare consumable parts, towbar, and specialist tools and PPE to the Majuro Atoll Waste Company:</p> <p>Address: 38HM+QR7, Rairikku, Delap-Uliga-Djarrit, Majuro, Marshall Islands</p> <p>Include in quote all expenses to reach this destination including insurance, stevedorage, packing, loading, freight cost, land transport, customs and other clearance documentation etc.</p> <p>MAWC will formally receive the equipment and parts/PPE upon arrival at their yard and after inspection for quality.</p>		<p>Delivery of equipment, spare consumable parts, towbar, and specialist tools and PPE to the Majuro Atoll Waste Company</p> <p>Delivery of equipment, spare consumable parts, towbar, and specialist tools and PPE to the Majuro Atoll Waste Company</p> <p>MAWC will formally receive the equipment and parts/PPE upon arrival at their yard and after inspection for quality.</p>

Phase	Description	Documentation SPREP will provide	Supplier Output
Training – Equipment Operation and Maintenance	<p>Develop and deliver training on safe and effective operation of equipment. Training to include:</p> <ul style="list-style-type: none"> - Equipment operation - Health and Safety Plan, including use of the PPE - Maintenance Plan, including use of specialist tools 	SPREP will provide formatting of presentation materials	<p>Draft Presentation Draft Presentation on safe and effective operation of equipment</p> <p>Final PowerPoint Presentation Final presentation addressing SPREPs comments on draft</p> <p>Delivery of Presentation to MAWC Operators and other Stakeholders Minutes of the workshop / meeting</p>
Warranty	Provide a 2-year warranty of equipment. If equipment experiences significant corrosion or other damage that was unable to be prevented through the Maintenance Programme full replacement is expected.		<p>2-Year Warrantee Provide a 2-year full replacement warrantee of equipment.</p>

Service Provider Responsibilities

The service provider 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

Activities to be completed no later than 31 December 2022, 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
Inception meeting Draft Work/Service Plan	No later than 2 weeks after contract execution
Final Work/Service Plan	No later than 3 weeks after contract execution
Operating Resources for Safe and Effective Operation of the Equipment	No later than 5 weeks after contract execution
Delivery of Equipment and Parts/PPE to MACW	TBD
Delivery of training to MAWC Operators	TBD

6. BUDGET

Submissions are required to itemise all financial elements of their proposal in USD, including, but not limited to, the following:

- Equipment purchase (*not limited to*)
 - Required specialist tools
 - Towbar
 - Spare parts
 - PPE required
- All delivery costs (*not limited to*)
 - insurance
 - custom clearance requirements
- All applicable taxes

Submissions must include an annotated budget listing for each task.

SPREP reserves the right to withdraw this tender at any time, reserves the right to accept or reject any or all bids and to waive any formal defects or irregularities in the bids, when deemed to be in the interest 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

Appendix A: Specification of the Hyundai HD65; Vehicle that will be Towing the Mobile Chipper

SPECIFICATIONS

Model			HD55			HD65			
Specifications			Standard Cab			Standard Cab			Super Cab
			Short	Long		Short	Medium	Long	Long
			High	High	Low		High		
Dimensions (mm)	O. A. L		5,300	6,170	6,170	5,300	6,170	6,630	6,630
	O. A. W		2,010			2,010			
	O. A. H		2,250			2,285			
	Wheel Base		2,820	3,415	3,415	2,820	3,415	3,775	3,775
	Min. Ground Clearance		195	195	155	215			
	Min. Turning Radius		5.1	6.2	6.2	5.3	6.2	7.1	7.1
Weight (kg)	Curb vehicle weight	Front	1,700	1,720	1,695	1,750	1,770	1,780	1,825
		Rear	925	915	970	960	950	990	1,075
		Total	2,625	2,635	2,665	2,710	2,720	2,770	2,900
	GVW (Gross Vehicle Weight)		5,500			6,500			
	GCW (Gross Combination Weight)		9,000			10,000			
Engine	Model		D4GA14 (Euro V)			D4GA16 (Euro V)			
	Aspiration		Turbo Charger Intercooler			Turbo Charger Intercooler			
	Displacement	cc	3,933			3,933			
	Max. Power	kw/rpm	103(140ps) / 2,700			118(160ps) / 2,500			
	Max. Torque	Nm/rpm	392(40kgm) / 1,400			588(60kgm) / 1,400			
Transmission	Model		M035S5			T60S6			
	Type		5 Speed Manual			6 Speed Manual			
Electrical system	Battery		MF90AH			MF90AH			
	Alternator		24V-55A (Standard) / 24V-70A (Option)			24V-55A (Standard) / 24V-70A (Option)			
Axle	Capacity (kg)	Front	2,600			3,100			
		Rear	4,400			5,100			
	Rear Ratio		4.625	4.625	4.333	3.417			
Brakes	Type		Hydraulic with vacuum servo assistance, dual circuit			Hydraulic with vacuum servo assistance, dual circuit			
	Front		Disc			Disc			
	Rear		Drum			Drum			
Tire	Front		205/75R17.5-10PR			8.5R17.5-12PR			
	Rear		205/75R17.5-10PR	205/75R17.5-10PR	195/75R16-10PR	8.5R17.5-12PR			