

# REQUEST FOR TENDERS

File: AP 2/2/24/1  
Date: 19 December, 2019  
To: Interested suppliers  
From: Amanda Wheatley, Biodiversity Adviser

## **Subject: ECO-FRIENDLY PRINTING SERVICES RELATED TO THE 10<sup>TH</sup> PACIFIC ISLANDS NATURE CONFERENCE**

### **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. Every 5 years the Pacific Islands Roundtable for Nature Conservation (PIRT) with coordination support by SPREP, brings together government agencies, NGOs, community-based organisations, donor agencies and individual experts concerned with conservation science and practice in the Pacific Islands region at a Nature Conservation and Protected Areas conference. From 19-24th of April 2020 the next Nature Conservation and Protected Areas conference will be held in Noumea, New Caledonia.
- 1.3. This tender procedure is for the provision of 'Eco-Friendly Printing' services to SPREP. The services will include printing and binding of brochures, reports and newsletters as well as posters postcards and banners, in one or more colours to meet SPREP's need to communicate with a range of audiences but especially with the audiences brought together at the Nature Conservation and Protected Areas conference.
- 1.4. For more information, see: [www.sprep.org](http://www.sprep.org) and [www.pacificnatureconference.com](http://www.pacificnatureconference.com)

### **2. Specifications: statement of requirement**

- 2.1. The services to be provided include printing and binding of brochures, reports and newsletters as well as posters postcards and banners, in one or more colours. Delivery of this service will usually be to the SPREP office, but printed items may need to be sent directly to other locations within the Pacific region.
- 2.2. The provision of the printing services will be on an "on call" basis and service providers will be required to carry out the work in their own office location.
- 2.3. Delivery costs are NOT to be included and will be paid separately based on a separate transport quote per service request.
- 2.4. The overall maximum contract period will be 12 months.
- 2.5. Services requested:
  - (1) Printing and binding of brochures, reports, newsletters, (as well as possibly posters postcards, leaflets and banners) in single or multiple colours. Examples of existing SPREP publications can be found at: <https://www.sprep.org/publications>

- (2) Producing printed, sorted and stapled or bound documents according to requirements. Documents will typically be A4 and required in black and white and/or full colour.
- (3) Delivery of finished items will usually be to the SPREP office but may be required to be sent directly to other locations within the Pacific region.
- (4) Packaging of the printed material in sturdy boxes which clearly indicate the contents, including the title of the publication or other product code, as specified, and number of copies.

2.6. Full specifications are provided in the attached Terms of Reference and Input for Technical and Financial evaluation.

### **3. Conditions: information for applicants**

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
- 3.2. The consultant must be available to provide substantial services in the months prior to the 10th Pacific Islands Conference on Nature Conservation and Protected Areas being held from 19 April 2020. Additional tasks will then continue to be required following the Conference until November 2020.
- 3.3. This proposal should be in two parts: **Technical** and **Financial** components addressing the attached Terms of Reference. Refer also to the Input for Technical and Financial evaluation.
- 3.4. The tender may be submitted in **English** or **French**.

### **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 listed in the Terms of Reference.
- 4.2. Tenderer must provide details of three referees.
- 4.3. 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 or your Technical Proposal. Failure to do this will mean your application will not be considered*).
- 4.4. This proposal should be in two parts: **Technical and Financial components**.
- 4.5. The Technical component should present the following information:
  - List of main clients and services provided during the last three years indicating the value, date, and recipient of the services/products.
  - CVs (Curriculum Vita) of the staff designated to perform the work
  - Examples of work done during the last three years
  - List of the technical equipment and material available to meet the requirements.
  - If subcontracting of certain services/products is envisaged:
    - Description of the services to be provided by the tenderer directly and those which may be subcontracted
    - Description of the measures to ensure quality control of the services/products provided by the subcontractor
    - Description of subcontractors already selected by the tenderer which may be used for certain types of work

- A description of how the bidder ensures eco-friendly printing services that consider:
  - energy efficiency of the printing process
  - waste reduction at the printing process
  - use of environmentally friendly paper
  - emission caused by transport related to the delivery of finished items

4.6 The Financial component must contain a financial proposal, to be submitted using the form attached.

4.7 The tenderer's attention is drawn to the following points:

- Prices must be quoted in USD. Tenderers from countries that are not USD based, are advised they cannot change the amount of the bid because of changing exchange rates over the contract period. The tenderers choose the exchange rate and assume all risks or opportunities relating to the rate fluctuation.
- Prices must be fixed amounts.
- Prices must be quoted free of all duties, taxes and other charges, including VAT. The amount of VAT may be shown separately.
- Prices shall be fixed and not subject to revision during the performance of the contract.

## 5. Tender Clarification

5.1. Any clarification questions from applicants must be submitted by email to Maraea S Pogi on maraeap@sprep.org before 06 January 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 08 January 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:

- Previous expertise and experience in carrying out the requested services;
- Technical skills necessary to deliver the requested services; and
- Eco-friendliness

No	Qualitative award criteria		Weighting (max. points)
1.	Clarity and conciseness of the tender	The presentation and content of the tender should be clear, to the point and easy to understand, avoiding unnecessary details and repetitions	10/100
2.	Quality of delivered samples	i) Quality and precision of reproduction ii) Quality of collation iii) Quality of stapling/ binding	30/100

3.	Eco-friendliness	i) Quality and precision of energy efficiency of the printing process ii) Quality and precision of waste reduction at the printing process iii) Quality and precision of use of environmentally friendly paper iv) Quality and precision of emission caused by transport related to the delivery of finished items	30/100
4.	Time and conditions of delivery, Customer services	i) Capacity to meet deadlines ii) Ability to deliver according to the specified order iii) Availability and ability to provide immediate service (flexibility and response time)	30/100
<b>Total Qualitative Points (QP)</b>			<b>100</b>

The contract will be awarded to the offer that is the most cost effective (offers the best value for money) which obtains the highest number of points after the final evaluation, based on the ratio between the quality criteria (70%) and the price (30%).

Refer to the INPUT FOR TECHNICAL AND FINANCIAL EVALUATION FOR TENDER document for full details.

#### 7. Deadline

7.1. **The due date for submission of the tender is: 10 January 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: ECO-FRIENDLY PRINTING SERVICES RELATED TO THE 10<sup>th</sup> PACIFIC ISLANDS NATURE CONFERNECE 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.

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

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



10th Pacific Islands Conference

# NATURE CONSERVATION AND PROTECTED AREAS

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Noumea, New Caledonia

19-24 April 2020

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## TERMS OF REFERENCE FOR ECO-FRIENDLY PRINTING SERVICES

### 1. Background

This tender procedure is for the provision of 'Eco-Friendly Printing' services to SPREP. The services will include printing and binding of brochures, reports and newsletters as well as posters postcards and banners, in one or more colours to meet SPREP's need to communicate with a range of audiences but especially with the audiences brought together at the **Nature Conservation and Protected Areas conference**.

### 2. Objectives of the contract

The services to be provided include printing and binding of brochures, reports and newsletters as well as posters postcards and banners, in one or more colours. Delivery of this service will usually be to the SPREP office, but printed items may need to be sent directly to other locations within the Pacific region.

This service will also include packing the printed material in boxes which clearly indicate the contents, including the title of the publication or other product code, as specified, and number of copies per box.

### 3. Scope of work and description of key activities

Services requested:

- (1) Printing and binding of brochures, reports, newsletters, (as well as possibly posters postcards, leaflets and banners) in single or multiple colours. Examples of existing SPREP publications can be found at: <https://www.sprep.org/publications>
- (2) Producing printed, sorted and stapled or bound documents according to requirements. Documents will typically be A4 and required in black and white and/or full colour.
- (3) Delivery of finished items will usually be to the SPREP office but may be required to be sent directly to other locations within the Pacific region.
- (4) Packaging of the printed material in sturdy boxes which clearly indicate the contents, including the title of the publication or other product code, as specified, and number of copies.

Files for printing will usually, but not exclusively, be supplied via email in publishing formats, such as QuarkXPress or InDesign, or as PDFs or MS Word documents.

Prices should include any costs for converting files and any pre-press work, such as producing film and printing plates. Costs should also include providing SPREP with colour proofs for approval prior to printing.

These unit prices must include all relevant costs (e.g. paper, print, binding, quality control, etc.) and all expenditure (management of the firm, secretarial services, social security, salaries, etc.) incurred directly and indirectly by the contractor in performance of the tasks which may be entrusted to



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him/her. It should be clarified if prices quoted are for digital or offset printing of all items. Please specify as necessary.

**Please provide with your technical offer the following examples (samples) of your work:**

- One printed publication, stapled;
- One printed publication, glued; (perfect bound)
- One folded leaflet (e.g. A4, A5, 1/3 A4)

Costing should be provided for various types of documents and numbers of print quantities using the **Financial Offer form**.

The following four (4) items are represented in the Financial Offer form. The details shown below will assist you in accurately costing the items, based on the level of quality expected:

**A. A4 size (approx.) "General report"-type document:**

*Previous example can be found at the following link to the SPREP website:*  
<https://www.sprep.org/pirt/framework-for-nature-conservation-and-protected-areas-in-the-pacific-islands-region-2014-2020>

**Cover:**

**Paper:** 250g extra white matt (or similar, – please specify)

**Printing:** 4 colour process (CMYK Colour Chart) recto and verso

**Body pages:**

**Paper:** 120g extra white matt (or similar – please specify)

**Printing:** 4 colour process, CMYK recto and verso

**Binding:** include costs for stapled and glued options

**Number of pages:** 100 pages (50 leaves) plus cover (front and back)

**Print quantity:** 1,000 and 5,000 copies (using the Financial Offer form)

**B. Conference leaflet: (A4 "triptych" gatefold to 1/3 A4)**

*Previous example can be found at the following link to the SPREP website:*  
<https://www.pacificnatureconference.com/sites/default/files/2019-12/Conference%20info%20card%20-%20Eng%20and%20Fr.pdf>

**Paper:** 170 gsm gloss art

**Print:** four colour process (CMYK) printed front and back

**Print quantity:** Please offer prices for 2,000 copies and 5,000 copies. (using Financial Offer form)





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### C. “Fact Sheets”:

*Previous example can be found at the following link to the SPREP website:*  
<https://www.pacificnatureconference.com/sites/default/files/pnc/Pacific%20Islands%20Environment%20Leadership%20Awards%202020.pdf>

**Paper:** 160 gsm gloss art, A4 finished size

**Print:** four colour process (CMYK) printed front and back

**Print quantity:** Please offer prices for 500 and 1,000 copies (using the Financial Offer form)

### D. SPREP “Report”: (A4 size, approx.)

*Previous example can be found at the following link to the SPREP website:*  
<https://www.sprep.org/sites/default/files/documents/publications/annual-report-2018.pdf>

**Cover:** 300 gsm silk art board.

**Print:** four colour process (CMYK) printed front and back

**Body pages:** 48 pages (24 leaf)

**Print:** four colour process (CMYK) for all pages

**Binding:** include costs for stapled and glued options

**Print quantity:** Please offer prices for 500 and 1,000 copies (using the Financial Offer form)

If alternative paper stock to the above is proposed, it must be fully specified in the offer. All paper stock used should be environmentally friendly, using recycled material or coming from sustainable sources.

You are also welcome to provide prices for other common printing service items (using similar high quality printed materials) which are not specifically listed in the Financial Offer form.

Prices for the following items can be additionally provided:

- posters
- postcards
- leaflets
- banners

Please indicate together with your prices the volume (print run), dimensions and materials used. Delivery costs are NOT to be included and will be paid separately based on a separate transport quote per service request.

While these prices for extra items will not be taken into account in the formula used to assess the quality/price ratio, if your tender is selected as the successful offer, the extra prices provided will form part of the ensuing contract.



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## 4. Timeframe

The overall maximum contract period will be 12 months.

## 5. Working arrangements

### 5.1. Quality control

The Contractor will provide constant quality monitoring to ensure that:

- there are no errors in ordered printing products, and /or quality of the delivered product meets requirements related to the technical specifications
- final product is compliant with the current SPREP guidelines or additional donor requirements and/or other guidelines provided by SPREP

SPREP reserves the right to reject the product and apply contractual measures in case of repeated mistakes, omissions or poor quality on the Contractor's side.

### 5.2. Project management

The execution of this contract requires the capacity to manage several orders simultaneously and to ensure coordination between all parties involved. The contractor shall ensure the necessary management systems to ensure the quality control in the relevant production phases of the process and the quality check of the final product as well as the proper follow up and coordination at the pre production, production and post-production stages.

The printing company is expected to interact with the supervisor and other relevant colleagues via teleconference. Costs related to communication should be included in the price.

## 6. Bidding

Interested consultants are invited to submit a proposal in response to these Terms of Reference.

This proposal should be in two parts: **Technical and Financial components**.

The Technical component should present the following information:

- List of main clients and services provided during the last three years indicating the value, date, and recipient of the services/products.
- CVs (Curriculum Vita) of the staff designated to perform the work
- Examples of work done during the last three years
- List of the technical equipment and material available to meet the requirements.
- If subcontracting of certain services/products is envisaged:
  - Description of the services to be provided by the tenderer directly and those which may be subcontracted
  - Description of the measures to ensure quality control of the services/products provided by the subcontractor
  - Description of subcontractors already selected by the tenderer which may be used for certain types of work





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- A description of how the bidder ensures eco-friendly printing services that consider:
  - energy efficiency of the printing process
  - waste reduction at the printing process
  - use of environmentally friendly paper
  - emission caused by transport related to the delivery of finished items

### The Financial component

All tenders must contain a financial proposal, to be submitted using the form attached.

The tenderer's attention is drawn to the following points:

- Prices must be quoted in USD. Tenderers from countries that are not USD based, are advised they cannot change the amount of the bid because of changing exchange rates over the contract period. The tenderers choose the exchange rate and assume all risks or opportunities relating to the rate fluctuation.
- Prices must be fixed amounts.
- Prices must be quoted free of all duties, taxes and other charges, including VAT. The amount of VAT may be shown separately.
- Prices shall be fixed and not subject to revision during the performance of the contract.



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## 7. FORM for financial offer

			TOTAL COST * (please provide a price offer <b>only</b> in the un-shaded boxes)				Delivery time in calendar days from date of receipt of material from SPREP
Services to be provided:			500	1,000	2,000	5,000	
A	A4 „General Report“ - style document	stapled		USD As1k		USD As5k	
		glued		USD Ag1k		USD Ag5k	
B	Conference leaflet				USD B2k	USD B5k	
C	fact sheets		USD C5	USD C1k			
D	SPREP „Report“	stapled	USD Ds5	USD Ds1k			
		glued	USD Dg5	USD Dg1k			

\* All prices offered do NOT include delivery costs.



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## INPUT FOR TECHNICAL AND FINANCIAL EVALUATION FOR TENDER 'ECO-FRIENDLY PRINTING SERVICES'

### 1. Technical and professional capacity criteria and evidence

Tenderers should show their degree of technical and professional capacity to carry out the requested tasks by providing information on the criteria described below. If several service providers/subcontractors are involved in the bid, each of them must have and show that they have the professional and technical capacity to perform the tasks assigned to them.

#### Selection criterion 1: Previous expertise and experience in carrying out the requested services

Tenderers must provide the following documents:

- List of main clients and services provided during the last three years indicating the value, date, and recipient of the services/products.
- CVs (Curriculum Vita) of the staff designated to perform the work.
- Examples of work done during the last three years:
  - If a part of this work was delivered by subcontractors, tenderers must clearly indicate their own role and contribution.
  - Tenders from consortia of undertakings or groups of service providers must specify the title, roles and experiences of each of the consortium members. In such cases, one of the tenderers must be designated as the „main contractor“.

#### Selection criterion 2: Technical skills necessary to deliver the requested services or products

Tenderers must provide the following documents:

- List of the technical equipment and material available to meet the requirements.
- If subcontracting of certain services/products is envisaged:
  - Description of the services to be provided by the tenderer directly and those which may be subcontracted
  - Description of the measures to ensure quality control of the services/products provided by the subcontractor
  - Description of subcontractors already selected by the tenderer which may be used for certain types of work

#### Selection criterion 3: Eco-friendliness

- A description of how the bidder ensures eco-friendly printing services that consider:
  - energy efficiency of the printing process
  - waste reduction at the printing process
  - use of environmentally friendly paper



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- emission caused by transport related to the delivery of finished items

## 2. CRITERIA

### Quality of the Offer

Once the Tenderer has demonstrated the appropriate capacity to perform the Contract on the grounds of the selection criteria, the offer will be assessed based on the award criteria.

No	Qualitative award criteria		Weighting (max. points)
1.	Clarity and conciseness of the tender	The presentation and content of the tender should be clear, to the point and easy to understand, avoiding unnecessary details and repetitions	10/100
2.	Quality of delivered samples	i) Quality and precision of reproduction ii) Quality of collation iii) Quality of stapling/ binding	30/100
3.	Eco-friendliness	i) Quality and precision of energy efficiency of the printing process ii) Quality and precision of waste reduction at the printing process iii) Quality and precision of use of environmentally friendly paper iv) Quality and precision of emission caused by transport related to the delivery of finished items	30/100
4.	Time and conditions of delivery, Customer services	i) Capacity to meet deadlines ii) Ability to deliver according to the specified order iii) Availability and ability to provide immediate service (flexibility and response time)	30/100
<b>Total Qualitative Points(QP)</b>			<b>100</b>

Tenderers shall elaborate in the technical offer on all points addressed in the Terms of Reference (ToR), bearing also in mind the above indicated award criteria, in order to score as many points against the quality award criteria as possible. The mere repetition of mandatory requirements set out in the



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ToR , without going into detail or without giving any benefit in the technical offer, will only result in a very low score.

### Price of the Offer

The Financial Offer form contains twelve (12) price boxes, which shall be completed with a monetary amount by the tenderer.

Please note: If any price box is left blank by the tenderer then the Financial Offer will be considered to be invalid and will be eliminated from further evaluation.

For the purposes of evaluation of price, a 'price calculation' will be used in which the prices offered in the FINANCIAL FORM, are applied to the price formula as shown below.

$$PB = As1k + As5k + Ag1k + Ag5k + B2k + B5k + C5 + C1k + Ds5 + Ds1k + Dg5 + Dg1k$$

$$PP = (PC / PB) \times 100$$

Where:

PP = Weighted price points

PC = Cheapest bid price received

PB = Bid price being evaluated

### Award of the contract

The contract will be awarded to the offer that is the most cost effective (offers the best value for money) which obtains the highest number of points after the final evaluation, based on the ratio between the quality criteria (70%) and the price (30%). The following formula will be used:

$$TWP = (QP \times 0.7) + (PP \times 0.3)$$

Where:

QP = Qualitative points

PP = Price points

TWP = Total weighted points score

In case the successful tenderer is unable to sign the contract for any reason, the Contracting Authority reserves the right to award the contract to other tenderers as per the ranking order established following the evaluation procedure.