



SPREP

Secretariat of the Pacific Regional
Environment Programme

REQUEST FOR TENDERS

RFT: 2022/029
File: AP_2/33
Date: 1 September, 2022
To: Interested consultants
From: Rahul Chand - Capacity Building Officer, ABS

Subject: Request for tenders (RFT): Develop, supply and deliver promotional materials for the Access and Benefit Sharing Project.

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 can offer their services to develop and produce promotional materials for the Access and Benefit Sharing Project.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The price should include all taxes and import duties as well as freight and handling fees from point of procurement to the assigned destination.
- 2.4. 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.
- 2.5. 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:

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- 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;
 - iii. Provide 5 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. Complete the Financial Proposal form which should outline the schedule of priced tasks in accordance with tasks outlined under the Terms of Reference; and
 - vi. 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** – complete the form provided with a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes, freight, handling and all other related costs.

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- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. Tenderers/bidders shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 4.5. The tenderer/bidder might be requested to provide additional information relating to their submitted proposal, if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
- 4.7. The Proposal must remain valid for 90 days from date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of tender.

5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to procurement@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 by 21 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:
 - a. Provide an overview of how the organisations process to manage client requests, artwork approval/designing stages, production timelines and product packaging are effectively done.
 - b. Provide a detailed listing of all environmentally friendly products that are used by your organisation.

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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	Extensive experience and demonstrated record of achievement in developing and mass producing merchandise and promotional materials. Must include at least 5 examples of previous work	50%
Technical Proposal / Methodology	Submission of a detailed technical proposal based on the scope of work required	30%

II. Financial Score – 20%

Submission of a detailed financial proposal providing the full cost (in USD) to develop and supply promotional materials for the Access and Benefit Sharing Project using the form provided.

Costs should include direct and indirect benefits/costs over the whole procurement cycle including taxes, import duties, freight and handling fees (where applicable) from point of procurement to assigned destination

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.

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8. Deadline

- 8.1. **The due date for submission of the tender is: 29 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 2022/029: **Develop, supply and deliver promotional materials for the Access and Benefit Sharing Project**'

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

DEVELOP, SUPPLY AND DELIVER PROMOTIONAL MATERIALS FOR THE ACCESS AND BENEFIT SHARING PROJECT

1.0 **Background**

1.1 With the financial assistance from the Global Environment Facility (GEF) and implementation by the United Nations Environment Programme (UNEP), the Secretariat of the Pacific Regional Environment (SPREP) is currently executing a Regional Access and Benefit Sharing Project in fourteen Pacific Island Countries [see *list below*¹]. The Project aims to support Pacific Island countries to ratify the Nagoya Protocol and implement key measures to make the Protocol operational in the region. The main objective of the project is to help countries from the Pacific region in the ratification of the Nagoya Protocol on Access to Genetic Resources and Benefit Sharing, build legal and technical capacity to implement and operationalize the Protocol domestically and to improve awareness, communication and education on access and benefit sharing issues in the Pacific. The project began execution of activities in July 2017 following the Regional Project Inception meeting held in Apia, Samoa.

The project contributes to Sustainable Development Goals (SDGs) 2 'Zero Hunger' and SDG 15 on 'Life on Land'. The contributions made by the project were seen through the development and review of policy and regulatory frameworks for at least four countries in the Pacific in 2019. The frameworks developed are aimed at promoting the fair and equitable sharing of benefits arising out of the utilization of genetic resources and associated traditional knowledge. Additionally, is to improve and encourage investment, including through enhanced national, regional and international cooperation on academic and commercial researches contributing to conservation and sustainable development.

1.2 SPREP Strategic Goals

Strategic goal A: Address the causes of biodiversity loss

1. Make people aware about the values of biodiversity
2. Integrated biodiversity values in development + poverty reduction plan
4. All levels of stakeholders have taken steps to achieve or have implemented plans for sustainable development

Strategic Goal B: Reduce the direct pressure on biodiversity and promote sustainable use

5. Reduce the rate of natural habitat loss + forest loss by at least 50%

Strategic Goal C: Safeguard ecosystems, species and genetic diversity

11. Conserve terrestrial and inland water, coastal – marine areas
13. Maintain genetic diversity of agro-plants, domesticated animals and minimizing genetic erosion

Strategic Goal D: Participatory planning, capacity building

18. Integrate the knowledge of tribal communities

1.3 Components of the Regional ABS project

The four components of the project are as follows:

¹ Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshal Islands, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu,



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Component 1: baseline analysis to identify common assets (particularly relating to traditional knowledge), issues and needs between countries;

Component 2: assist countries to ratify the Protocol through supporting national authorities. It includes scoping studies to identify gaps in existing laws and regulations at the national level, analysis of implications on ratification of the Protocol, awareness and consultation with policy makers;

Component 3: establish an enabling environment for the implementation of basic provisions of the Protocol. This includes stocktaking and assessment of capacities and systems currently in place, development or review of strategy and action plans for the implementation of ABS measures and building capacity among stakeholders; and

Component 4: addresses regional coordination and technical support.

2.0 Purpose of the tender

2.1 SPREP (Regional ABS Project) is seeking the services of a supplier to develop, and mass produce promotional materials to continuously increase project visibility and awareness across the Pacific Region.

3.0 Scope of Duties of the Work

3.1 The Secretariat of the Pacific Regional Environment Programme operate on environmental principles, for our communications products and services these are the “Blue Wave Principles”. This requires all products to have very little negative environment impact possible. This must be noted when undertaking this task.

3.2 The principles supplier will be required to undertake the following duties:

- a. Supply and customise promotional materials listed below with customised print. This consists of several logos and text.
 - i. 2,000 x 500mls Stainless steel water bottles
 - ii. 2,000 x cloth face masks with refillable slots to ensure they achieve K94 and K95 levels of safety
 - iii. 2,000 x PM.2 level refills to ensure cloth face masks are as safe as possible.
 - iv. 2,000 x 8GB USB's
 - v. 2,000 x cotton tote bags large enough to fit A4 documents, with handles of a reasonable size for comfortable carrying.
- b. Ensure these promotional materials are delivered to SPREP Headquarters located at Vailima, Apia Samoa.

The goods are to be delivered by the supplier to the following address and received by SPREP within 40 days from when the contract is signed.

SPREP
Vailima
P.O. Box 240
Apia,
SAMOA

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4.0 Duration

- 4.1 Final outputs/deliverables are to be completed and submitted within 40 days from the day a contract is signed.
- 4.2 Starting date for production will begin when the contract is signed by the supplier.
- 4.3 Any alteration to the contract regarding the duration will be discussed between SPREP and the supplier prior to any such extension being granted.

5.0 Information for applicants

- 5.1 SPREP will provide technical support and guidance to the supplier as and when required.
- 5.2 The successful supplier will be guided by SPREP on the drafting of the Regional Guidelines, especially in regard to the content. All these sessions will be virtual.
- 5.3 The successful supplier 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.

6.0 SPREP Contact

Rahul Chand, ABS Capacity Building Officer, Island and Ocean Ecosystems Program, SPREP.