REQUEST FOR TENDERS

RFT: PWP-121-CON
File: AP_6/5/8/3
Date: 7 February, 2023
To: Interested Suppliers
From: PacWastePlus Finance and Procurement Officer

Subject: **Request for tenders (RFT): Design, manufacture, and deliver 17 modular 'Recycling Depots' (Modified Shipping Containers, or other modular solution) for use in Tuvalu (outer islands) and the Cook 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 experienced service providers who can design, manufacture and deliver 17 modular recycling depots (modified shipping containers or other modular solution) for use in the outer islands of Cook Islands and Tuvalu.

2.2. The Terms of Reference (ToR) for this tender is 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;
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 applicant satisfies the conditions stated above and is capable of meeting the requirements as stipulated in the ToR. 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 pwp.procurement@sprep.org before 01 March 2023. Details of a pre-bid meeting to be held with interested tenderers will be posted on the SPREP website, to provide the opportunity to receive clarification on the expected outcomes. A summary of all questions received, complete with an associated response posted on the SPREP website www.sprep.org/tender by 06 March 2023.

b. The only point of contact for all matters relating to the RFT and the RFT process is the 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 designing, manufacturing, and delivering quality converted shipping containers, or other modular solutions that meet client expectations.	10%
	Demonstrated and relevant experience in provision of converted shipping containers or other modular solutions for use in coastal, and/or humid tropical environments	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%
Design and Methodology	Preliminary depot design and details illustrating how depots will meet the desired purpose and reflect the unique context of Tuvalu and the Cook Islands. Specific detail should be provided on Depot features, included equipment, functionality, etc. Proposed project methodology noting schedule, activities, concurrent or sequential development, etc.	50%

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: 15 March 2023, 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-121-CON: **Design, manufacture, deliver 17 modular recycling depots for use in outer islands of Tuvalu and the Cook 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

SPREP
Secretariat of the Pacific Regional Environment Programme

ANNEX A

TERMS OF REFERENCE

Design, Manufacture, Deliver 17 Modular 'Recycling Depots' (Modified Shipping Containers, or Other Modular Solution) for use in Outer Islands of Tuvalu and the Cook 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

This tender is seeking to design, manufacture, and deliver modular 'recycling depots' (from modified shipping containers, or other modular solutions) to enable the Tuvalu and Cook Islands Governments to provide remote island communities with a recycling opportunity.

Tuvalu

Tuvalu is a small atoll nation located in the Polynesia region in the Central Pacific. The nine islands of Tuvalu cover a land area of 26km^2 making it the fourth smallest nation in the world. Its exclusive economic zone covers an oceanic area of approximately 750,000km^2. The capital of Tuvalu is Funafuti, home to 60% of the 10,507 population (World Bank 2022).

Tuvalu's economy has been growing steadily, with gross domestic product (GDP) estimated at USD$48.9 million, and GDP per capita at USD$4,143.11 in 2020 (World Bank 2022). As Tuvalu's economy has grown, local patterns of consumption have shifted from a reliance on locally produced consumables, to greater consumption of imported processed foods and luxury products. Consumption of imported processed food has led to increased waste generation.

As with other Pacific Island Countries, Tuvalu is faced with the increasing issue of recyclable materials filling dumpsites and building up in stockpiles. Consumer items are imported into Tuvalu but there are currently limited financially viable options for their end-of-life collection, processing, and export.

Currently, the outer islands in Tuvalu do not have recycling depot facilities to enable residents to divert their material to recycling systems, so recyclable items are going to the island dumps (currently making up 23.5% of waste disposed).

Cook Islands

The Cook Islands are a small island nation in the Polynesian region in the Central Pacific. The fifteen islands cover an exclusive economic zone of 2.2 million square kilometres. The capital of the Cook Islands is Rarotonga, home to over 70% of the 15,800 population (Cook Islands Statistics Office, 2019).

Prior to 2020, the Cook Islands GDP was USD$85.9 million, and GDP per capita was USD$20,333[1] (MFEM, 2022; UN Data, 2022). The Cook Islands economy is largely reliant on tourism, receiving 170,000 visitors in 2019 (Cook Islands Ministry of Finance and Economic Management 2019) with the industry returning post COVID border closures.

As with Tuvalu, the Cook Islands consumption pattern has shifted from locally produced consumables to a greater reliance on imported foods and products, especially on the capital island, and which has led to increased waste generation.

Rarotonga achieves some end-of-life collection, processing, and export of recyclable materials and there have been some instances of recyclables leaving outer islands but no formal recycling programmes are in place. Most materials generated in the outer islands are currently disposed in managed or unmanaged dumpsites.

4. EXPECTED OUTCOME

The outcome from this project will be to establish 17 small recycle recycling "depots" in the islands of Tuvalu and the Cook Islands. to provide for recyclable items to be safely collected and transported back to the capitals for consolidation and onwards for recycling. Two of the depots are to be towable in compliance with road regulations for easy transport around the islands of Aitutaki and Rarotonga.

Recycling "depots" will be located in:

- Seven islands of Tuvalu – Nanumea, Nui, Nukufetau, Nukulaelae, Nanumanga, Niutao, and Vaitupu.
  Note: Island of Niulakita not included as they have has very small population (less than 20 households) (Niulakita) and full recycle depot deemed unnecessary.
- Ten islands of the Cook Islands– Southern Group: Rarotonga, Aitutaki, Atiu, Mauke, and Mitiaro; Northern Group: Nassau, Palmerston, Pukapuka, Rakahanga, and Tongareva.
  Notes:
  - *Islands of Mangaia and Manihiki are not included as they have existing facilities*
  - depots for Rarotonga and Aitutaki for are to be towable in compliance with road regulations for easy road transport.

The recycle depots will provide for the following:

- Designed to provide each outer island community of Tuvalu and the Cook Islands a location:
  - For community members to drop off their recyclable items:
    - In Tuvalu: aluminium cans, PET bottles, glass bottles, Used Lead Acid Batteries (ULABs), and small electronic items
    - In the Cook Islands: aluminium cans, PET bottles
  - For the collection, storage, and volume reduction processing of recyclable items. Details of types and estimated quantities of recyclable materials are provided in Table 1.

[1] http://data.un.org/Data.aspx?q=Cook+Islands&d=SNAAMA&f=grID%3A101%3Bcur-rID%3AUSD%3BpcFlag%3A1%3Bc rID%3A184

- Designed to provide for collection and storage for expected monthly throughput of up to five types of recyclable items. The outer islands are serviced by government ferry on a variable 4-6 week schedule. Types and estimated monthly quantities of recyclable materials to be stored at each depot include:

Table 1: Estimated Monthly Collection and Volume of Recyclable Items

		Aluminum Cans		*PET Bottles*		*Glass Bottles***		*ULAB*		*Small Electronics ****	
Island	***Households***	*#*	*m^{3*}*	*#*	*m^{3*}*	*#*	*m^3*	*#*	*m^**	*#*	*m^3*
Tuvalu											
Nanumea	115	6,900	0.69	9,660	1.93	920	0.46	5	0.05	10	0.02
Nui	107	6,420	0.64	8,988	1.80	856	0.43	4	0.04	9	0.02
Nukufetau	122	7,320	0.73	10,248	2.05	976	0.49	5	0.05	10	0.02
Nukulaelae	67	4,020	0.40	5,628	1.13	536	0.27	3	0.03	6	0.01
Nanumanga	103	6,180	0.62	8,652	1.73	824	0.41	4	0.04	9	0.02
Niutao	126	7,560	0.76	10,584	2.12	1,008	0.50	5	0.05	11	0.03
Vaitupu	237	12,900	1.4	18,660	3.93	1820	0.96	10	0.10	20	0.04
Cook Islands											
Atiu	131	2,500	0.25	51,400	10.28						
Mauke	97	1,700	0.17	35,150	7.03						
Mitiaro	52	900	0.09	18,350	3.67						
Nassau	11	400	0.04	8,650	1.73						
Palmerston	13	300	0.03	6,850	1.37						
Pukapuka	95	2,600	0.26	52,600	10.52						
Rakahanga	25	500	0.05	10,300	2.06						
Tongareva	47	1,300	0.13	26,750	5.35						

Conversion estimates; number of items to m^3:

1 Crushed can = 100cm^3 (0.0001m^3)
1 Crushed PET bottle = 200cm^3 (0.0002m^3)
1 Glass bottle = 500cm^3 (0.0005m^3)
1 ULAB = 10,000cm^3 (0.01m^3)
1 small electronic item (laptop)**= 2,400cm^3 (0.0024m^3)

* Aluminum and PET to be crushed using hand-operated crusher, details below

* Glass Bottles will be collected at the depots in Tuvalu but not transported to Funafuti, will be processed on island
** Small electronics may include phones, computers, small TV's. Volume estimated using lap-top as proxy.

- Reflect the context and limitations associated with the Tuvalu and Cook Islands outer islands. This context is provided in Table 2.

- Include the installation of equipment to undertake size reduction, such as a hand-operated crusher similar to the below (or equivalent):
    - Model 5000 One Gallon Jug Crusher, dimensions:
        - height on the wall for a full swing of the handle 45″, 114cm
        - width 11″, 28cm
        - depth, while crusher is at rest 10″, 25cm
        - depth, space off the wall for a full swing of the handle 24″, 60cm

Model 5000 Gallon Jug Crusher

Designed to provide for operation and storage of infrastructure supplied by the project, including space for the following:

- Woven Laminated Sacks ("rice sacks") – approximately 710 X 490 X 300 mm
- Signage (designed by PacWastePlus to fit on design of depots)
- Storage for wheelbarrow
- Storage for tables, chairs, and other required equipment

Note: Sacks, signage, and wheelbarrow supplied by separate contract and need not be quoted in this proposal

- Provide a "user-friendly" experience for community members using the depots, including space for clear signage, provision for easy separation of items, and shaded/sheltered area for community members who access the depots

  Note: Actual signage will be developed external to this contract and should not be quoted here. Please do provide details of any advice or guidance on how to affix signage to the Depot to ensure the integrity is not reduced through water / salt infiltration, etc.

- Provide for safe and ergonomic operation of the workspace for operators and ability to safely store, handle, and crush/process the recyclable items. This might include considerations of ergonomic operation of equipment such as a handheld crusher, ability to efficiently receive and count recyclable items and space to write receipts, ability to hang, tie, and swap-out sacks once full while minimising manual handling, and providing for area for separation and bunding for hazardous materials (ULAB).

  Recommended equipment required for the operation of the Depots (i.e., tables, chairs, acid-proof bund, pulleys to reduce manual handling etc) shall be specified and included in quote.

- Be prefabricated and able to be safely delivered to the Tuvalu and the Cook Islands outer islands with available infrastructure (specified in Table 2) and require minimal construction/installation activities once on each island. This may limit the size to 10-foot sea containers, or containers / modular solutions that can be that can be safely transported and delivered in a flat

pack format requiring minimal non-specialist installation. Any installation activities required once depots are in their final destination (i.e., fitting of roof, cyclone chains, etc), along with required tools and equipment to install the depots are to be specified in the proposal.
• Designed 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 *Construction of concrete footings and cyclone tiedown blocks to the Tuvaluan and the Cook Islands building standards will be completed by PacWastePlus*
• Designed to withstand the harsh climate and geological conditions (specified in Table 2). A maintenance programme is to be specified and parts / equipment / paint to be provided to maintain depots fo2 years post installation. Tools and equipment to maintain depots specified in proposal and included in quote.

Table 2: Setting the Context: Outer Islands of Tuvalu and the Cook Islands

	Tuvalu	Cook Islands
Isolation / remoteness	Tuvalu is situated 4,000 kilometres north-east of Australia and about halfway between Kiribati to the north and Fiji to the south, spread between the latitude of 5° to 10° south and longitude of 176° to 180°. Geographic coordinates: 5°41′S 176°12′E to 10°45′S 179°51′E. This makes Tuvalu one of the most isolated countries in the world. The land area of Tuvalu (all nine islands) is 26 km², inside a marine area (exclusive economic zone (EEZ)) of 749,790 km²	The Cook Islands are in the South Pacific Ocean, northeast of New Zealand, between American Samoa and French Polynesia. There are 15 main islands spread over 2,200,000 km² of EEZ between latitude 21° 14' S and 159° 46' W. The islands are divided into two distinct groups: the Southern Group (9) and the Northern Cook Group (6). Total land area of the Cook Islands is 240 km².
Connection	The capital Funafuti is serviced by the Pacific Direct Line shipping company on an approximately monthly schedule. Tuvalu outer Islands are serviced by government inter island vessels on a general 4-6 week schedule, however delays to the schedule are common. The interisland vessels are too large to enter the barrier reefs or "dock-up" to each island. Supplies and passengers are generally unloaded on small tenders and transported through small gaps in the reef. A new landing barge has been purchased, providing for safer access to islands. The landing barge can provide for safe delivery of 10-foot sea containers. New boat harbours are in development or construction on some islands, providing	The capital Rarotonga is serviced by four international shipping services – Matson Shipping, XCIL Shipping, Matina Travel and HPM. Domestic services for the Cook Island outer islands are CI General Transport - MV Taunga Nui, Taio Shipping, TaRo Enterprises, Matson Shipping and XCIL Shipping. The islands of Aituaki (not included in this tender), Atiu and Tongareva are currently the only outer islands that can dock ships. For other islands, the passageways are not large enough to let in ships. For these islands, supplies and passengers are generally unloaded on small tenders and transported to the island.

	all-tide / all weather access. The boat harbours are not designed to providing docking for the interisland ferries.	
Land transport (outer islands)	Common land transport on outer islands are motorbikes, there are a very small number of private vehicles. The Kaupule (island government) and other government departments operates small trucks, tractors, and small wheel loaders for transporting goods Wheel loaders provide for transport of large items such as 10-foot sea containers Wheelbarrows for transporting smaller items are common	Common land transport on outer islands are motorbikes, there are a very small number of private vehicles. Government owned heavy machinery, pick up trucks and tractors with trailers can move supplies around the islands. Heavy machinery (excavators) are often used to lift cargo off tenders.
Proximity to marine environment / corrosion from salt damage	Tuvalu islands are low-lying, narrow coral atolls. The average elevation of Tuvalu islands is less than 2 metres above sea level. The widest point of Tuvalu is 650 meters (Funafuti). Soils are saline and alkaline, shallow, and coarse-textured. Sea level is expected to continue to rise in Tuvalu, increasing salinity of the soil. By 2030, under a high emissions scenario, this rise in sea level is projected to be in the range of 4-14 cm^2.	The Cook Islands southern group are and volcanic islands, and northern group low-lying, coral atolls. Soils in the southern group are predominately clay and in the northern group are saline and alkaline, shallow, and coarse-textured. Sea level is expected to continue to rise in the Cook Islands. By 2030, under a high emissions scenario, this rise in sea level is projected to be in the range of 4-15 cm. The sea-level rise combined with natural year-to-year changes will increase the impact of storm surges and coastal flooding, especially in the northern group.
Climate	The climate of Tuvalu is tropical, moderated by easterly trade winds (March to November); westerly gales and heavy rain (November to March). Tuvalu experiences very constant annual temperature, rarely vary outside 27°C to 31°C, and high annual rainfall, varying from 124 millimetres in September to 297 millimetres in January. The perceived humidity does not vary significantly over the course of the year, remaining a virtually constant 100%. Tropical cyclones affect Tuvalu between November and April. In the 41-year period between 1969 and 2010, 33 tropical cyclones passed within 400 km of Funafuti. Projections associated with climate change predict the Tuvalu region will see a	The climate of the Cook Islands is tropical (warm and humid) with the northern group having a generally constant annual temperature. The climate is conducive to rust. Rainfall is abundant throughout the country. In the northern islands, rainfall ranges from 1,900 to 2,800 millimetres per year, becoming progressively more abundant from east to west, while on the southern islands, it hovers around 2,000 mm per year. The cyclone season is between November and April. Sea surges during severe cyclones have washed through land areas of the atolls in the past. The southern group has experienced damage to buildings, including roofs torn off by high winds.

	decrease in the frequency of tropical cyclones but an increase in their intensity. [2][3]	The predicted sea-level rise combined with natural year-to-year changes will increase the impact of storm surges and coastal flooding.
Natural disasters	Due to its low-lying geography, Tuvalu is at risk from natural disasters, including rising storm surges, cyclones, and tsunamis.	Due to its low-lying geography, the northern group is at risk from natural disasters, including rising sea surges, cyclones, and tsunamis. The southern group being islands are more protected from sea surge.
Population	More than half of Tuvalu's 11,646 population (World Bank, 2019) live on Funafuti, the main island. The remaining islands are sparsely populated, details provided in Table 1.	Most of the Cook Islands population (13,000) live on Rarotonga and Aitutaki (3,326). The rest of the population is spread unevenly across the other islands, details provided in Table 1.
Private sector	There are few formal private sector businesses on Tuvalu's outer islands, with small retail being the dominant private sector activity. Subsistence agriculture and fishing are the primary economic activities where 30% of the labour force and 60% of the population are engaged in subsistence living. [4] Trades such as vehicle mechanics and construction are often undertaken by the local government.	There are few private sector businesses on the Cook Islands outer islands, with small retail being the dominant private sector activity. Trades such as vehicle mechanics and construction are often undertaken by the government. Most islands have members of the community capable of house construction. More complex construction is usually conducted by builders brought from Rarotonga.
Health and Safety Considerations (heavy lifting)	Due to the limited transport services to the Tuvalu outer islands, the required depot design should seek to accommodate the use of woven Laminated Sacks, AKA "rice sacks" (approximately 710 X 490 X 300mm) to accept and store crushed, or whole products accepted at the depots. This limitation assists with manual handling of these full sacks around the depot, and to carry from the depot to the barge / ferry for transport to Funafuti for aggregation and export. Design considerations should be made for the use of these bags to manage manual handling issues, and safe storage once the bags are full.	As with Tuvalu, "rice sacks" will also be used to accept, store, and transport crushed and whole products accepted at the Cook Islands depots. Design considerations should be made for the use of these bags to manage manual handling issues, and safe storage once the bags are full.

[2] https://world.350.org/pacific/files/2014/01/4_PCCSP_Tuvalu_8pp.pdf
[3] https://weatherspark.com/y/150283/Average-Weather-in-Tuvalu-Year-Round#:~:text=Humidity&text=The%20perceived%20humidity%20level%20in,a%20virtually%20constant%20100%25%20throughout.
[4] https://www.ilo.org/wcmsp5/groups/public/---asia/---ro-bangkok/documents/publication/wcms_120556.pdf

PacWastePlus seeks Tender submissions from suitably qualified organisations experienced in the design, supply and delivery of Modified Shipping Containers, or Other Modular Solution to be used as Waste Depots in outer islands of Tuvalu and the Cook Islands.

SPREP will hold a one-hour pre-bid meeting to inform interested Consultants on the work associated with this Tender. This pre-bid meeting is being conducted to clear up any confusion regarding project details, and the scope of this work and will be held on **Zoom https://sprep.zoom.us/j/99153276416?pwd=UzR1MmpONkNwajJMNjJ-MeDF1NFNodz09&from=addon on Wednesday 22nd February 12:00pm (local Samoa time**) Items that will be discussed will be:

- Country background and environments
- Requirements for Modular recycling depots
- Etc

Specific outcomes are detailed in the following table.

4. SCOPE OF WORK

The activity is expected to be developed under several stages, as described in the following table.

Table 1: Scope of Work

Phase	Description	Documentation SPREP will provide	Consultant Output
Inception	Lead an inception meeting with the PacWastePlus team 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. The inception meeting will include a discussion on the Preliminary Design Drawings, submitted during the tender stage, confirming details on how Depots will meet the desired purpose and reflect the unique context of Tuvalu and the Cook Islands. The Contractor shall create and submit to SPREP a Work Plan that shall upon execution ensure effective delivery of services under this contract. The Draft Work Plan shall contain at a minimum: • Proposed time schedule and sequence of events that the Contractor shall use to meet the contract deliverables. • 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. • Any further details and information as SPREP may reasonably require.	Nil	**Inception meeting** 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. The Draft Work Plan will be presented and discussed at this meeting. **Draft Work Plan** Draft Work Plan highlighting how services will be delivered under this contract submitted to SPREP for consideration and comment. **Final Work Plan** Final work plan incorporating revisions and addressing all comments by reviewers on the draft work plan

Phase	Description	Documentation SPREP will provide	Consultant Output
Design	Design the recycling depots to meet the purpose and reflect the unique context of Tuvalu and the Cook Islands as detailed in Section 3. Note: two depots are to be towable in compliance with Cook Islands road regulations. Preliminary design drawings and costings are to be provided in the proposal. The tenderers are required to explain how their proposed design meets the set purpose and reflect the unique context.	Nil	**Draft Detailed Drawings** Draft Detailed Design Drawings illustrating depots beyond the preliminary design stage. Drawings shall illustrate how Depots meet the desired purpose and reflect the unique context of Tuvalu and the Cook Islands submitted to SPREP and Tuvalu and the Cook Islands Department of Waste Management for consideration and comment. **Final Detailed Drawings** Final Depot Design incorporating revisions and addressing all comments by reviewers on the Draft Depot Design.
Manufacture	Manufacture the 17 depots per specified design in reputable facility. Depots are to be protected to withstand the harsh humidity and marine environment experienced in Tuvalu and the Cook Islands. The tenderers are required to explain how their proposed product meets this criterion. Any “add-ons” (such as a second roof for shade) that may require on-site installation once depots are in their final destination are to be pre-made to require minimal construction work in Tuvalu and the Cook Islands. An illustrative installation guide is to be included. All on-site installation is to be specified in the proposal and required tools, equipment, and materials included in quote. Note: two depots are to be towable in compliance with Cook Islands road regulations. Undertake quality check of depots post manufacture and certify all “add-ons” and required spare parts, tools, equipment, and materials are safely stowed in each depot prior to shipping.	Nil	**Manufacture of 17 Depots** Manufacture depots and pre-make “add-ons” requiring on-site installation. Certify quality and verify required spare parts, tools, equipment, and materials are safely stowed in each depot. **Draft Installation Guide** Draft Installation Guide providing guidance for on-site installation of depots submitted to SPREP and Tuvalu and the Cook Islands Department of Waste Management for consideration and comment **Final Installation Guide** Final Installation Guide providing guidance for on-site installation of depots incorporating revisions and addressing all comments by reviewers.

Phase	Description	Documentation SPREP will provide	Consultant Output
Maintenance Programme	Develop an illustrative maintenance regime/programme to enable long-term maintenance of depots and guidance on how to identify and repair damage. Maintenance programme to be illustrative to enable easy following by operators with limited literacy and provide for clear translation into Tuvaluan and Cook Islands Maori. The maintenance programme is to specify required paint, parts, tools, equipment, and materials to enable maintenance of depots for 2 years post installation. Identified paint, parts, and materials are to be provided with each depot (included in quote). Maintenance programme to specify the timeframe and activities for using the supplied parts, tools, equipment, and materials. Maintenance programme is to be presented to the Tuvalu and the Cook Islands Departments of Waste Management upon arrival of depots to Funafuti and Rarotonga.	Translation into Tuvaluan and Cook Islands Maori Design work of Maintenance Programme	**Draft Maintenance Programme** Draft Maintenance Programme highlighting maintenance of depots submitted to SPREP and Tuvalu and Cook Islands Department of Waste Management for consideration and comment **Final Maintenance Programme** Final Maintenance Programme highlighting maintenance of depots incorporating revisions and addressing all comments by reviewers.
Delivery	Arrange for, and manage, the delivery of the depots and spare paint, parts etc (identified in Phase IV - Maintenance): seven to the Port of Funafuti, Tuvalu, and 10 to the Port of Rarotonga, Cook Islands. Include in quote all expenses to reach these destinations including insurance, stevedorage, packing, loading, freight cost, land transport, customs, and other clearance documentation etc. The Tuvalu and the Cook Islands Departments of Waste Management will formally receive the depots upon arrival and inspect for quality.		**Delivery of Depots to Funafuti and Rarotonga** Delivery of seven depots to the Port of Funafuti, Tuvalu for receipt by the Tuvalu Department of Waste Management Delivery of 10 depots to the Avatiu Port of Rarotonga, Cook Islands, for receipt by the Cook Islands Department of Waste Management
Warranty	Provide a 6-month warranty of depots. If depots experience significant corrosion or other damage (outside ordinary wear and tear), assistance and necessary paint, parts, materials, and/or equipment to repair the depots is		**12-month Warranty** Provide a 12-month parts and repair warranty for depots, providing for corrosion or other damage (outside ordinary wear and tear) that

Phase	Description	Documentation SPREP will provide	Consultant Output
	expected to be provided to the Tuvalu and the Cook Islands Department of Waste Management to undertake the repairs.		was deemed unable to be prevented through the set maintenance programme.

Consultant Responsibilities

The consultant 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 5 Months from Agreement signing date with a preference for activities to be completed much earlier. Please note in your tender submission if more time is required with detail on why this extended amount of time is necessary.

Expected project activity is detailed in Table 2, it is expected that tenderers will detail how and when each of these steps will be delivered.

Activity/Deliverable	Timeline
Inception meeting Draft Work Plan Preliminary Design Drawings	No later than 2 weeks after contract execution
Final Work Plan	No later than 3 weeks after contract execution
Final Depot Design	No later than 4 weeks after contract execution
Manufacture of 17 Depots	TBD
Final Installation Guide	TBD
Final Maintenance Programme	TBD
Delivery of 7 Depots to Funafuti and 10 to Rarotonga	TBD

6. BUDGET

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

- Fixed cost contract
- Product materials
- Costs associated with delivery of depots
- 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.

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