

REQUEST FOR TENDERS

RFT: 2021/PWP-119-CON
File: AP_6/5/8/2
Date: 24 June, 2021
To: Interested consultants
From: PacWastePlus Finance and Procurement Officer

Subject: Request for tenders: Recycling Markets Research

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. 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 would like to call for tenders from qualified and experienced consultants who can offer their services to conduct research on the current recycling markets (environmentally and socially sound technologies and processes) readily available to receive recoverable materials such as plastics (all plastic types 1-7 in its various forms), hazardous chemicals, e-waste, metals, and any other product that is found to have an accessible market, from Pacific Island Countries, and Timor-Leste.
- 2.2. The Terms of Reference for this activity is outlined in Annex A.
- 2.3. The successful consultant must supply the required 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

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
 - i. Complete the tender application form provided, in full (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 so may result in your application **NOT** being considered)
- ii. Complete the Conflict-of-Interest form provided.
 - iii. Submit as part of your application a CV to demonstrate the relevant experience, skills, and qualifications to carry out this contract successfully.
 - iv. Provide examples of past related work outputs.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria. Describe any additional minimum content and format requirements.
- 4.2. Tender documentation should outline the interested consultants' complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to pwprocurement@sprep.org before 05 July 2021. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 09 July 2021.

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 tenderer satisfies the following criteria:
 - (A) Experience
 - Demonstrated experience in conducting research (focus on both company, and officers to deliver the works) – please provide examples and link to work/reports **20%**
 - Demonstrated experience working with or knowledge of operation of current global recycling markets, systems, and operations. Experience or working knowledge in the countries described in the TOR is preferable **30 %**
 - (B) Proposed project methodology
 - Detailing activities to be conducted over the term of the engagement, with specific mention of:
 - Research plan and scope of investigation to provide necessary guidance to the region **20%**
 - Risk plan (with mitigation measures) to ensure successful delivery of the project. **10%**
 - (C) Demonstration of value for money – 20%

Based on value for money considering (but not limited to) cost, experience of staff, hours invested, product scope and depth etc.

7. Deadline

- 7.1. **The due date for submission of the tender is: 16 July 2021**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked 'TENDER: Recycling Markets Research' to one of the following methods:

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.

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>