



# REQUEST FOR TENDERS

File: AP 2/18/11  
Date: 1 May, 2020  
To: Interested suppliers  
From: Bradley Myer, Project Manager GEF6 RIP

**Subject: Request for tenders: Tonga Battler Vehicle**

## 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. For more information, see: [www.sprep.org](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from suppliers who can supply and deliver a new 2020 Toyota Hilux to the Environment Department in Tonga
- 2.2. The successful applicant will need to provide and deliver the vehicle and accessories as per the attached specification to Environment Department in Tonga by 31 July 2020.
- 2.3. The Tender Evaluation Process will consider the ability of suppliers to provide after sales services to assist with maintenance of the vehicle.

## 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
  - i. Have a current valid business license
  - ii. Must be an authorized agent.

## 4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and can meet the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria:
- 4.2. Tender documentation should outline the interested supplier's complete proposal: methods, timeframes and costs.
  - i. Financial proposal must include the breakdown of costs
  - ii. Delivery time frame
  - iii. Three (3) references
- 4.3. 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 Maraea Pogi on [maraeap@sprep.org](mailto:maraeap@sprep.org) and copy Bradley Myer on [bradley.m@sprep.org](mailto:bradley.m@sprep.org) and Isabell Rasch on [isabellr@sprep.org](mailto:isabellr@sprep.org) before 12 May 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 13 May 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:
- All of the requirements, as detailed in the attached specifications are met (30%)
  - The supplier has demonstrated experience in the supply and delivery of vehicles into the Pacific and an ability to provide after sale support to assist with maintenance (30%)
  - Delivery of vehicle to Environment Department in Tonga is within delivery time frame of 31 July 2020 (20%)
  - Financial proposal must include the breakdown of costs (20%)

## 7. Deadline

- 7.1. **The due date for submission of the tender is: 29 May 2020, midnight (local time, Apia, Samoa)**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked 'TENDER: Tonga Battler Vehicle' 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>**



# SPREP

Secretariat of the Pacific Regional  
Environment Programme



10th Pacific Islands Conference

## NATURE CONSERVATION AND PROTECTED AREAS

*Nature Conservation Action for a Resilient Pacific*

### Attachment Tonga Vehicle Specifications

Item No	Item	Specification	Supplier Statement Compliant Yes/No
a	b	c	d
1	Model	Toyota Double cab Hilux 4WD	
2	Year	2020	
3	Colour	White, ideally	
4	Kilometres used	Brand New	
5	Engine	2.4L	
6	Steering	Right hand drive	
7	Seats	5 seats – cover and mats	
8	Power window	Yes	
9	Fuel	Diesel	
10	Transmission	Manual	
11	Doors	4	
12	Radio	Audio AF/FM Radio	
13	Air condition	Yes	
14	Tire and Disc wheel	265/65/R17	
15	Tow bar	Back bar	
16	Alloy bull bar	Front bar	
17	Bed liner	Tough deck	
18	Weather shield	All doors	
	<b>Requirements</b>	To meet the specification	
	<b>Quality Requirements</b>	High Quality vehicles	
	<b>Warranty Requirement</b>	3 years warranty (engine faulty and Full service every 6 month)	
	<b>Other Requirements</b>	State the reasons for your non- compliance and/or Provide data to indicate that the Goods you are offering will meet the requirements of the purchaser.	