



SPREP

Secretariat of the Pacific Regional
Environment Programme

REQUEST FOR TENDERS

RFT: 2022/027
File: AP_6/15
Date: 28 April, 2022
To: Interested consultants
From: Julie PILLET, Technical Waste Project Coordinator, SWAP

Subject: Request for tenders (RFT): Production of an awareness video on the issue of Marine Litter as part of the SWAP Project

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. This tender is developed under the *Committing to Sustainable Waste Actions in the Pacific* (SWAP) Project funded by the Agence Française de Développement (AFD). The 3 million Euro SWAP Project aims to improve sanitation, environmental, social, and economic conditions in Pacific island countries and territories through proper waste management.
- 1.4. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can produce an awareness video on the issue of Marine Litter as part of the SWAP project.
- 2.2. SWAP is looking for an agency specialised in the production of audio-visual materials for a 4-5 minute (maximum) awareness video, as well as a 1-minute preview, integrating the following expectations and conditions:
 - i. The video will target a very wide audience;

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- ii. The consultant will have to collect or provide the audio-visual materials (photos, video extracts, interviews, drawings, graphics, others) necessary to meet the goals of the consultancy;
- iii. The video script and concept will be approved by SPREP/SWAP and the SWAP donor;
- iv. The duration should not exceed 5 minutes and have a shortened 1-minute video to accompany it;
- v. The video script and concept will be approved by SPREP/SWAP and the SWAP donor; and
- vi. The video must be produced in English, French as well as one of the national languages of each the 8 SWAP countries and territories.

2.3. The Terms of Reference of the consultancy are set out in Annex A.

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:

- i. Provide three referees relevant to this tender submission, including the most recent work completed;
- ii. Provide examples of past related work outputs, including **at least 6 videos produced** by the agency/consultant and the list of videos completed **with the links available**;
- iii. 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.
- iv. 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.

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- 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) **List of 6 videos produced** by the agency/consultant **with the links available** to demonstrate the ability 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** –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.
- 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 16 May 2022. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 18 May 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 tendered 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 – 70%

Criteria	Detail	Weighting
Experience	i. Professional portfolio and relevance of previous experience in the field of video production: provide at least six produced video , list of video design and production services performed within the last 3 years with the links available	25%
	ii. Previous experience in the development and production of public awareness and/or information videos	15%



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Technical Proposal / Methodology	iii.	Detailing activities to be conducted over the term of the engagement, including detail on which team members will undertake each activity, resources available for this engagement in video production, workplan and timeline allocation.	30%
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II. Financial Score – 30%

A detailed budget is to be provided by the bidder(s) for each of the activities to be carried out.

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 Quotation

- 7.1 a. SPREP may amend, suspend or terminate the RFQ process at any time.
- b. In the event that SPREP amends the RFQ 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 RFQ documentation and addendum for the RFQ 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 RFQ 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: 27 May 2022, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.



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8.3 Please send all tenders clearly marked 'RFT 2022/027: **Production of an awareness video on the issue of Marine Litter as part of the SWAP 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 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

Production of an awareness video on the issue of Marine Litter as part of the SWAP Project

1. BACKGROUND

About the SWAP Project

Pacific Island Countries and Territories (PICTs) offer some of the richest areas of biodiversity on the planet. These areas, and their island communities, are under increasing pressure from development and growing human population, and the social and economic pressures associated with this growth.

Increased populations and urbanisation have led to increased product importation, production, and waste generation. Much of the waste generated through these imported products cannot economically be managed due to issues of small and isolated populations; economic volatility; geographical isolation from large economies; limited institutional, financial and human capacity; and inadequacy of infrastructure to capture and process waste materials. Poor waste management poses risks to the economies of PICTs, as most rely heavily on clean environments for agricultural activities and a vibrant tourism industry, therefore polluted and degraded environments pose a significant threat to PICTs.

The Project funded by the Agence française de Développement (AFD), referred to hereafter as “Committing to Sustainable Waste Actions in the Pacific (SWAP)”, aims to improve sanitation, environmental, social, and economic conditions in Pacific Island countries and territories through proper waste management. To achieve this, the project will focus on three streams of wastes: used oil, marine debris, disaster wastes and an overarching issue on sustainable financing mechanisms. Eight countries and territories will benefit from this project which include Fiji, French Polynesia, New Caledonia, Samoa, Solomon Islands, Tonga, Vanuatu, and Wallis and Futuna.

The objective of this project is to strengthen communities and local authorities’ capacity in the areas of technical waste management, institutional governance, and finance through several activities:

- a) The development and delivery of a regional vocational training program in collaboration with regional partners;
- b) The implementation of pilot projects; and
- c) The development and delivery of tools for a sharing of good practices through a Community of Practice for PICTs including French OCTs, these include the delivery of workshops.

2. EXPECTED OUTCOMES

The SWAP project seeks the production of an awareness video to outline the issue of marine litter and entitled: “*When discarded waste ends up on your plate*”.

The video should show how dumped garbage arrives at the sea by the effect of the runoff and the wind, where it is eaten by a fish, which is eaten by people.



3. SCOPE OF WORK

3.1. Audience

The video must appeal to a wide audience.

The final objective is to broadcast this video on social media including the SPREP website and YouTube Channel, but also on national media (television).

3.2. Audio-visual materials

The consultant will have to collect or provide the audio-visual materials necessary for the realisation. All type of materials can be used: photos, video extracts, interviews, drawings, graphics, others. It will be preferable to use images and videos from the Pacific Region.

The consultant shall specify in its bid the type of audio-visual materials he/she intends to use.

3.3. Duration

The length of the video should not exceed 5 minutes and be accompanied by a 1-minute preview.

3.4. Languages

The video must be produced in English, French as well as one of the national languages of each the 8 SWAP countries and territories: Fiji, French Polynesia, New Caledonia, Samoa, Solomon Islands, Tonga, Vanuatu, and Wallis and Futuna.

The English video will include English subtitles, and the French video will include French subtitles.

3.5. Approval

The video script and concept will be approved by SPREP/SWAP and the SWAP donor.

4. DELIVERABLES - TIMELINE

The activities are to be completed no later than **15 weeks from Agreement signing date** of the contract with a preference for the activities to be completed much earlier.

Expected project activity is detailed in Table 1, it is expected that tenderers will detail how and when each of these steps will be delivered.

Table 1: Project Schedule

Phase	Deliverables / Task	Timeline
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Phase	Deliverables / Task	Timeline
Execution Contract Signing		
<u>Inception</u>	1. Kick-off Meeting	1 week from date of Execution Contract Signing
<u>Concept and Script</u>	2. Task 1: Submission of the Script	Within 2 weeks following the kick-off meeting
<u>Draft video</u>	3. Task 2: Submission of the draft video – English version with subtitles	Within 4 weeks upon approval of the script
<u>English Final video</u>	4. Task 3: Submission of the final video – English version with subtitles	Within 2 weeks following comments on the draft video
<u>Draft version of the other videos</u>	5. Task 4: Submission of the draft videos – French version with subtitles + national language version with subtitles	Within 4 weeks upon approval of the English Final Video
<u>Final Videos</u>	6. Task 5: provision of the Final Videos (9 videos)	Within 2 weeks following comments on the draft videos
	<u>TOTAL</u>	<u>15 weeks</u>

5. BUDGET & PAYMENT SCHEDULE

Payment for the service will be phased as following:

- 40%: after approval of the English Final Video;
- Remaining 60% upon approval of the last 9 videos produced.

6. ADDITIONAL INFORMATION

The successful consultant will be provided with relevant project documentation, including the following:

- SWAP Communications & Visibility Plan
- SWAP Branding Guidelines
- SWAP and Partner Logos