

REQUEST FOR TENDERS

File: ADM 1/1/4
Date: 15 April, 2020
To: Interested suppliers
From: Lawrence Warner, Property Services Officer

Subject: Request for tenders: Supply of water bottles and coolers for SPREP compound

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.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from licensed Purified Bottled Water suppliers who can offer their services to provide purified Water Bottles and Coolers for SPREP compound situated at Vailima
- 2.2. The successful applicant will need to provide approximately 12 x twenty litre bottles and 5 x coolers.
- 2.3. **Specification:**
 - I. Supply / replace 6 x twenty litre water bottles on a daily basis, preferably in the mornings
 - II. Supply / replace damaged water coolers upon request
 - III. Respond to urgent requests regarding refill / replacement of water bottles at all times
 - IV. Provide additional services when requested for SPREP meetings and conferences held in Apia
 - V. Water quality must meet WHO standards

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions: list any conditions,
 - I. Have a current valid business license
 - II. Have relevant work experience

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier 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 supplier's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
 - I. Cost breakdown of work
 - II. Contacts of three (3) referees
 - III. History/proven ability to carry out the work
- 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 and copy lawrencew@sprep.org before 27 April 2020. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 29 April 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.
 - i. Demonstrate effective implementation measures of manufacturing, storage and transportation to ensure the water is free of contaminants. (20%)
 - ii. Demonstrate the water purification process used complies with WHO standards. (20%)
 - iii. Demonstrate a working level knowledge of industry health and safety regulations. (10%)
 - iv. Demonstrate sufficient equipment and staff to service and supply SPREP on a daily basis. (10%)
 - v. Performance history of the supplier ie, experience in supplying other businesses or organisations similar to SPREP. (20%)
 - vi. Cost breakdown (20%)

7. Deadline

- 7.1. **The due date for submission of the tender is: 13 May 2020, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked 'TENDER: Supply of water bottles and coolers for SPREP Compound' 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

Secretariat of the Pacific Regional
Environment Programme



10th Pacific Islands Conference

NATURE CONSERVATION AND PROTECTED AREAS

Nature Conservation Action for a Resilient Pacific

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>