



REQUEST FOR TENDERS

File: AP_6/5/8/4
Date: 15 April, 2020
To: Interested contractors
From: Sela S. Simamao, PacWastePlus Finance and Procurement Officer

Subject: Request for tenders: Assessment of Healthcare Incinerators in Kiribati (Kiritimati Island) and Timor-Leste.

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. 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 contractors who can offer their services to undertake an assessment of healthcare incinerator units in Timor-Leste and Kiritimati Island of Kiribati.
- 2.2. The Terms of Reference for this Request for Tender are set out in Annex A.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested contractors must meet the following conditions:
 - Submit a detailed Curriculum Vitae detailing qualification and previous relevant experience for each proposed personnel.
 - Provide at least 3 referees as part of the tender application.
 - Provide examples of past related work outputs.
 - Complete the **tender application form** – (note you are required to complete all areas in full as requested, particularly the statements to demonstrate you meet the selection criteria **DO NOT** refer us to your CV or Technical proposal. Failure to do so will result in the application **NOT** being considered)

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested contractor 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:
 - Personnel (individual CV's which highlight relevant qualification and experience)
 - Technical Proposal (details to achieve tasks outlined in Annex A)
 - Financial Proposal (include timeframe and costs, proposal to remain valid for 90 days and quoted in USD)
- 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 Sela S. Simamao on selas@sprep.org and copy tenders@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 contractor 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 in high temperature healthcare waste incinerator equipment to effectively treat biologically hazardous waste including design specifications that minimize harmful emissions (eg. Dioxin and furans) **10%**
 - (b) Experience in the provision, installation, commissioning and maintenance of high temperature healthcare waste incinerators, housing and footings appropriate for tropical climates and natural disaster-prone environments. **10%**
 - (c) Experience in the production and execution of maintenance program for healthcare waste incinerators, ancillary equipment and after sales service to ensure continued effective operation **10%**
 - (d) Experience in delivery of operator training and assessment (experience in training people from diverse language and cultural backgrounds and with low literacy skills is desirable) **10%**
 - (e) Proposed Project Methodology **40%**
 - Detailed methodology for how the engagement is proposed to be delivered, including timeframe and team responsibilities where applicable and details of subcontractors to be utilized where required.
 - Detailed activities to be conducted over the term of the engagement
 - Details on the schedule and timeframe required to provide the deliverables.
 - (f) Detailed financial proposal that demonstrates value for money **20%**

7. Deadline

- 7.1. **The due date for submission of the tender is: 07 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: Assessment of Healthcare Incinerators in Kiribati (Kiritimati Island) and Timor-Leste' 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,



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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>



**Annex A
TERMS OF REFERENCE**

Assessment of Healthcare Incinerators in Timor-Leste and Kiribati (Kiritmati Island)

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 has been directed to undertake a review of incinerators procured for Timor-Leste and Kiritimati Island (Kiribati) as part of the project deliverables. Healthcare waste incinerators were procured, and delivered, but never appropriately installed or commissioned, and prior to determining what (if any) work can be done to make these units operations, we require the services of an appropriately qualified technician to assess and report on the viability of making these incinerators operational.

2. EXPECTED OUTCOMES

The activity seeks to engage a consultant to deliver the following services:

1. Investigate and assess the current state of healthcare incinerators in:

- Baucau Referral Hospital, Timor-Leste – 2 units
- Suai Referral Hospital, Timor-Leste – 1 unit
- Maubisses Referral Hospital, Timor-Leste – 2 units
- London Hospital, Kiritimati, Kiribati – 1 unit

2. Develop the scope of works required to ensure each healthcare waste incinerator can be made operational to the minimum standards of the manufacturer.

3. SCOPE OF WORK

Timor-Leste

Timor-Leste requested for PacWaste to provide four healthcare waste incinerators to the various hospitals as described in Table 1. The incinerators were procured and delivered to the required hospitals, but technical support to enable the installation and maintenance of the incinerators was unable to be supplied due to contract issues experienced by SPREP. The incinerators have therefore been sitting idle at each hospital since their delivery in 2015.

Table 1: Healthcare waste incinerators supplied to Timor-Leste

Hospital	Unit Description	Current Status
Baucau Referral Hospital	18-75A Inciner8 unit Medium sized. Can process 30-50kg/hr or 100-200kg/hr.	Unit was delivered to the hospital by MoH staff on instruction from EU Delegation to Dili. Unit located at a closed hospital facility. Has been stored outside since delivery. Electronics and hoses stored separately indoors and in complete working order.



		Technical assessment of the incinerator is required to determine if it can be used, or if weathering has compromised the stability of the unit.
	VD-30 Clover Medical Limited. Medium size: Can process 30kg/hr	The new Baucau Referral Hospital was built by the Chinese government and was supplied with a healthcare waste incinerator that has been inoperable since installation. Assessment of this unit and its ability to be made operational (as it is installed) must be undertaken as this may be the most appropriate solution for this hospital.
Suai Referral Hospital	I8-M15 Inciner8 unit Small size. Can process 5-10kg/hr or 100-200L.	Unit was delivered to the hospital by MoH staff on instruction from EU Delegation to Dili. Unit never installed or operated. Unit was stored outside for many years, but recently relocated under cover. Electronics have been stored separately indoors.
Maubisses Referral Hospital	I8-M15 Inciner8 unit Small size. Can process 5-10kg/hr or 100-200L.	Unit was delivered to the hospital by MoH staff on instruction from EU Delegation to Dili. Unit never installed or operated. Unit was stored outside, although electronics etc. have been stored separately indoors.
	No information available	An older, already installed incinerator is located at Maubisses and should be assessed for repair, this may be the most appropriate solution for this hospital.

Kiribati

Kiribati requested the PacWaste Programme supply two healthcare waste incinerator units to their hospitals; one for Tungaru Hospital on South Tarawa and one for London Hospital on Kiritimati Island. The Kiritimati incinerator needed to be transported from Tarawa to Kiritimati and it seems that during the arrangements for transport, the incinerator chambers, were separated from the electronics and burners and as such only the chambers were delivered to London Hospital.

Table 2: Healthcare waste incinerators supplied to London Hospital

Hospital	Unit Description	Current Status
London Hospital	I8-M15 Inciner8 unit Small size. Can process 5-10kg/hr or 100-200L.	Unit was delivered to the hospital by MoH staff, but only the burner chambers were delivered. Unit never installed or operated. Unit was stored outside for many years.

A Technician's report from visiting the site in October notes that weathering of parts was already occurring and would require attention when installation and commissioning occurred. The report also included details of relocation of the unit that is required, and all the missing parts.

3.1 Mode of Delivery

The required activities are outlined as follows:

1. Deploy technician(s) to Baucau Hospital to assess the following:
 - a. Evaluate the usability of the PacWaste incinerator (chambers and burners & electronics)
 - b. Evaluate the repair needs of the installed Chinese incinerator



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- c. Develop report on preferred course of action and detailed plan of activity to bring one of the two incinerators back online, including a detailed scope of works and costed delivery model. The report shall provide specific detail of the parts and required corrective actions and shall directly inform the scope of works to be included in repair tenders for each incinerator.
2. Deploy technician(s) to Suai Hospital to assess the following:
 - a. Evaluate the usability of the PacWaste incinerator (chambers and burners & electronics)
 - b. Develop report on preferred course of action and detailed plan of activity to bring the incinerator online, including a detailed scope of works and costed delivery model. The report shall provide specific detail of the parts and required corrective actions and shall directly inform the scope of works to be included in repair tenders for each incinerator.
3. Deploy technician(s) to Maubisses Hospital to assess the following:
 - a. Evaluate the usability of the PacWaste incinerator (chambers and burners & electronics) and to determine if it can be repaired more cost effectively than removal and the subsequent installation of a new incinerator.
 - b. Evaluate the repair needs of the already installed (but non-functioning) incinerator
 - c. Develop report on preferred course of action and detailed plan of activity necessary to bring incinerator back in use, including a detailed scope of works and costed delivery model. The report shall provide specific detail of the parts and required corrective actions and shall directly inform the scope of works to be included in repair tenders for each incinerator.
4. Deploy technician(s) to London Hospital (Kiritimati) to assess the following:
 - a. Status and usability of the incinerator (chambers and stack) and assess the requirements for relocation works and installation activity.
 - b. Develop report on preferred course of action and detailed plan of activity necessary to bring incinerator back in use, including a detailed scope of works and costed delivery model. The report shall provide specific detail of the parts and required corrective actions and shall directly inform the scope of works to be included in repair tenders for each incinerator.

The scope of works should at a minimum contain a discussion of:

- Incinerator installation issues
- Fuel tanks and oil burners installation requirements
- Need/desire for replacement of incinerator stack
- Any necessary painting and corrosion control
- Incinerator startup and operation needs
- Incinerator theory and operational training
- Provision of spare parts
- Provision of PPE

The scope of works shall provide sufficient detail of the required corrective actions to enable the incinerators to be operational and provide for their sustainable use in line with the manufacturers recommended lifespan.



3.2 Schedule of Work

The activities are to be completed no later than **June 01, 2020** with a preference for the activities to be completed much earlier.

This timeline is to adhere to project requirements, we do take note of the global restrictions on travel and uncertainty due to the global pandemic and will discuss timeline requirements with the successful contractor. Please ensure that methodology considers these considerations.

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

Table 2: Project Schedule

Activity
<i>Notification of Successful Consultant & Contract Signing</i>
1. Introductory and Planning teleconference between successful consultant and PacWastePlus project management unit
2. Approval of work plan and methodology
3. Submission of Bacau Hospital Assessment Report that will include a determination of likely causes of reported issues and repair requirements and will inform the required corrective actions.
4.
5. Submission of Suai Hospital Assessment Report that will include a determination of likely causes of reported issues and repair requirements and will inform the required corrective actions.
6. Submission of Maubisses Hospital Assessment Report that will include a determination of likely causes of reported issues and repair requirements and will inform the required corrective actions.
7. Submission of London Hospital Assessment Report that will include a determination of likely causes of reported issues and repair requirements and will inform the required corrective actions.

3.3 Budget

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

- Salary costs (hourly rate)
- Travel costs
- All applicable taxes

Please note: Submissions that exceed USD 20,000 will not be considered.