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# REQUEST FOR TENDERS

RFT: 2026-040
File: AP_6/15
Date: 25 October, 2026
To: Interested consultants
From: Julie Pillet, Senior Project Officer, SWAP

**Subject**: **Request for tenders (RFT): Provision and Installation of Recycling Collection Cages for 15 Schools in Tonga**

## 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 issued under the second phase of the *Sustainable Waste Actions in the Pacific* (SWAP2) Project, funded by the Agence française de développement (AFD). The 4.3 million Euro SWAP2 Project aims to improve waste infrastructure, build capacity, and foster regional collaboration between Pacific Island Countries and French Territories.

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 service providers who can offer their services to design, manufacture, deliver, and install fifteen (15) recycling collection cages for plastic bottles (PET) and aluminium cans in selected schools on the main island of Tonga.

2.2. The Terms of Reference of the service are set out in Annex A.

2.3. The successful service provider must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: https://library.sprep.org/sites/default/files/sprep-organisational-values-code-of-conduct.pdf. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.

2.4. SPREP Standard Contract Terms and Conditions are non-negotiable.

Docusign Envelope ID: 912F77E3-44BB-8AC5-8319-461AEF8B1A28

## 3. Conditions: information for applicants

3.1. To be considered for this tender, interested service providers must meet the following conditions:

i. Must be currently based in Tonga and legally entitled to operate and work in Tonga;
ii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
iii. Provide three referees relevant to this tender submission, including the most recent work completed;
iv. Provide examples of past related work outputs;
v. 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.*
vi. Provide a copy of **valid business registration/license**;
vii. Must meet local registration requirements where the service provider is based.

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.

3.4 Tenderer must sign a **declaration of honour form** as well as the **declaration of integrity 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 service provider 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 service provider'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).*
*Provide examples of past related work outputs*
*For the Technical and Financial proposals you may attach these separately.*
b) **Declaration of Honour**
c) **Declaration of Integrity**
c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills 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.

Docusign Envelope ID: 912F77E3-44BB-8AC5-8319-461AEF8B1A28



e) **Financial Proposal** which contains a detailed outline and schedule of priced tasks in accordance with tasks outlined under the Terms of Reference's *Deliverables/Timeline* sections submitted in United States Dollars (USD) and inclusive of all associated taxes.

f) Where relevant provide:

i. Business registration/license (For Entities/ Individual service provider's as per relevant national legislations)

ii. Tax Identification Number (TIN) Letter (If applicable for Individual service provider's as per relevant national legislations)

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 11 November 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender 13 november 2026.

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.

Docusign Envelope ID: 912F77E3-44BB-8AC5-8319-461AEF8B1A28

## 6. Evaluation criteria

6.1. SPREP, in collaboration the Department of Environment of Tonga, will select a preferred service provider 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 tender satisfies the following criteria:

6.2. The Evaluation Committee will assess all compliant tenders in accordance with the criteria set out below. 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 – 80%

| Criteria | Detail | Weighting |
|---|---|---|
| **Experience & Qualifications** | The Service Provider must demonstrate:<br>a) Proven experience in the design, fabrication, or supply of metal structures, recycling infrastructure, or similar equipment. | 20% |
| **Technical Specifications of the Proposed Cages** | b) Compliance with required design specifications (two compartments, durability, anti-rust treatment, emptying hatch). | 20% |
| | c) Clear visual identification and signage for PET bottles and aluminium cans, including colour coding and material images. | 10% |
| **Methodology & Implementation Plan** | d) The General approach – Understanding of the assignment and proposed approach to manufacturing and delivering the cages. | 20% |
| | e) Proposed delivery and installation plan for the 15 schools, as well as proposed timeline and workplan demonstrating the ability to complete the assignment within the required timeframe. | 10% |

### II. Financial Score – 20%

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 Tender

7.1 a. SPREP may amend, suspend or terminate the RFT process at any time.

b. In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (**https://www.sprep.org/tenders**).

Docusign Envelope ID: 912F77E3-44BB-8AC5-8319-461AEF8B1A28

c. Tenderers are responsible to regularly check the SPREP website Tenders page for any updates and downloading the relevant RFT documentation and addendum for the RFT 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 RFT 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: 25 November 2026, midnight (Apia, Samoa local time).**

8.2. Late submissions will be returned unopened to the sender.

8.3 Please send all tenders clearly marked 'RFT 2026/040: Provision and Installation of Recycling Collection Cages for 15 Schools in Tonga

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 reject any or all tenders and the lowest or any tender will not necessarily be accepted.

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

Docusign Envelope ID: 912F77E3-44BB-8AC5-8319-461AEF8B1A28

# Annex A: Terms of Reference

# Provision and Installation of Recycling Collection Cages for 15 Schools in Tonga

## 1. Background

***SWAP Presentation***

The second phase of the *Sustainable Waste Actions in the Pacific* (SWAP2) project builds upon the first SWAP which aimed to improve sanitation, environmental, social and economic conditions in seven Pacific island countries, namely Fiji, Samoa, Solomon Islands, Tonga, and Vanuatu, and one French territory, namely Wallis-and-Futuna through proper waste management.

SWAP2 funded by the Agence Française de Développement (AFD), contributes to achieving the strategic goals of the Pacific Regional Waste and Pollution Management Strategy (Cleaner Pacific 2025) by improving waste infrastructure, building capacity, and fostering regional collaboration of several Pacific Island Countries and French Territories.

It is implemented by the SPREP from 2025 – 2028 and benefits: Fiji, French Polynesia, Kiribati, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu and Wallis and Futuna.

SWAP2 supports sustainable waste management in the Pacific region, especially:

1. Support local populations and authorities in the development of national waste management policies and actions (collection, sorting, recovery, proper disposal);
2. Improve the delivery of waste services through development of waste management infrastructures and implementing pilot projects; and
3. Strengthen the technical, financial and governance capacities of authorities and practitioners.

The four main components addressed by SWAP2 are:

1. Marine Litter
2. Used Oils
3. Solid Waste
4. Regional Collaboration and knowledge Sharing.

***Solid Waste Management and Recycling Initiatives in Tonga***

To address waste management challenges, Tonga is currently implementing a recycling programme collecting PET bottles and aluminium cans. These materials are compressed locally and exported for recycling to Malaysia (PET bottles) and Australia (aluminium cans).

The programme is implemented in collaboration with the Tonga Recycling Association, Waste Authority Ltd, Coca-Cola Europacific Partners, Coca-Cola ASEAN & South Pacific, Swire Shipping, and J-PRISM III. The programme provides a public incentive of TOP$0.05 per bottle or can returned.

In 2024, a pilot beverage container collection initiative was implemented in eight schools on the main island of Tongatapu, where schools collected over 2,000 kg of recyclable materials and approximately 80,000 items.

Building on this success, the Department of Environment Tonga has requested support from the SWAP2 project to expand the initiative by installing recycling collection points in 15 additional schools. Schools will collect PET bottles and aluminium cans and sell them to the Tonga

Docusign Envelope ID: 912F77E3-44BB-8AC5-8319-461AEF8B1A28

Recycling Association for TOP$0.05 per item. Funds raised will support environmental awareness activities and waste minimisation initiatives within schools.

## 2. Objectives

The main objective of this assignment is to support waste minimisation and recycling efforts in schools in Tonga by installing dedicated recycling collection points. Specifically, the Service Provider will:

1. Design, manufacture, and supply 15 recycling collection cages for PET bottles and aluminium cans.
2. Deliver and install one recycling cage in each of the 15 selected schools on the main island of Tonga.
3. Provide clear signage and visual guidance on the cages to ensure proper segregation of recyclable materials.

## 3. Scope of work

SPREP is seeking a qualified Service Provider to procure, manufacture, deliver, and install recycling collection cages in Tonga. This service will be implemented in close collaboration with the SWAP2 Project Management Unit (PMU) and the Department of Environment of the Ministry of Meteorology, Energy, Information, Disaster Management, Environment, Climate Change and Communications (MEIDECC), Tonga.

**Location**

| No. | School | Location |
|---|---|---|
| **1.** | GMS Nuku'alofa | Nuku'alofa |
| **2.** | GMS Ngeleia | Ngeleia Village |
| **3.** | GMS Vaini | Vaini Village |
| **4.** | GMS Atele | Ha'ateiho village |
| **5.** | GMS Mu'a | Mu'a Village |
| **6.** | GMS Kolovai | Kolovai Village |
| **7.** | GMS Teekiu | Teekiu Village |
| **8.** | GMS Haasini | Haasini Village |
| **9.** | GMS Popua | Popua Village |
| **10.** | GMS Niutoua | Niutoua Village |
| **11.** | Tonga College | Ha'ateiho Village |
| **12.** | Tonga High School | Kolofo'ou |
| **13.** | Queen Salote College | Kolofo'ou |
| **14.** | 'Apifoou College | Houmakelikao/Ma'ufanga |
| **15.** | Anasitasis | Tofoa Village |

Docusign Envelope ID: 912F77E3-44BB-8AC5-8319-461AEF8B1A28



**Tasks**

The Service Provider will be responsible for the following tasks:

1. **Design and fabrication of recycling cages**

- Manufacture fifteen (15) recycling cages, each containing two compartments:
  - One compartment for PET plastic bottles; and
  - One compartment for aluminium cans.
- Recycling cages must be:
  - Manufactured from durable materials suitable for long-term outdoor use in tropical environments;
  - Galvanized or treated with anti-rust coating/paint;
  - Structurally stable, safe, and suitable for installation within school grounds;
  - Designed with deposit openings that are accessible to school-aged children, allowing them to easily deposit recyclable materials while ensuring safe use;
  - Designed to prevent the loss of collected materials and minimise contamination from external waste; and
  - Include surfaces suitable for the application of awareness-raising, educational, and branding graphics.
- **Each compartment** must:
  - Be clearly identified with visual signage, including images of the appropriate material (PET bottles or aluminium cans);
  - Be marked with distinct colours to facilitate easy visual identification;
  - Include an appropriately sized opening to facilitate the deposit of recyclable materials;
  - Include a lockable hatch, door, or access panel to enable the safe and efficient removal of collected materials;
  - Provide sufficient storage capacity for the expected quantities of recyclables generated at each school; and
  - Accommodate a minimum capacity of 3 $m^3$. The Supplier shall indicate in its proposal the overall dimensions of the cages and the dimensions of each compartment.
- The final dimensions, materials, colour scheme, artwork, and overall design of the recycling cages shall be proposed by the bidder and approved by the SWAP2 PMU and the Department of Environment prior to fabrication.

DoE requires that the cages be designed as the example below:

Docusign Envelope ID: 912F77E3-44BB-8AC5-8319-461AEF8B1A28









**Note: Bidders shall provide the proposed design of the recycling cages to be supplied under this assignment, including technical drawings, renderings, specifications, or photographs of similar units previously manufactured. The proposed design will be assessed as part of the technical evaluation criteria.**

**2. Branding and signage**

- Each recycling cage must display:
  - The AFD/SPREP/SWAP project logo line-up; and
  - The MEIDECC and Government of Tonga logo.
- The Service Provider will be responsible for the design, printing, and installation of all signage and logos on the cages.

Docusign Envelope ID: 912F77E3-44BB-8AC5-8319-461AEF8B1A28



**3. Delivery and installation**

- Deliver and install 15 recycling cages in the selected schools in Tongatapu.
- Ensure cages are securely installed and positioned in accessible areas within the school grounds.
- In addition to the cages, procurement and delivery of 2 FIBC bulk bags per school.

**4. Documentation and verification of delivery**

- At the time of delivery, the Service Provider must:
  - Take photographs of each installed cage;
  - Obtain a signed delivery confirmation form (see Annex B) from the school principal or an authorised representative confirming receipt of the cage.
- The signed forms and photos must be submitted to the SWAP2 PMU as proof of delivery and installation.

**5. Maintenance services**

- The Service Provider shall provide maintenance services for a period of 12 months following the installation of the recycling cages.
- The maintenance service shall include the repair or replacement of damaged or non-functioning components required to keep the recycling cages operational, including but not limited to locks, hinges, access doors, hatches, fastening systems, and other mechanical components.
- The Service Provider shall respond to maintenance requests submitted by the SWAP2 PMU or the Department of Environment within an agreed timeframe and carry out the necessary repairs in a timely manner.
- Bidders shall describe in their proposal the maintenance services offered, including response times, procedures for reporting issues, and any exclusions.

**Safety Protocols**

The Service Provider must ensure that:

- All cages are constructed with safe edges and stable structures suitable for school environments.
- Installation activities comply with appropriate safety standards.
- Personnel involved in transport and installation follow basic occupational health and safety procedures.
- Installation does not pose risks to students, school staff, or surrounding infrastructure.

## 4. Reporting Arrangements

The Service Provider will report to the SWAP2 Project Management Unit (PMU) at SPREP and the Department of Environment (MEIDECC) of Tonga. All deliverables must be submitted in English.

Docusign Envelope ID: 912F77E3-44BB-8AC5-8319-461AEF8B1A28

## 5. Deliverables / Timeline

All deliverables must be completed within the number of days/months set out on the table below within 4 months from the effective date (signing) of the contract.

*Table 1: Schedule of work*

| No. | Deliverables | Estimated Duration to Complete |
|---|---|---|
| 1 | Kick-off meeting with SWAP2 PMU and Department of Environment (MEIDECC) of Tonga | Within 2 weeks of contract signature |
| 2 | Design confirmation and fabrication of recycling cages | One month upon kick-off meeting |
| 3 | Delivery and installation of the 15 cages | Two months upon approval of the design |
| 4 | Maintenance Report | Upon completion of the 12-month maintenance period |

## 6. Schedule of Payments

Payment for the service will be phased according to the schedule of priced tasks provided, and submitted in accordance with the tasks described in section 5 above. Payments will be made based on completion of the following milestones:

1. Kick-off meeting and start of fabrication – 25% of payment
2. Delivery of first five (5) cages – 25% of payment
3. Delivery of next five (5) cages (10 cages total) – 25% of payment
4. Delivery of all fifteen (15) cages and submission of all signed forms and photos – 15% of payment
5. Completion of the 12-month maintenance period – 10% of payment

## 7. Additional Information

*7.1. Financial Proposal*

The Service Provider must submit a detailed Financial Proposal that includes all costs required to implement the assignment. The budget should be comprehensive, realistic, and inclusive of all applicable taxes and duties.

The Financial Proposal must include the following cost categories:

- Professional and staff fees – Personnel costs for all team members involved in the delivery of activities.
- Manufacturing costs of the recycling cages
- Design, production, printing and installation of logos and signage on the 15 cages
- Transport and delivery of cages to school sites

Docusign Envelope ID: 912F77E3-44BB-8AC5-8319-461AEF8B1A28

- Installation costs
- Administrative and overhead costs – A reasonable allocation of indirect costs associated with the implementation of the project.
- Bank transfer and transaction costs

*7.2. Service Provider Responsibilities*

The Service Provider will be responsible for:

- Designing, manufacturing, and delivering the recycling cages
- Ensuring all branding and signage are correctly produced and installed on the 15 cages
- Transporting cages to the 15 selected schools
- Installing cages safely within school grounds
- Providing photo documentation and signed delivery confirmation forms for each installation
- Providing maintenance and repair services for a period of 12 months following installation

Docusign Envelope ID: 912F77E3-44BB-8AC5-8319-461AEF8B1A28