REQUEST FOR TENDERS

RFT: 2026/GEFIS/031
File: AP_6/5/9/5
Date: 20 October, 2026
To: Interested consultants
From: Carys Brenin, Technical Officer – Infrastructure – GEF ISLANDS

Subject: Request for tenders (RFT): Fiji Community Recycling Stations

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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. 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 offer their services to:

- Procure, manufacture, deliver, and install recycling collection stations in 50 villages in Fiji.
- Develop and implement, for 12 months, a reverse logistics plan for the collection, consolidation and transportation of the collected recyclable materials to recycling, recovery or processing facilities.

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

2.3. The successful consultant 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

3. Conditions: information for applicants

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

a. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
b. Provide three referees relevant to this tender submission, including the most recent work completed;
c. 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.*
d. Provide examples of past related work outputs;
e. Must be legally entitled to operate and work in Fiji; and
f. Must meet local registration requirements where the consultant 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** 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). Provide examples of past related work outputs. For the Technical and Financial proposals you may attach these separately.
b. **Honour form**
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.
e. **Financial Proposal** – provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
f. Where relevant provide:
i. Business registration/license (For Entities/ Individual consultant's as per relevant national legislations)

ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant'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. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before **2 November 2026**. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by **9 November 2026**.

5.2 The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.

5.3 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.

5.4 Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.

5.5 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. Pre-tender Meeting

6.1 A pre-tender meeting will be held to provide prospective bidders with an opportunity to obtain clarification on the requirements of this tender, the scope of services, and the tender process.

Date: 5 November 2026

Time: 10.30am Samoa time

Join: https://teams.microsoft.com/meet/452021724422765?p=Uc2UKfEGDRl2Uq5QTH

Meeting ID: 452 021 724 422 765

Passcode: zr73Hs2z

6.2 Prospective bidders are encouraged to submit clarification questions by email to procurement@sprep.org before 2 November 2026.

6.3 The pre-tender meeting will be recorded and questions raised during the meeting and any clarifications provided will be documented and posted on the SPREP website by 9 November 2026.

6.4 Prospective bidders are encouraged to attend the pre-tender meeting, attendance at the pre-tender meeting is optional.

7. Evaluation criteria

7.1. 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 tender satisfies the following criteria:

7.2. 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 – 80%

Criteria	Detail	Weighting
Experience and Expertise	Demonstrated and relevant experience in the design manufacture or supply of metal structures, recycling infrastructure, or similar equipment. Demonstrated and relevant experience in the transportation logistics within Fiji.	20%
Design of recycling stations	Compliance with required design specifications (compartments, durability, safety, signage, ease of use, storage capacity). Evidence of design will need to be submitted for consideration, for example drawing or pictures of proposed recycling stations or previous equipment produced.	20%
Workplan and Methodology	Demonstrated understanding of the contract works and details of the proposed approach to supply and installation of the recycling stations. Bidders should submit: • proposed timeline and workplan demonstrating effective delivery of the Services. • Detailed risk plan that considers all project implementation risks and risk mitigation measures.	15%
Maintenance services	Details of maintenance services offered, including response times, procedures for reporting issues, and any exclusions.	10%
Reverse logistics plan	Demonstrated and relevant experience in reverse logistics and management of recyclables in Fiji. Draft reverse logistics plan, including expected monthly costings and resource requirements.	15%

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

8. Variation or Termination of the Request for Tender

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

8.2 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).

8.3 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.

8.4 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.

9. Deadline

9.1. The due date for submission of the tender is: **19 November 2026**, midnight (Apia, Samoa local time).

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

9.3 Please send all tenders clearly marked 'RFT 2026-GEFIS-031: Fiji Community Recycling Stations.

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

Annex A: Terms of Reference

Fiji Community Recycling Stations

1. Project Scope

1.1 GEF ISLANDS Pacific Background and Objectives

(a) The Secretariat of the Pacific Regional Environment Programme (SPREP) has received Global Environment Facility (GEF) funds from the United Nations Environment Programme (UNEP) to execute the GEF ISLANDS Pacific Project. The project is part of GEF 7 cycle of funding aimed at supporting Pacific Island Countries (PICs) in meeting their obligations to various multilateral environmental agreements (MEAs) relating to chemicals and waste management. These MEAs include the Basel, Rotterdam, Stockholm, Minamata and Waigani Conventions.

(b) Globally Small Island Developing States (SIDS) are progressing on import-dependent development pathways. The quantities and variety of products that are being imported (ranging from mercury-containing thermometers to plastic packaging, from second-hand electronic products to motor vehicles, from agricultural chemicals to industrial chemicals) is rapidly increasing. This is leading to the generation of a large variety of different types of hazardous and toxic wastes which SIDS do not have the installed capacity or required treatment facilities to address. There is an urgent need for SIDS to move to integrated waste management. Extensive studies conclude the costs of inaction in SIDS are significant in terms of the economic costs of impacts on health, environment, tourism, and fisheries.

(c) The Global Environment Facility (GEF) has recognised these challenges faced by SIDS and is supporting the Implementing Sustainable Low and Non-Chemical Development in Small Island Developing States (ISLANDS) Programme in the 14 SPREP members, namely: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu.

(d) ISLANDS Pacific focuses on establishing effective mechanisms to control the imports of chemical products that lead to the generation of hazardous waste and to clean up the Pacific of legacy chemicals. For unavoidable chemicals that serve as important economic products, ISLANDS Pacific will seek to establish circular and life cycle systems in partnership with the private sector, so a buildup of these chemicals is avoided.

(e) Chemicals and hazardous waste streams targeted by ISLANDS include Persistent Organic Pollutants (POPs) such as DDT and PCBs, mercury, e-waste, used oil, plastics and end-of-life vehicles (ELVs).

(f) ISLANDS Pacific seeks to achieve its objectives through its four components:

(i) Preventing the Future Build-Up of Chemicals Entering SIDS.

(ii) Safe Management and Disposal of existing chemicals, products and materials.

(iii) Safe management of products entering SIDS/closing material and product loops for product.

(iv) Knowledge Management and Communications.

1.2 Fiji Community Recycling Activity

(a) This Activity addresses ISLANDS Pacific Component ii) Safe management and disposal of existing chemicals, products and materials. SPREP is working with the iTaukei Affairs Board and Fiji's Ministry of Environment and Climate Change to improve the management of waste in villages across ten provinces in Fiji. This activity builds on the successful activities undertaken in the previous SPREP PacWastePlus programme whereby 25 villages were provided infrastructure and capacity building support to implement composting programmes. The GEF ISLANDS project will replicate the composting programme to 25 additional villages and provide recycling infrastructure to all 50 villages.

(b) In the absence of formal waste collection services, many iTaukei communities in Fiji have resorted to establishing small, unmanaged dumpsites to dispose of household waste. The Activity aims to encourage waste segregation, increase environmental awareness among villages, and facilitate the collection of PET plastic bottles and aluminium cans for recycling through local recycling partners and companies. The installation of dedicated recycling collection stations in villages will support national efforts to reduce litter, divert recyclable materials from landfill, and strengthen emerging recycling initiatives in the country.

(c) This Activity aims to improve the management of waste through the design and implementation of village recycling stations. This Activity includes a series of coordinated activities with local communities to ensure strong community buy-in and the long-term sustainability of the project:

(i) Community Engagement and Capacity Building

(ii) Waste Audits

(iii) Infrastructure Development

(iv) Training and Technical Support

(d) This terms of reference covers the provision of infrastructure and reverse logistics to support village recycling stations. The location of each recycling station shall be agreed upon by the respective village.

2. Services

2.1 Services to be delivered under this Tender

(a) The GEF ISLANDS Programme seeks to engage a Service Provider to procure, manufacture, deliver, and install recycling collection stations in 50 villages in Fiji.

(b) The Service Provider shall also develop a reverse logistics plan. The reverse logistics plan shall provide for the collection, consolidation, transportation and delivery of the collected recyclable materials to the designated recycling, recovery or processing

facility. The Service Provider shall implement the reverse logistics plan for 12 months following installation of the recycling stations.

(c) This service will be implemented in close collaboration with the GEF ISLANDS PMU, the Fiji Ministry of Environment and Climate Change, and the Fiji iTaukei Affairs Board.

(d) The village locations are detailed in Annex 1.

(e) The Service Provider is expected to ensure timely manufacturing and installation of the recycling stations. A short contract duration is preferred. The Service Provider shall outline the proposed workplan in their submission.

2.2 Design and fabrication of recycling stations

(a) Manufacture a total of fifty (50) recycling stations. Forty-six (46) shall be standard recycling stations, located in the centre of villages. Four (4) shall be remote recycling stations, that are located away from village centres, where monitoring and supervision is more difficult. Each recycling station shall contain a minimum of three separate compartments. Bidders may propose additional compartments if reverse logistics for recovery and processing is available.

(i) One compartment for PET plastic bottles;

(ii) One compartment for aluminium cans; and

(iii) One compartment for paper and cardboard.

(b) Recycling stations must be:

(i) Manufactured from durable materials suitable for long-term outdoor use in tropical and coastal environments including exposure to high humidity, rainfall, UV radiation and salt-laden air;

(ii) Galvanized or treated with anti-rust coating/paint;

(iii) Structurally stable, safe, and suitable for installation within a village;

(iv) Designed with deposit openings that are accessible to village members, allowing them to easily deposit recyclable materials while ensuring safe use;

(v) Designed to prevent the loss of collected materials and minimise contamination from external waste; and

(vi) Include surfaces suitable for the application of awareness-raising, educational, and branding graphics.

(c) Each compartment must:

(i) Be clearly identified with visual signage, including images of the appropriate material (e.g. PET bottles, aluminium cans, or paper and cardboard);

(ii) Be marked with distinct colours to facilitate easy visual identification;

(iii) Include an appropriately sized opening to facilitate the deposit of recyclable materials; and

(iv) Provide sufficient storage capacity for the expected quantities of recyclables generated at each village.

(d) In addition, for the remote recycling stations, each compartment must include a lockable hatch, door, or access panel to enable the safe and efficient removal of collected materials.

(e) The final dimensions, materials, colour scheme, artwork, and overall design of the recycling station shall be proposed by the Service Provider and approved by the GEF ISLANDS PMU prior to manufacture.

(f) Bidders shall describe in their proposal their draft design including the proposed corrosion protection system and coating thicknesses for both the standard and remote recycling stations.

2.3 Branding and signage

(a) Each recycling station must display:

(i) The GEF ISLANDS project logo lock-up;

(ii) The Fiji Ministry of Environment and Climate Change logo; and

(iii) The iTaukei Affairs Board logo.

(b) The Service Provider will be responsible for the design, printing, and installation of all signage and logos on the recycling stations.

2.4 Delivery and installation

(a) Deliver and install 46 standard recycling stations and 4 remote recycling stations in the 50 villages in Fiji.

(b) Ensure stations are securely installed and positioned in accessible areas at the location agreed with the village and that signage and logos are clearly visible.

(c) Bidders shall describe in their proposal their draft work plan to ensure effective delivery of the services. The draft work plan shall include a programme of works and a risk plan.

2.5 Documentation and verification of delivery

(a) At the time of delivery, the Service Provider must:

(i) Take photographs of each installed recycling station; and

(ii) Obtain a signed delivery confirmation form from the authorised representative confirming receipt of the recycling station.

(b) The signed forms and photos must be submitted to the GEF ISLANDS PMU as proof of delivery and installation.

2.6 Maintenance services

(a) The Service Provider shall provide maintenance services for a period of 12 months following the installation of the recycling stations.

(b) The maintenance service shall include the repair or replacement of damaged or non-functioning components required to keep the recycling stations operational, including but not limited to locks, hinges, access doors, hatches, fastening systems, and other mechanical components.

(c) The Service Provider shall respond to maintenance requests submitted by SPREP within an agreed timeframe and carry out the necessary repairs in a timely manner.

(d) Bidders shall describe in their proposal the maintenance services offered, including response times, procedures for reporting issues, and any exclusions.

2.7 Warranty

(a) The Supplier shall provide a minimum five (5) year warranty from the date of acceptance against defects in materials, workmanship, fabrication and structural integrity of the recycling cages.

(b) The warranty shall include, but not be limited to:

(i) Structural failure, cracking, distortion or premature deterioration of the cage frame under normal intended use.

(ii) Defective welds, joints, fasteners, hinges, doors, latches and other fabricated components.

(iii) Premature corrosion resulting from inadequate material selection, surface preparation, galvanizing or protective coating.

(iv) Failure, peeling, flaking or delamination of protective coatings where such failure is attributable to defective preparation, application or materials.

(v) Defects in wheels, castors or other moving components, where supplied as part of the cage.

(c) Warranty repairs or replacement of defective components shall be carried out by the Supplier at no cost to the Purchaser, including reasonable labour and replacement materials. The Supplier shall respond to a warranty claim within five (5) working days of notification and commence corrective work within a reasonable agreed period.

(d) Replacement parts supplied under warranty shall carry the remaining balance of the original warranty period or a minimum of twelve (12) months from the date of replacement, whichever is longer.

(e) The warranty shall not cover damage caused by misuse, overloading beyond the specified design capacity, unauthorised modification, vandalism, accident or abnormal handling.

2.8 Safety Protocols

(a) The Service Provider must ensure that:

(i) All stations are constructed with safe edges and stable structures suitable for village environments.

(ii) Installation activities comply with appropriate safety standards.

(iii) Personnel involved in transport and installation follow basic occupational health and safety procedures.

(iv) Installation does not pose risks to community members or to surrounding infrastructure.

2.9 Reverse Logistics Plan

(a) The Service Provider shall develop a reverse logistics plan and implement this plan for a period of 12 months following the installation of the recycling stations. The reverse logistics plan shall provide for the collection, consolidation, transportation and delivery of recyclable materials collected through the supplied recycling stations to the designated recycling, recovery or processing facility.

(b) The Service Provider shall:

(i) Develop a reverse logistics plan identifying collection points, collection frequency, transportation arrangements, consolidation points, and the final destination of collected recyclable materials.

(ii) Coordinate the return movement of recyclable materials from the locations where the recycling stations are deployed, utilising existing transport and distribution networks where practicable.

(iii) Ensure that the movement of recyclable materials is undertaken in a manner that prevents loss, contamination, littering or environmental harm during loading, transportation, consolidation and delivery.

(iv) Provide appropriate collection and transportation arrangements, including loading, unloading, handling and temporary storage where required.

(v) Provide health and safety risk assessment to identify and mitigate health and safety hazards. Provide all necessary personal protective equipment to minimise the risk of work-related injuries and illnesses.

(vi) Maintain records of recyclable materials collected and transported for reporting to SPREP including the location of collection, date of collection, type and estimated/actual quantity of materials, destination and final recycling or recovery outcome.

(vii) Provide evidence of delivery to an approved recycling, recovery or processing facility, where applicable.

(viii) Coordinate with SPREP and relevant stakeholders to ensure that the reverse logistics plan is practical and aligned with existing waste management and recycling systems.

(ix) Sign an agreement with SPREP and Fiji Village representatives to document the implementation of the reverse logistics plans, including the roles and responsibilities of the parties.

(c) Bidders shall describe in their proposal the draft reverse logistics plan, including expected costing and resourcing requirements.

3. Deliverables

Phase	Description	Deliverables	Due Date
Work Plan and Inception	The Service Provider shall lead an inception meeting with SPREP and Fiji national focal points to discuss the delivery of the Activity. The Service Provider shall present the draft work plan, address all issues likely to cause delays (risk management), and ensure a common understanding of the action, and required outputs. The inception meeting will include a discussion on the work, and the exact nature and extent of the work to be performed.	**Inception meeting notes** Minutes of the inception meeting. **Approved final work plan** Final work plan incorporating revisions and addressing all comments by reviewers on the draft work plan.	2 Weeks after Contract Signing
Design	The Service Provider shall submit the design of the recycling stations for GEF ISLANDS PMU approval. Detailed reverse logistics plan, including costing, risk assessment, and resourcing requirements. Allow four weeks for SPREP review of draft documents.	**Approved design of recycling stations** Approved design incorporating all feedback from SPREP. **Approved reverse logistics plan** Approved reverse logistics plan incorporating all feedback from SPREP	To be confirmed by the Service Provider
Manufacture	The Service Provider shall provide evidence of manufacture and passed quality inspections of the recycling stations.	**Manufacture confirmation** Evidence of completed manufacture of 50 recycling stations **Passed quality inspection** Evidence of passed quality inspection of 50 recycling stations	To be confirmed by the Service Provider
Delivery and Installation	Delivery and installation of the recycling stations (including signage) and submission of all signed forms and photos.	**46 installed standard recycling stations** **4 installed remote recycling stations** **50 signed asset transfer forms** Once equipment has been delivered, the Service Provider must fill out the Asset Transfer Form to be signed by the village Headman confirming receipt of the recycling stations and providing details of the 12 month service agreement, warranty claims process, and reverse logistics arrangements.	To be confirmed by the Service Provider

Phase	Description	Deliverables	Due Date
Warranty	Provision of warranty certificates outlining the warranty terms and conditions and claims process.	**Warranty certificates**	To be confirmed by the Service Provider
Reverse logistics	Implementation of reverse logistics plan for collection, consolidation, transportation and delivery of recyclable materials collected through the supplied recycling stations to the designated recycling, recovery or processing facility.	**Recycling records** Provide monthly records of recyclable materials collected and transported including the location of collection, date of collection, type and estimated/actual quantity of materials, destination and final recycling or recovery outcome. Evidence of delivery to an approved recycling, recovery or processing facility, where applicable.	Monthly for 12 months after installation of the recycling stations.
Project close	At the end of the 12-month implementation period, the Service Provider must provide an implementation report.	**Implementation report** Detailing the challenges, opportunities, updated reverse logistics plan and recommendations for future.	13 months after installation of the recycling stations.

4. Meetings

4.1 The Service Provider will be responsible for scheduling meetings with relevant stakeholders as required, taking minutes of meetings and ensuring meeting minutes are distributed for comment prior to finalisation.

4.2 The Service Provider is required to attend meetings as follows:

Meeting Type	Representatives Required	Frequency	Location
Inception meeting	Principal Service Provider	One off	Virtual / Online
Progress meetings	Principal Service Provider	Monthly	Virtual / Online
Project closeout meeting	Principal Service Provider	One off	Virtual / Online

5. Facilities and Assistance Offered by SPREP

5.1 SPREP will provide the following facilities and assistance to support the Service Provider in their delivery of the services:

(a) Coordination – SPREP will coordinate with Fiji stakeholders.

(b) Documentation - SPREP will provide any relevant project documentation.

(c) Access – SPREP will liaise with Fiji stakeholders to provide access to the project sites.

6. Budget and Payments

6.1 The Service Provider quotation must clearly include rates and prices in USD, which shall be deemed to be the full inclusive value of work covered, including the following:

(a) Labour and costs;

(b) Manufacturing costs of the recycling stations including design, production, printing and installation of logos and signage;

(c) Transportation and delivery of the recycling stations to the village locations;

(d) Installation costs;

(e) Servicing, maintenance, and warranty costs;

(f) Costs to implement reverse logistics plan; and

(g) General obligations, liabilities and risks involved in the execution of the Works.

6.2 Submissions are required to include costing in USD for each Milestone listed in the template below. Payments will be linked to deliverables and milestones, as outlined in the table below.

Milestone Date	Milestone and Deliverables	Amount ($ USD)
TBC	Milestone 1: Approved design Deliverables: • Approved final work plan • Approved design of recycling stations • Approved reverse logistics plan	TBC
TBC	Milestone 2: Manufacture Deliverables: • Manufacture confirmation of 50 recycling stations • Passed quality inspection certificates for 50 recycling stations	TBC
TBC	Milestone 3: Delivery and installation (Note: payment of this Milestone can be split based on the proposed workplan) Deliverables: • 46 installed standard recycling stations including signage • 4 installed remote recycling stations including signage • 50 signed asset transfer forms including details of service agreement • Warranty certificates	TBC
TBC	Milestone 4: Implementation of reverse logistics (Note: payment of this Milestone will be split into 3 monthly payments) Deliverables: • Recycling records • Implementation report	TBC
	TOTAL ($ USD INCLUDING TAXES)	**TBC**

Annex 1: Village Locations

The recycling stations shall be installed in the following villages. These are shown on the map link - https://www.google.com/maps/d/u/0/edit?mid=1bWCGHyohhJTTioqoiVj6i1C2rz7ITKE&usp=sharing

Division	Province	Village	Location (Longitude/Latitude)	Recycling Station
Central	Naitasiri	Lutu	-17.828556, 178.324	Standard
		Nakorovatu	-18.023611, 178.472361	Standard
		Sawani	-18.160917, 178.23875	Standard
	Namosi	Nabukavesi 2	-18.191556, 178.106111	Standard
		Nakavu	-18.197333, 178.215417	Standard
		Veivatuloa	-18.041667, 178.536111	Standard
	Rewa	Muana	-18.053611, 178.553889	Standard
		Vunisei	-18.065833, 178.554722	Standard
		Navatuyaba	-18.128194, 177.866111	Standard
	Serua	Nabukelevu	-18.099917, 178.044694	Standard
		Nuku	-18.101523, 178.045924	Remote
		Serua	-18.268220, 177.924126	Remote
	Tailevu	Naimalavau	-17.644096, 178.581504	Standard
		Qoma	-18.161389, 178.238056	Remote
		Nabukavesi	-17.713694, 178.374278	Standard
		Nabouva	-17.750917, 178.54725	Standard
		Sawakasa	-17.809111, 178.377722	Standard
		Tonia	-19.058167, 178.155333	Standard
Eastern	Kadavu	Namalata	-19.05325, 178.151333	Standard
		Namuana	-17.267917, -178.973278	Standard
	Lau (Cicia)	Levukana	-17.292889, -178.98775	Standard
		Sawana	-17.725005, -179.330046	Standard
		Tarukua	-17.742438, -179.281934	Standard
		Natokalau	-17.733111, -179.294861	Standard
		Lomaji	-17.769556, -179.327083	Standard
		Mabula	-17.772083, -179.294472	Standard
		Naceva	-17.792389, 179.173361	Standard
	Lomaivit (Batiki Island)	Naigani	-17.779657, 179.166789	Standard
		Manuku	-17.787417, 179.14875	Standard
		Yavu	-17.79325, 179.146889	Standard
		Mua	-17.33475, 179.432972	Standard

Division	Province	Village	Location (Longitude/Latitude)	Recycling Station
	Lomaivit (Koro Island)	Sinuvaca	-17.296278, 179.362972	Standard
		Tavua	-16.410278, 179.679722	Standard
Northern	Cakaudrove	Nacula	-16.651667, 179.842778	Standard
		Buca	-16.793361, 179.557111	Standard
		Dromoninuku	-16.822139, -179.872417	Standard
		Nakorovou	-16.418278, 179.31025	Standard
	Macuata	Koroinasau Settlement Wailevu	-16.433861, 179.328222	Standard
		Savusavuitaqa Village Wailevu	-16.367972, 179.375889	Standard
		Vuo Village /Settlement Labasa	-16.948611, 178.756389	Standard
West	Ba	Nasolo	-17.567618, 177.681365	Standard
		Narewa	-17.800556, 177.433333	Standard
		Nawaka	-18.126667, 177.52	Standard
	Nadroga	Lawai	-18.08, 177.315	Standard
		Vusama	-18.096667, 177.544722	Standard
		Nawamagi	-18.0825, 177.374167	Standard
		Semo	-17.638333, 178.259722	Standard
	Ra	Rokovuaka	-17.340674, 178.1725466	Standard
		Malake	-17.405806, 178.255806	Remote
		Namuaimada	-17.828556, 178.324	Standard