REQUEST FOR TENDERS

RFT: 2026-PCCC-005)_ReAd
File: AP_3/34/9
Date: 22 September, 2026
To: Interested contractors
From: Tuileva Tuileva

Subject: **Request for tenders (RFT): Procurement and installation of solar lights for the Pacific Climate Change Centre (PCCC) Carpark, Samoa. READVERTISEMENT**

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 contractors who can offer their services to procure and install solar lights for the Pacific Climate Change Centre (PCCC) Carpark, Vailima Samoa (Greening the PCCC & Equipment).

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

2.3. The successful contractor 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 contractors must meet the following conditions:

i. *Interested contractors MUST arrange and conduct a site visit and survey of the PCCC car park in order to design a layout plan to be submitted as part of the proposal. To arrange a site visit please contact the following personnel:*
Tuileva Tuileva (tuilevat@sprep.org | +685 7629183)

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. *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). Provide examples of past related work outputs. For the Technical and Financial proposals you may attach these separately*

v. *Must meet local registration requirements in Samoa.*

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 organization, money laundering or terrorist financing, child labor 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 honor 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 contractor 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 contractor'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 Samoan Tala (WST) and inclusive of all associated taxes.

f) Where relevant provide:

i. Business registration/license (For Entities/ Individual contractor's as per relevant national legislations)
ii. Tax Identification Number (TIN) Letter (If applicable for Individual contractor'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 25 September 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 29 September 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.

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 tender 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 – 80%

Criteria	Detail	Weighting
1	Demonstrated skills and experience of key members of the proposed team. Demonstrate sufficient manpower and equipment to ensure work is carried out efficiently and effectively to completion.	20%
2	Minimum 5 years in commercial solar installations. List of five (5) solar lights installation work/projects carried out and completed successfully in the last 5 years, including referees/references for the installations.	15%
3	Detailed layout plan and description of how the works will be carried out with ability to complete the works within the timeframe in the Terms of Reference.	20%
4	Detailed health and safety plan on how the works will be executed	15%
5	Proof of valid certification as electrical contractors	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**).

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: 29 September 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-PCCC-005: **Contract Services for the procurement and installation of solar lights for the Pacific Climate Change Centre (PCCC) Carpark (Greening the PCCC & Equipment).**

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

Contract Services for the procurement and installation of solar lights for the Pacific Climate Change Centre (PCCC) Carpark (Greening the PCCC & Equipment).

1. Background

The Secretariat of the Pacific Regional Environment Programme (SPREP) champions environmental protection and sustainable development in the Pacific region. Through initiatives such as the Pacific Ocean Litter Project (POLP), SPREP has established the Guidelines for Greening Events in the Pacific.

In line with these sustainability commitments and to further enhance the environmental performance of its operations, the Pacific Climate Change Centre (PCCC), with funding support from the Department of Foreign Affairs and Trade (DFAT), seeks to engage a qualified company to supply and install solar-powered lighting for the PCCC car park under the *Greening the PCCC Office and Equipment Initiative.*

This aims to improve energy efficiency through the adoption of renewable energy solutions while enhancing lighting conditions to support the safety and security of staff, visitors, and facility users.

Interested contractors **MUST** arrange and conduct a site visit and survey of the PCCC car park in order to design a layout plan to be submitted as part of the proposal. Contractors who do not conduct a site visit prior to submission of proposal will not be considered.

To arrange a site visit please contact the following personnel:

Tuileva Tuileva (tuilevat@sprep.org | +685 7629183)

2. Objectives

The core objectives of this contract include:

- Secure a qualified contractor for complete equipment procurement.
- Establish reliable, standalone illumination across the office car park.
- Lower facility operational costs through zero-emission technology.
- Improve nighttime visibility and safety for all vehicles.

3. Scope of Work

The contractor will complete the following tasks:

Phase 1: Site Assessment & Design

- Conduct physical survey of the office car park layout.
- Calculate optimal lux levels for vehicle and pedestrian safety.
- Determine exact pole locations to eliminate blind spots.

- Submit a detailed lighting layout plan for approval.

Phase 2: Procurement & Delivery
- Source commercial-grade All-In-One (AIO) solar LED streetlights.
- Verify batteries utilize Lithium Iron Phosphate (LiFePO4) technology.
- Procure heavy-duty, hot-dip galvanized steel mounting poles.
- Transport all materials safely to the office site.

Phase 3: Installation & Civil Works
- Excavate ground foundations for concrete pole footings.
- Cast reinforced concrete bases matching wind load requirements.
- Erect lighting poles using appropriate lifting equipment.
- Mount and secure solar light fixtures to poles.

Phase 4: Testing & Commissioning
- Program smart controllers for dusk-to-dawn automatic operation.
- Test motion sensors for dimming and full-brightness triggers.
- Verify autonomy performance lasts minimum three consecutive rainy days.
- Hand over fully functional, self-sustaining lighting system.

4. Technical Specifications
- Light Output: Minimum 6,000 lumens per fixture.
- Battery Lifespan: Minimum 5 years design life.
- Solar Panel: High-efficiency monocrystalline silicon module.
- Ingress Protection: Minimum IP65 weatherproof rating.
- Pole Height: 6 meters above ground level.

5. Deliverables & Schedule

Deliverable	**Duration**
Signed Contract & Site Visit	1 week
Site Assessment Report & Design	2 weeks from contract award & site visit
Material Delivery	2 weeks from design approval
Physical Installation	2 weeks from material delivery
Final Commissioning Report	3 days post-installation

6. Qualifications & Experience
- Experience: Minimum 5 years in commercial solar installations.
- Licensing: Certified electrical contractors with valid local licenses.
- Proof of work within the electrical field and commercial solar installation from the last 5 years

7. Financial Proposal

The contractor shall provide a detailed outline of the costs involved in successfully delivering this project submitted in Samoan tala (WST) and inclusive of all associated taxes. Complete a cost breakdown based on approved detailed site drawings and must consider the following:

- Mobilisation and demobilisation, site clearance and temporary site office establishment including ablution.
- Acquiring necessary permits required by the Government of Samoa
- Warranty: Minimum 3-year full warranty on all components.
- Final tallied cost inclusive of VAGST

8. Other Considerations

The contractor must:

- Arrange with SPREP authorities a Site Visit before mobilisation.
- Arrange with SPREP authorities a safe work permit for the works.
- Arrange with SPREP authorities daily work clearance to access the worksite.
- The Contractor and workers must remain alert to maintaining 100% safety to all workers throughout the entire duration of the project. Workers should remain vigilant and alert to any signs of danger to minimise/mitigate accidents of any nature.
- Always wear hard hats and safety boots on site and whilst at work.
- Contractor must provide clear and visible signs at the worksite to ensure staff are aware of work in progress. High risk areas are to be cordoned off to eliminate any risk to staff and visitors passing by the site.
- Store and maintain, on site, an emergency kit to cater for minor accidents that may occur.
- Adhere to the SPREP OHS Policy during the planning and implementation of the project
- Establish with SPREP a suitable place convenient and secure for Contractors use throughout the entire duration of Construction.
- Arrange for amble material storage place for all building materials to be used for the project.
- Have temporary Ablution Services for use by Contractor's workers.
- All costs incurred for arranging temporary services as mentioned above, shall rest, and remain the responsibility of the Contractor.
- Care for all materials stored on site shall be always the responsibility of the successful bidder during the duration of the works.
- All debris, tools and equipment are to be cleared, removed from campus or stored away safely at a designated area at the end of each workday.
- Onsite internet and Wi-Fi connections could be arranged with SPREP when and where required.
- Maintain minimum noise level throughout the entire work duration so minimum distraction to SPREP working staff at Offices is always maintained.

- Acquiring PUMA Consent shall be the Contractors responsibility while payment shall be made by SPREP.
- The contract shall be a lump sum contract.