REQUEST FOR TENDERS

RFT: 2026-POLP-006
File: AP_6/19/4
Date: 20 September, 2026
To: Interested consultants
From: Ngaire Ah Ching, Senior Project Officer - Pacific Ocean Litter Project

Subject: Request for Tender (RFT) – 2026 POLP RFT 006 - Consultancy to Produce Videos Showcasing Pacific Ocean Litter Project (POLP) Performance and Impact Stories in Pilot Countries.

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 licensed and authorised videographers to Produce Videos Showcasing Pacific Ocean Litter Project (POLP) Performance and Impact Stories in Pilot Countries.

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

2.3. The successful tenderer 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, tenderer must meet the following conditions:

i. Submit company profile detailing business nature and goods and services provided.

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 and relevant 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 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 tenderer 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) **Company profile and Curriculum Vitae**
d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
e) **Financial Quote**– 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) Must provide:
i. Business registration/license (For Entities/ Individual companies 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. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 30 September 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 02 October 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 tenderer 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 tender 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	Description	Weighting %
Qualification	Relevant academic, professional or technical qualifications in a field that covers one or a combination of the following areas: • Filmmaking and video production • Communications, Journalism and Media • Visual Storytelling	10%
Experience	• At least 5 years of professional experience in filmmaking, videography, documentary production or a closely related field. • Proven experience producing documentary, impact, development or human-interest stories. Provide at least 5 recent examples (links) of similar work done in the past. • Experience managing end-to-end production, from pre-production and filming through to editing and final delivery. • Strong storytelling and interviewing skills, access to professional filming, drone, sound equipment • Strong editing skills using industry-standard software.	20%
	• Experience working on environmental, climate, conservation, marine, waste or community-based projects is highly desirable. • Demonstrated experience in the Pacific, preferably across multiple Pacific Island countries. • Experience working with communities, government agencies, development partners, NGOs or regional organisations. • Ability to deliver within the timeframe while producing video content to a high standard.	20%
Technical Proposal	• Submitted Technical Proposal to include how to address the activities outlined in the scope of works. Vendor to develop a workplan, timelines and budget as part of the proposal. .	30%

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: 09 October 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-POLP-006: Consultancy to Produce Videos Showcasing Pacific Ocean Litter Project (POLP) Performance and Impact Stories in Pilot Countries.**

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

Consultancy to Produce Videos Showcasing Pacific Ocean Litter Project (POLP) Performance and Impact Stories in Pilot Countries.

Terms of Reference

Assignment Title	As stated above.
Project	Pacific Ocean Litter Project
Contract Type	Consultancy
Contract Duration	6 months
Estimated Budget	USD 35,000

1) BACKGROUND

Marine litter, particularly single-use plastics, is a growing environmental, social and economic challenge across the Pacific. Plastic pollution threatens marine ecosystems, food security, public health, tourism and the livelihoods of communities that depend on healthy coastal environments.

The Pacific Ocean Litter Project (POLP) is a seven-year initiative (2019–2027) funded by the Australian Government and implemented by SPREP. Working with Pacific Island countries, POLP supports efforts to reduce single-use plastics through stronger policies and legislation, behaviour change, business and private sector engagement, promoting sustainable alternatives products and practices, and regional coordination of SPREP's plastics work under the Pacific Marine Litter Action Plan.

To showcase these efforts and inspire action across the region, POLP seeks to engage an experienced videographer to develop a compelling documentary-style video series highlighting the project's impact on the ground.

2) CONSULTANCY AND ACTIVITY OBJECTIVES

The purpose of this consultancy is to produce a high-quality video series that documents how Pacific Island countries are tackling single-use plastic pollution through POLP-supported initiatives.

The series will demonstrate tangible project outcomes, amplify the voices of communities and partners, and communicate the environmental, social and economic benefits of reducing single-use plastics.

The Consultancy will:

a) Produce engaging, human-centred stories that demonstrate the impact of POLP.

b) Showcase innovative solutions being implemented in POLP pilot countries.

c) Highlight partnerships between governments, communities, businesses and other organisations and partners.

d) Increase awareness of the environmental, health and social impacts of single-use plastics.

e) Produce digital content suitable for social media, websites, donor reporting and regional events.

3) SCOPE OF WORKS

The Consultant is required to work closely with the POLP Communications and Stakeholder Engagement Specialist to deliver the activities outlined in the table below.

The consultant will be travelling with the POLP Project Management Unit and work closely with POLP national focal points. POLP will cover travel costs for one person. Travel costs will be processed according to SPREP Travel policy. These include airfare and daily subsistence allowance (DSA), covering accommodation, meals and incidentals to and from the five project countries.

Description	Expected deliverables
3.1 Phase 1: Pre-production The Consultant will work closely with the POLP Communications and Stakeholder Engagement Specialist and the POLP Project Management Unit (PMU) to plan and develop the video series. Activities will include: • Review project documentation and communication materials, including existing videos. • Participate in planning meetings with SPREP/POLP. • Develop creative concepts for the video series. • Prepare scripts/storyboards for approval. • Develop interview questions. • Produce a filming schedule and logistics plan.	• Approved creative concept and storytelling approach • Draft and final scripts/storyboards

3.2 Phase 2: Production • The consultant will travel to selected POLP pilot countries (maximum 5) with the POLP PMU to capture high-quality footage of project activities. • Filming may include: POLP-supported initiatives and policy implementation, community awareness activities, coastal monitoring, school and youth activities, market and private sector innovations. • The consultant is expected to conduct interviews with government representatives, community leaders, women and youth, business and private sector, project partners, SPREP technical staff, and beneficiaries. • Extensive B-roll including landscapes, coastlines, communities, infrastructure and project activities should be captured or provided.	• High-quality interview footage. • Comprehensive B-roll and contextual footage from each selected country. • Drone footage where permitted and appropriate. • High-resolution still photographs, with a minimum of 15 usable images per country. • Organised and labelled raw footage and photographic assets.
3.3 Phase 3 – Post-production The consultant will: edit all footage into engaging documentary stories, add motion graphics and animated titles, develop simple infographics where appropriate, colour grade footage, mix and master audio, incorporate licensed music, produce subtitles, deliver videos in formats suitable for web and social media, incorporate POLP, SPREP, Australian Government branding and include a Pacific Island narrator where applicable.	• Five final country/feature videos, approximately 3–5 minutes each, highlighting POLP activities in selected pilot countries • One flagship regional documentary, approximately 8–10 minutes, showcasing the collective regional impact of POLP across the Pacific. • Final videos in high-resolution master format. Raw video footage, project/editing files • English-subtitled versions. • Any relevant voice-over/narration files Minimum 15 high-resolution still photographs per country.

In summary, the Consultant will be responsible for delivering:

1. Five country-focused documentary videos, approximately 3–5 minutes each, highlighting POLP activities, people, results and lessons from selected pilot countries.
2. One flagship regional documentary, approximately 8–10 minutes, showcasing the collective impact, achievements and legacy of POLP across the Pacific.

3. A comprehensive library of raw footage and photographic assets captured during the assignment.
4. All required post-production assets, including project files, graphics, music licences and caption files.

4) PROJECT SCHEDULE AND DELIVERABLES

The consultancy is to be completed within an agreed time period stated in a contract. Expected project activities are detailed in Table 1 below. The quote response should detail how and when these steps will be delivered by submitting a Technical Proposal.

Activity	Description	Indicative Timeline
1	**Inception Meeting** between the POLP Project Management Unit and the successful consultant/firm detailing the p**lan and schedule** for the delivery of this work. **Approval of Workplan.**	No later than one (1) week from date of Contract execution.
2	**Full storyboard, script** and detailed description of the videos.	No later than four (3) weeks from the date of the approved Workplan.
3	**Full first cut of the 5-video series** to SPREP	No later than four (4) weeks from the completion of Travel plans.
5	**Final videos:** Final version after revisions.	No later than (1) weeks from receiving final feedback from SPREP.

5) EVALUATION CRITERIA

The successful consultant/organisation/firm shall satisfy the following criteria:

Criteria	Description	Weighting %
Qualification	Relevant academic, professional or technical qualifications in a field that covers one or a combination of the following areas: • Filmmaking and video production • Communications, Journalism and Media • Visual Storytelling	10%
	• At least 5 years of professional experience in filmmaking, videography, documentary production or a closely related field. • Proven experience producing documentary, impact, development or human-interest stories. Provide at least 5 recent examples (links) of similar work done in the past.	20%

Experience	• Experience managing end-to-end production, from pre-production and filming through to editing and final delivery. • Strong storytelling and interviewing skills, access to professional filming, drone, sound equipment • Strong editing skills using industry-standard software.	
	• Experience working on environmental, climate, conservation, marine, waste or community-based projects is highly desirable. • Demonstrated experience in the Pacific, preferably across multiple Pacific Island countries. • Experience working with communities, government agencies, development partners, NGOs or regional organisations. • Ability to deliver within the timeframe while producing video content to a high standard.	20%
Technical Proposal	• Submitted Technical Proposal to include how to address the activities outlined in the scope of works. Vendor to develop a workplan, timelines and budget as part of the proposal.	30%

A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.