

REQUEST FOR TENDERS

RFT: 2025/020
File: AP_2/44
Date: 22 April 2024
To: Interested Service Providers
From: Loraini Sivo, Project Manager PEBACC+

Subject: Honiara Botanical Garden Master Plan Landscaping and upgrading of nursery works

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 experienced personnel to support the development and implementation of an education and awareness programme for the Honiara Botanical Garden.

This assignment will be responsible for the design and installations of landscaping features and construction of nursery upgrading works on Honiara Botanical Garden, Honiara. The contractor will work to finalize details of the nursery to be constructed, identify and finalize sinages to be installed, designing a installation layout of waste bins to be installed, develop structural plans for security/visitor posts, and design wayfinding boards to be installed in Honiara Botanical Garden. The contractor will also be responsible for construction of the nursery, Installation of signages and waste bins in designated locations in the Honiara Botanical Garden, Construct bird watching vantage point, and installation of wayfinding boards in the Honiara Botanical Garden.

- 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:
- i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience as per the scope of work;
 - ii. Provide three referees relevant to this tender submission, including the most recent work completed;
 - iii. Must be based in Solomon, can speak local language and legally entitled to work
 - 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 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/ company 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** – Breakdown cost for the services to render as per deliverables outlined in Annex A. The cost must be inclusive of all the expenses foreseen.
- 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. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 07 May 2025. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 09 May 2025.
- 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	Details	Weighting
Experience	i. Should be a legally registered service provider in Solomon Islands, in the business of construction ii. Holds a Trade Certificate or Diploma in General Building Construction and architect design	10
	i. More than 5 years of experience in building construction work ii. Has some understanding of setting up plant nurseries or have attending to a similar building project	10
	i. Has an understanding of Occupational Health and Safety (OHS) building rules and regulations to prevent accidents, injuries, and illnesses related to work activities. ii. The contractor must have their own tools and equipment and all the necessary licenses, certifications, permits and consents and insurance, including workers insurance for building work in Solomon Islands. Workers must wear appropriate Work, Health Safety (WHS) compliant clothing including safety boots. Record of having successfully worked with communities and government institutions. iii. Has worked in a team setting environment.	40
	iv. Technical Proposal in undertaking the activities as per deliverable and timelines	20

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: 21 May 2025 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 2025/020 - Honiara Botanical Garden Master Plan Landscaping and upgrading of nursery works

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

Honiara Botanical Garden Master Plan Landscaping and upgrading of nursery works

Duty Station	Honiara, Solomon Islands
Type of Assignment	Technical Support
Level of Engagement	In-country
Expected Start Date	As soon as the contract is signed
Contract Duration	May 2025- December 2025
Contact	PEBACC+ Solomon Islands Project Coordinator, SPREP

Project Background and Rationale

The Secretariat of the Pacific Regional Environment Programme (SPREP) is implementing the Pacific Ecosystem-based Adaptation to Climate Change Plus (PEBACC+) project. It is a sub-regional project designed to explore and promote the uptake of ecosystem-based management approaches in planning for climate change adaptation in the Pacific Island Region. The 4-year project is an initiative supported by Kiwa with funds from France, the European Union, Canada, New Zealand, and Australia. It is implemented by SPREP in collaboration with the Governments of Fiji, Vanuatu and Solomon Islands, New Caledonia and Wallis and Futuna and in partnership with conservation and community development NGOs.

The project is expected to support the continuous implementation of activities carried forward from the former PEBACC and PACRES projects in Barana Nature and Heritage Park Guadalcanal Province and in the Honiara Botanical Garden, Honiara with and to South Malaita in Malaita Province. Through PEBACC1, the project had developed a management plan for the garden while also setting up a management committee for the garden. PACRES on the other hand was able to develop the HBG masterplan for the garden. The project is aimed to address the current challenges of climate change adaptation through the implementation of nature-based solutions (NbS) in the Pacific and in so doing, the project will strengthen the resilience of ecosystems, economies and people to the impacts of climate change, how human activities are impacting on ecosystems and ensuring that interventions are targeted at addressing the root causes while at the same time investing in restoration activities.

A variety of Ecosystem-based Adaptation (EbA) and Nature-based Solutions (NbS) activities have been outlined for implementation under Component 1, Activity 1.1.3 of the project document, aimed at supporting the landscaping and capacity development of the Honiara Botanical Garden (HBG) historical site. These activities include upgrading the nursery, implementing a staff capacity development program, providing awareness and educational support for the Masterplan, establishing a waste management system, conducting a vegetation survey, and enhancing Honiara's greening and beautification efforts. Specifically, this TOR will involve civil works focused on upgrading the existing nursery and carrying out the landscaping works as outlined in the HBG Masterplan.

By focusing on the upgrades and landscaping of the Honiara Botanical Garden (HBG), the project aims to enhance both the garden's infrastructure and its ecological and community value. These efforts are intended to improve the garden's functionality and visual appeal, fostering ecological sustainability and promoting community engagement. Ultimately, the project seeks to strengthen HBG's ecological sustainability, cultural heritage, and community involvement through enhanced infrastructure, capacity building, and

increased awareness. The upgrades, including the nursery and landscaping works as outlined in the HBG Masterplan, will facilitate the cultivation and maintenance of native plant species, supporting local biodiversity. Additionally, the implementation of an improved waste management system and the vegetation survey will aid in restoring natural habitats, enhancing soil quality, and fostering healthier plant growth. These actions will contribute to a more resilient ecosystem that is better equipped to withstand the impacts of climate change.

Project intervention specific rationale

The Honiara Botanical Garden, covering an estimated 19 hectares and located just two kilometers from the city center in Rove, is Honiara's largest green space. The garden showcases a variety of local and exotic plant species, while also serving as a sanctuary for native wildlife, including reptiles, birds, and insects. As a critical green infrastructure asset, the botanical garden plays a vital role in providing ecosystem services such as preserving biodiversity, regulating the climate, improving water and soil health, supporting pollination, enhancing local food production, and offering recreational and educational opportunities. Moreover, it contributes to the local economy through eco-tourism and sustainable horticulture. By integrating the botanical garden into Honiara's urban landscape, the city can foster a resilient, sustainable, and healthy environment for both current and future generations.

The proposed interventions, supported by the PEBACC+ project, aim to address the challenges faced by the botanical garden, such as illegal settlement encroachments, inadequate infrastructure, administrative inefficiencies, and security concerns. These issues have hindered the garden's effectiveness, limiting its potential to contribute to urban sustainability, community well-being, and environmental resilience. To overcome these challenges, the project focuses on enhancing the garden's accessibility and functionality, incorporating Nature-based Solutions (NbS) and Ecosystem-based Adaptation (EbA) principles, particularly with a focus on upgrading green infrastructure.

Key interventions include the development of landscaping facilities, including signage, wayfinding, and bird-watching amenities, to improve the garden's appeal and accessibility. These upgrades will enhance visitor experience, promote eco-tourism, and increase environmental awareness. Additionally, the existing nursery will be upgraded to support local biodiversity and sustainable plant production (The nursery upgrading plan has already been developed through Pebacc+ and approved by the Ministry of Forestry). The upgraded nursery will serve as a space for raising seedlings and storing plants for distribution to reforestation projects, such as the Barana Community Nature and Heritage Park, Honiara's greening and beautification initiatives, and other reforestation efforts in Honiara and Guadalcanal. By strengthening the botanical garden's infrastructure and capacity, these interventions will bolster its role in conservation, education, and community engagement, ultimately enhancing its environmental and social value to Honiara.

The objective of the Assignment:

The objective of the landscaping work at the Honiara Botanical Gardens is to enhance its ecological, aesthetic, and educational value, while ensuring its long-term sustainability and resilience to climate change. The landscaping efforts will focus on restoring and improving the garden to support biodiversity, promote climate resilience, enhance the visitor experience, and establish the garden as a hub for education on sustainable environmental practices.

A service provider is needed to carry out the tasks outlined in this Terms of Reference.

Scope of the assignment:

The contracted service provider will be expected to conduct the following:

- a) Design and preparatory phase:**

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b) Construction and installation phase:

- Construct the nursery based on the approved design plan in place by the Botanical Garden director and staff. This is attached with the ToR as an appendix.

- Make the different signages (6) as per approved and install them accordingly in designated locations/sites
- Install a total of up to 15 waste bins in the designated sites

- Construct the 4 units for bird watching and as vantage points as per approved plan and install them accordingly
- Properly landscape the area around it as per the structural landscaping design

Make the 3 trail wayfinding boards required and install them accordingly in the designated sites
Properly landscape the area around it as per the structural landscaping design

Stage 5: Security Post and Visitor Center/Front Post

- Construct and install 1-unit for the security together with the visitor center front post as per approved plan.
- Properly landscape the area around it as per the structural landscaping design

Key Reporting Deliverables

The following key deliverables will be expected from this assignment:

1. Completed all tasks outlined in the design and preparatory phase.
2. Completed all tasks in the construction phase:
 - a) Construction of the Nursery (1)
 - b) Installation of signage and waste bins (16)
 - c) Installation of bird watching and vantage points units and its landscaping (4)
 - d) Installation of way finding boards and its landscaping (3)
 - e) Construction of security post and visitor center post and the landscaping of the surrounding area (1)

Required Deliverables and Payment Percentage

No.	Deliverables	Tentative Timeline	% payment
1	Submission of all designs and plans required for the work to be carried out and a detailed scope of work and timeline	May 2025	40%
2	Completed works on the nursery.	June 2025	20%
3	Completed works on the installation of the signages and waste bins and its landscaping works	July 2025	10%
4	Completed work on the bird watching and vantage points units and its landscaping works	July 2025	10%
5	Completed work on the way finding boards and its landscaping works	August 2025	10%
6	Completed works on security post and visitor center front post units and its landscaping works	September 2025	8%
7	Retention fee to be paid at the end of 1 month after all works have been completed	December 2025	2%
	Total		100%

Competencies:

Technical:

- Demonstrated understanding of construction works and conducted similar workaround.

Solomon Islands

- Proven records of quality work in construction
- Good understanding of developing building plans

Functional:

Communications

- Able to communicate effectively in writing to a varied and broad audience in a simple and concise manner.

Professionalism

- Capable of working in a high-pressure environment with sharp and frequent deadlines, managing many tasks simultaneously.
- Excellent analytical and organizational skills.
- Exercises the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.

Teamwork

- Works well in a team;
- Projects a positive image and is ready to take on a wide range of tasks;
- Focuses on results for the client; Welcomes constructive feedback

Information on Working Arrangements

- The work is based at Honiara Botanical Garden, Ministry of Forestry & Research, Honiara, Solomon Islands, and hence requires that the service provider must be accessible to the site.
- Honiara Botanical Garden staff from the Honiara Botanical Garden or Reforestation Division of the Ministry of Forestry and Research and the Solomon Islands Country Coordinator will regularly be on site to monitor and advise where needed to ensure that the facility is built accordingly and can serve its purpose.
- The Service Provider will be responsible for providing her/his own building equipment and additional staff needed. This will also include insurance coverage, transportation, and any other additional costs.
- Payments will be made upon submission of approved deliverables as per TOR.
- A 2% retention of the total contracted amount will be held for a period of 1 month as a security deposit to ensure that any defects arising after completion of work is fixed accordingly.

Travel

- There is no travel cost associated to this work

Qualifications and Experience

Qualifications:

- Should be a legally registered service provider in Solomon Islands in the business of construction
- Holds a Trade Certificate or Diploma in General Building Construction and architect design

Experience:

- More than 5 years of experience in building construction work
- Has some understanding of setting up plant nurseries or have attending to a similar building project
- Has an understanding of Occupational Health and Safety (OHS) building rules and regulations to prevent accidents, injuries, and illnesses related to work activities.
- The contractor must have their own tools and equipment and all the necessary licenses, certifications, permits and consents and insurance, including workers insurance for building work in Solomon Islands. Workers must wear appropriate Work, Health Safety (WHS) compliant clothing including safety boots.
Record of having successfully worked with communities and government institutions.
- Has worked in a team setting environment.

Language Requirements:

- A good understanding of spoken English is essential and must also be able to write and speak well in Solomon Islands pidgin.

Documentation to be submitted:

- A detailed CV outlining qualifications and work achievements.

- Certificate of qualifications
- Certificate as a Licensed Operation
- Breakdown cost for the services to render as per deliverables in the table above. The cost must be inclusive of all foreseen expenses. The allocated budget for this work is US\$65,000 inclusive.
- A signed declaration on exclusion criteria and selection criteria – form will be provided