

Frequently Asked Questions (FAQ)

Terms of Reference (ToR) & Request for Proposal (RfP) : PROVISION OF DESIGN, OPTIMIZATION AND EXECUTION OF PLASTIC MATERIAL RECOVERY AND TRANSFORMATION SERVICES IN SÃO TOMÉ AND PRÍNCIPE

RfP Reference: IUCN-25-06-P04772-02

IslandPlas Project – IUCN | Regional Office for West and Central Africa (PACO)

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Asked questions

Nº	Category	Question	Answer
1	Eligibility and General Requirements	Can a company submit a proposal as the lead of a consortium and also participate as a subcontractor in another consortium?	As indicated in Section 7.5 of the RfP, a company cannot submit more than one proposal, either individually or as part of different consortia. Participation in multiple proposals will result in disqualification of all proposals involving the entity (except as a subcontractor).
2	Eligibility and General Requirements	Can entities not based in Sao Tomé and Principe apply?	Yes, as long as they demonstrate relevant experience, have the legal capacity to operate, and comply with local requirements. However, an operational presence in the country will be required to ensure implementation.
3	Technical Proposal	Can the technical proposal include annexes?	Yes, as long as the annexes are directly related to the evaluation criteria (e.g., CVs, charts, detailed timelines). They should be clearly referenced in the body of the proposal.
4	Technical Proposal	Is there a minimum required number of tonnes or beneficiaries?	Yes. According to the ToR, at least 500 beneficiaries are expected to be engaged and 119 tonnes of plastic recovered, of which 48 tonnes must be recycled. These are national indicators/targets of the IslandPlas project.
5	Financial Proposal	Should costs include taxes?	Prices must be presented excluding VAT, but should include all other associated costs (insurance, fees, charges, etc.), as specified in Section 4.5.2 of the RfP.
6	Financial Proposal	Can we submit the budget in euros or dollars?	No. All amounts must be presented in local currency (Dobras-STD), as per Section 4.5.4.
7	Submission	How should the documents be submitted?	The proposal must be submitted via email to: procurement-paco@iucn.org , with all documents password-protected. The password must be sent within 12 hours after the submission deadline. Submissions via file-sharing platforms (e.g., WeTransfer, Google Drive) will not be accepted.

8	Submission	Can we send multiple emails if the attachments are too large?	Yes, you may split the submission across multiple emails, clearly labeled (e.g., Email 1 of 3).
9	Proposal Process	Would there be any possibility to extend the proposal submission deadline, in order to allow sufficient time to prepare solid and well-informed proposals?	At this stage, the deadline remains as indicated in the RfP. Any changes or extensions will be formally communicated to all interested parties through the same channel where the tender was published.
10	General information	Are there any existing input data or assumptions that you could possibly share with us regarding the project? (e.g., plastic quantities, types, infrastructure feasibility, etc.)	The project builds on previous baseline assessments and site knowledge available through IUCN and partners. However, bidders are expected to carry out their own in-depth baseline study as part of Deliverable 1. Any available public data or studies can be shared upon request after contract signature.
11	General information	What are the envisaged budgets for these two projects?	This tender refers only to the Sao Tomé and Príncipe component. The budget must be proposed by the bidders based on the full scope of work outlined in the ToR. There is no fixed budget ceiling indicated, but cost-effectiveness and realism of the financial proposal will be evaluated.
12	General information	Has a plastic waste audit (qualification, quantification) been conducted? Can we access data on plastic generation, leakage, and waste?	Some preliminary assessments exist, but bidders are expected to generate a comprehensive baseline analysis as part of Deliverable 1. If relevant, publicly available studies or datasets may be shared after contract award.
13	General information	Does IUCN have any suggestions for local partners active in MRF development in Sao Tomé and Príncipe that you would recommend as local implementing partners?	IUCN does not pre-identify or endorse any specific implementing partners. Bidders are encouraged to identify and engage relevant local actors through their own networks or stakeholder analysis, including municipalities, cooperatives, and informal sector actors.
14	Budget Scope	Should collection material costs be included in the budget (e.g., bins, PPE, signage, weighing tools)?	Yes. All costs related to procurement and installation of collection materials and equipment should be included in the bidder's financial proposal. There is no separate materials budget.
15	Budget Scope	Should procurement costs for infrastructure (equipment) be included in the budget?	Yes. All infrastructure costs (bins, tools, signage, logistics materials, etc.) required to implement the PlastiNetwork are to be covered by the submitted budget.
16	Budget Scope	Has additional budget been secured for hiring MRF staff?	No separate budget is allocated. Staffing, including recruitment and training of local community members (preferably youth and women), must be included in the bidder's proposal.

17	Budget Scope	Has additional budget been secured for logistical investments?	No. The bidder must include all logistical costs in their financial proposal, including transportation, storage, routing, and equipment required to ensure operational efficiency across islands.
18	Budget Scope	Has additional budget been secured for MRF facility investments (e.g., land leasing, equipment), and/or support to export recovered plastics?	No additional funding is guaranteed beyond the contract. Bidders should include costs for facility upgrades, leasing (if needed), and logistical support for export or off-take arrangements in their proposal.
19	Budget Scope	Has additional budget been secured for investments in repurposing or safe disposal of non-recyclable waste?	No separate budget is available. Bidders must ensure that all waste management activities, including storage or repurposing of non-recyclable materials, are addressed within the proposed budget and in compliance with national legislation.
20	Budget Scope	Are bidders expected to cover capital and operational costs (e.g., infrastructure, salaries, equipment), or just technical support?	The financial proposal should include both capital investments and operational costs required to implement the PlastiNetwork and MRF. This includes staffing, equipment, maintenance, logistics, and transformation activities.
21	Budget Scope	Is it acceptable to allocate part of the budget to support operational partners (e.g., wages, maintenance, upgrades)?	Yes. The budget may be used to support or subsidize operational partners , as long as the expenditures are justified, aligned with the project objectives, and ensure sustainability of outcomes.
22	Scope of Work	Is the selected contractor expected to only support the MRF's operationalization or also directly manage and operate it?	The contractor is primarily expected to design, establish and support the operationalization of the MRF. However, if necessary to ensure functionality, the contractor may propose direct operational support. The level of involvement should be clearly described in the proposal and justified based on context.
23	Scope of Work	Would proposals focused on upgrading an existing MRF (rather than building a new one) be eligible and equally competitive?	Yes. Proposals that seek to upgrade or optimise existing infrastructure are fully eligible and encouraged, provided they meet the project's objectives and performance indicators. The proposal should demonstrate how the solution is viable, cost-effective, and aligned with local needs.
24	Local Engagement	Are any local operational partners already pre-identified by IUCN in São Tomé and Príncipe?	No. It is the responsibility of the bidder to identify and engage relevant operational partners, such as municipalities, cooperatives, or facility operators, based on a stakeholder mapping and feasibility assessment.
25	Local Engagement	Can operational partners be engaged during proposal preparation, or only after contract award?	Yes, bidders are encouraged to co-develop the proposal with local partners from the start. Early engagement demonstrates commitment, ownership, and feasibility, and is considered a strength during proposal evaluation.

26	Environmental Compliance	Are Environmental and Social Impact Assessments (ESIA) required if a new MRF is to be constructed?	Yes. If the proposal includes construction of new infrastructure, the contractor is expected to comply with national environmental and social regulations , including ESIA where applicable. The timeline and feasibility of such assessments should be factored into the implementation plan.
27	Other	Does the project cover only São Tomé islands or also Príncipe?	The project will be implemented on both islands, although the recycling center will only be installed on São Tomé.
28	General information	Will the bidder be responsible for disposing of plastic waste that cannot be recycled in the country?	Yes, it will be the bidder's responsibility to properly dispose of plastics that cannot be recycled in São Tomé. Ways can be created to export these plastics to companies specialized in waste treatment or proper disposal abroad.
29	Eligibility and General Requirements	Can government institutions working in waste collection submit their proposals?	No, government agencies involved in waste collection should not submit proposals in this type of bidding process. This could create a conflict of interest, as these entities may have privileged access to information or perform oversight functions. This bid is only opened to private sector actors and NGOs
30	General information	Given that there are no plans to build a processing center on Príncipe Island, will the waste that will be transported be exempt from customs duties?	All costs must be included in the financial proposal, including customs fees. Subsequently, an agreement may be reached with the Ministry of the Environment to discuss the possibility of exempting customs fees for transported waste, given that this is a project with government cooperation. However, this exemption is not guaranteed.
31	General information	Are the 48 tons recycled a retained portion of the 119 tons collected?	Yes, the 48 tons recycled correspond to a portion of the total 119 tons planned for collection. A total of 119 tons of waste is expected to be collected, of which at least 48 tons must be recycled.
32	General information	How many consortia does IUCN intend to hire to provide the intended work?	Only one contractor will be hired for this service. IUCN will also welcome proposals from a consortium composed of two or more entities.
33	Eligibility and General Requirements	Is it possible to divide the project execution time into phases and over a longer period? The first would be for the proposal presentation, the second for the assembly and installation of the transformation equipment, and the third for the completion of the project and presentation of the results according to the stipulated goals.	No. At this stage, the deadline remains as indicated in the RfP. Any changes or extensions will be formally communicated to all interested parties through the same channel where the tender was published.