



Government of the Cook Islands
INFRASTRUCTURE COOK ISLANDS

Te Tango Angaanga o te Kuki Airani

P.O. Box 102, Arorangi, Rarotonga, Cook Islands

Phone: (682) 20 321; Web: www.ici.gov.ck, Email: infrastructure@cookislands.gov.ck



APPLICATION FOR EXPRESSIONS OF INTEREST

Application provision or development

A. INTRODUCTION

The Ministry of Infrastructure Cook Islands (the Ministry) is developing a sustainable scheme for managing recyclables and waste. The Ministry has designed the scheme to ensure long term robust management of recyclables and waste to protect public health and the environment across the Cook Islands.

Under the scheme, consumers will be able to return bottles and end of life appliances (items) to approved refund depots and be paid out a refund. Through the provision of refund depots around Rarotonga, the scheme can provide equitability across gender, age groups and mobility levels as well as improve the rate of returned items. Returned items will be collected from refund depots and transported to processing centre/s.

A robust monitoring and recording system is an important part of the scheme to ensure accurate recording of transactions and materials, and accountability and transparency for service claims. Smart technology based platforms are able to provide an efficient service to consumers. Such a system needs to be easily workable in the Cook Islands context.

The Ministry extends an invitation for submissions from developers of applications, 'apps' to submit their interest for the provision or development of a smart application for the scheme. The intention is to gauge the availability of the product locally. Depending on the outcome of this EOI, a tender may be released to secure a contracted provider.

B. SERVICES

The sought after services are to provide or develop an app and system for the following areas:

1. Consumers
 - a. A barcode unique to each consumer.
 - b. The system must be able to record accumulated credit to the unique barcodes for each consumer which can then be credited against services/goods at refund partners.
2. Refund depots:
 - a. Records bottles/cans accepted by a refund depot. This could be by scanning the barcode.
 - b. Records appliances, tyres accepted by a refund depot. This could be by a manual entry with drop down menu.
3. Collection and processing centres:
 - a. Enable collectors to record collections from refund depots and confirm delivery to processing centres.
 - b. Enable processing centres to accept/confirm deliveries from collectors.
4. Database
 - a. That saves the returned items to a cloud based database.
 - b. The database must be able to be accessed by the contract principle, refund depots, collectors and processing centres with varying levels of access. For example refund

depots, collectors and processing centres can only view their own records. The contract principle can view all depots records.

- c. Records from the database must be able to be downloaded for printing.
5. Applicants shall recommend cost effective but durable hardware to use such as a suitable smart phone.
6. Training of contracted service suppliers and ICI staff on the app.
7. Prepare a survey to be carried out 3 months from scheme start on the effectiveness of the app.
8. Maintain the app throughout its use.

Notes

- Applicants may contribute more to the outlined services or remove unnecessary services.
- The refund depot and collection and processing services will have a manual system to back up the app based system if it fails and manual reporting requirements. The app based system will be a source of cross checking for claims.

C. INSTRUCTIONS

1. Fill in the Application Forms - Section 1 or 2, where appropriate.
2. Fill in Section 3.
3. Section 4 must be signed and dated, and every other page initialled.
4. Attach an overview of your proposal in presentation form at Appendix 1.
5. Email or deliver application to the Ministry office in Arorangi by 4pm, 18th November 2022, in a sealed envelope, labelled:

***Confidential** - Application Forms for Expression of Interest
Claytoncy Taurarii, Acting Senior Manager
Waste Management
Infrastructure Cook Islands
Email to: infrastructure@cookislands.gov.ck*

D. ASSESSMENT CRITERIA

1. Applications will be assessed for suitability based on:
 - a. Past experience
 - b. Cost
 - c. Ease of use and management
 - d. Commitment to good customer service
2. Shortlisted applicants will present their proposed system in live presentation form to ICI.

E. PRE-AGREEMENT

1. A completed Application Form is an offer to provide app provision or development services to Infrastructure Cook Islands.
2. By completing and signing Sections 1 / 2 to 4 you are confirming that:
 - a. The contents of this form are to the best of your knowledge true and correct.
3. We confirm that::
 - a. Your application will be held in confidence within the Ministry.
 - b. You will be advised of the outcome of your application and invited to present within 1 month from the closing of the application process.

- c. The Ministry will enter into a service contract with the successful applicant. Acceptance of the terms and conditions of the contract is at the applicant's discretion.
- d. Applicants may choose to accept or reject an offer for services at any time.



APPLICATION FORM FOR EXPRESSIONS OF INTEREST
Application provision or development

Section 1: Applicant details

This section applies to businesses.

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Name of Company/Business

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Name of person authorised to sign contracts

VAT Reg

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Name of person as liaison for the contract if different from above

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Registered address of Company/Business

(+)	(+)
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Daytime phone

Mobile

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Email address

Work Undertaken that Best Illustrates Capability to Handle Tasks Assigned:

Name of assignment of project:	
Year:	Location:
Client:	Position held:
Main project features:	
Activities performed:	

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Name of assignment of project:	
Year:	Location:
Client:	Position held:
Main project features:	
Activities performed:	

Section 2: Curriculum Vitae (CV)

This section applies to individuals who do not have a current business.

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Name of Individual

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Current Residential Address

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Date of Birth

Citizenship

(+)	(+)
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Daytime phone

Mobile

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Email address

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Education (qualification, institution, year)

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Other Training

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Countries of Work Experience

Employment Record (add more tables if required):

From:	To:
Employer:	Position held:

From:	To:
Employer:	Position held:

From:	To:
Employer:	Position held:

Work Undertaken that Best Illustrates Capability to Handle Tasks Assigned:

Name of assignment of project:	
Year:	Location:

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Client:	Position held:
Main project features:	
Activities performed:	

Name of assignment of project:	
Year:	Location:
Client:	Position held:
Main project features:	
Activities performed:	

Section 3: Proposal

Service / Product	Unit cost	No. of items	Total
App development / provision		1	
Identified hardware		26 (contractors)	
Training		26 (contractors)	
Survey sheet preparation		1	
App maintenance/year		1	
Total			

Note:

1. The number of contractors are subject to change.
2. The initial contract price will be varied upon final contracted service providers (refund depots and logistical/processing services).

Section 4: Certification and Confirmation of Offer

I hereby certify to the best of my knowledge that the above is true and correct.
I understand that any wilful misstatement described herein may result in my being disqualified or deregistered.

Signature:	
Name:	Date:

Appendix 1: Attach presentation of proposed app / system