



Government of the Cook Islands
INFRASTRUCTURE COOK ISLANDS

Te Tango Angaanga o te Kuki Airani

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

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APPLICATION FOR EXPRESSIONS OF INTEREST

Registration for Refund Depot Services

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.

The Ministry extends an invitation to individuals, non-government organisations, and businesses to build a panel of potential providers of refund depot services for the scheme. Approved panel members will be offered contracts for service at a later date.

Within the scheme, consumers will be able to receive a refund on identified end of life items when returned to an approved refund depot. The success of the scheme can be made greater through the involvement of the private sector, enterprising individuals and NGO's. 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.

The Ministry extends the invitation beyond the private sector to expand its engagement and provide individuals and NGO's the opportunity to participate in the scheme, earn revenue and support the schemes success. Equally, with existing businesses, the scheme provides the opportunity to offer a take-back service for products sold.

B. SERVICES

The sought after services include:

1. Accepting returned items.

Interested providers may choose which items they may receive. The introductory¹ items are:

- a) Clean and dry plastic PET 1 and 2 bottles
- b) Clean and dry aluminium cans
- c) Electrical appliances – computer equipment, televisions, printers
- d) Whiteware – microwaves, ovens, fridges, freezers, air-conditioners
- e) Tyres

2. Paying out refunds to consumers on returned items.

Each item except for tyres has a refund portion, and a handling fee portion. Section 3 provides the list of items with the associated refund and handling fees.

¹ Vehicles and machinery are also on the introductory list however will be dealt with directly by logistics

3. Crush and/or store returned items where appropriate until collection by logistics operator (weekly basis).
 - a. Manual wall-mounted crushers will be provided for bottles and cans
 - b. Tyre cutters will be provided for tyres
 - c. Storage bins and crates will be provided for small items

The services will require the filling in and submission of some forms for recording and monitoring purposes. It is likely that a scanning system will be introduced with the scheme to enable ease of use and instant recording. This will be backed up by the manual forms in the case that technology fails. The forms are:

- Refund Depot Form – records items returned by a consumer
- Refund Depot Collection Form – to record what is collected by the logistics operator.
- Refund Depot Report (monthly) – to submit to the Principle on a monthly basis and claim the Handling Fee and refunds back.

C. Further Details

As a potential service provider further discussions will take place with you after your submission to ensure complete understanding of the service expectations. Your premises will be inspected for suitability for the scheme with regard to its location, accessibility, and space for indoor storage and for security. If you are contracted, the service will be trialled before commencement.

As an individual or non-government organisation, additional discussion will take place with you in regard to operations and resourcing requirements.

As detailed earlier, specific equipment and storage facilities will be provided with the contract. What you are supplied with will depend on which items are approved to be accepted and your existing facilities. All depots will be provided with monitoring and recording tools.

The refund depot operator will only receive payment of services through the handling fee claims. No other payment of services will be paid out except for reimbursement of refunds.

D. INSTRUCTIONS

1. Fill in the Application Forms - Section 1 and/or 2, where appropriate.
2. Choose which items you may like to receive in Section 3.
3. Section 4 must be signed and dated, and every other page initialled
4. Sections 1 to 4 can be emailed or delivered to the Ministry office in Arorangi by 4pm 11th 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

E. ASSESSMENT CRITERIA

1. Applications will be assessed for suitability based on:
 - a. As an individual, past experience
 - b. Premises location
 - c. Current operations
 - d. Premises suitability to chosen items

e. Premises security

2. More details may be requested.

F. PRE-AGREEMENT

1. A completed Application Form is an offer to provide refund depot operator services to Infrastructure Cook Islands.
2. By completing and signing this form you are confirming that:
 - a. The contents of this form are to the best of your knowledge true and correct.
3. We confirm that, if you are considered suitable:
 - a. Your application will be held in confidence within the Ministry.
 - b. You will be advised of the outcome of your application within 2 months from the closing of the application process.
 - c. The Ministry will enter into a service contract with you directly for services required if you meet criteria. Your acceptance of the terms and conditions of each contract is at your discretion.
 - d. You may choose to accept or reject an offer for services at any time.
4. The Ministry will consider the particular existing service or role, and location of each panel member when negotiating any Service Contract. Being a panel member does not automatically guarantee that you will be contracted to provide services.



APPLICATION FORM FOR EXPRESSIONS OF INTEREST
Registration of Refund Depot Services

Section 1: Business/NGO Applicant Details

This section applies to NGO's and businesses.

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Name of NGO or 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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Address of NGO or Company/Business

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Daytime phone

Mobile

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Email address

For NGO's: Work Undertaken that Best Illustrates Capability to Handle Tasks Assigned

Name of assignment of project:

Year:	Location:
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Client:	Position held:
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Main project features:

Activities performed:

Section 2: Individual Applicant Details

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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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:
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: Identify Items to accept

The items most suited to your current operations could be chosen. For example, a village shop could accept plastic bottle and aluminium can returns. An appliance store could accept the types of items sold from the premise for example printers and laptops. The table below shows the proposed sums for a refund and a handling fee.

Items to receive	Refund to pay out	Handling Fee to claim	Tick selection
Plastic PET bottles 1, 2	20c	5c	
Aluminium cans	20c	5c	
Whiteware	\$20	\$2	
Electrical goods	\$20	\$2	
Tyres	\$0	\$1 up to 50kg \$2 over 50kg	

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: