

Record Number: _____
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REQUEST FOR PROPOSALS
FOR
RESEARCH TO SUPPORT THE
CO-DESIGN OF PLASTIC PACKAGING PRODUCT STEWARDSHIP
SCHEME FOR NEW ZEALAND



DECEMBER 2022

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SECTION A – OVERVIEW, RFP PROCESS AND CONDITIONS

1. OVERVIEW

Purpose of Request for Proposal(s)

- I.1 This Request for Proposal (RFP) is an invitation to suitably qualified suppliers to submit a proposal to supply any part of a range of services required for the delivery of the research component of the co-design of a plastic priority product stewardship scheme (PPPS).
- I.2 This RFP is issued by The Packaging Forum and the NZ Food & Grocery Council as joint project leads (The PPPS Project Management).

Background

- I.3 The Packaging Forum (PF), in partnership with the NZ Food & Grocery Council (FGC) has been appointed by the Ministry for the Environment (MFE) to lead the co-design of a plastic priority product stewardship scheme (PPPS) for New Zealand. The project is a multi-stakeholder co-design of an accreditation ready plastic packaging scheme(s) for all plastic packaging used for consumer goods at retail or wholesale level, as defined in the Declaration of Priority Products Notice 2020-[go4533](#) and will include recommendations on the implementation of the Product Stewardship Organisation (PSO).
- I.4 The project will establish a multi-stakeholder team, co-funded and sponsored by the Packaging Forum and NZ Food & Grocery Council (NZFGC), comprising a decision-making Steering Group, and a separate Governance Group to provide advice, project checks and balances. The Steering Group will include representation from industry, recyclers, local government, Tangata Whenua, community groups and MFE, and will leverage insight on product stewardship from global grocery organisations/ members.
- I.5 This is a two-year Waste Minimisation Fund project which has the following objectives:
- i. Develop a Request for Proposal (RFP) procurement process to engage research consultants in Milestones Two to Five.
 - ii. By end of project, submit a Steering Committee majority (greater than 50%) supported final report on a New Zealand Plastic Packaging Products Stewardship design and its implementation
 - iii. By end of project, recommend a not-for-profit Product Stewardship Organisation (PSO) structure responsible for the delivery of the plastic packaging priority product scheme and the scheme design that will be able to meet the requirements of the Waste Minimisation Act, including sections 12,14 and 15.
- I.6 The PPPS Project Management have defined success for the project as being:
- iv. The design of a PPPS that is both equitable and commercially successful
 - v. The quantity and quality of processing capacity gives New Zealand resilience so that the impact of global shocks is minimised
 - vi. Reduce the amount of plastic used and move from an estimated <30% recycling rate with the ambition to increase this towards 85% through increased recovery and processing capacity
 - vii. Deliver a step change in attitudes and behaviour so that consumption is reduced by elimination or moving to refillable systems, waste becomes a resource and plastic packaging circles back into plastic packaging.

- I.7 The PPPS Project Management has identified four key tranches of research which are required to support the process which are briefly summarised as:

Tranche 1: The Current State & Problem Definition – Plastic Data: This will include identification of all plastic packaging, available data (tonnes) on plastic consumption, recovery, and processing.

Tranche 2: The Current State & Problem Definition – Internal flow of plastic packaging from placed on market (POM) to collection and processing: This will include mapping out how plastic is placed on the market in New Zealand, collected at end of life, separated at a recycling plant (MRF), and processed.

Tranche 3: Review of recognised global best practice schemes to recommend scheme options for New Zealand which meet defined gazette and WMF criteria: This will include a desk top review of international Product Stewardship models leveraging research which is publicly available from project stakeholders.

Tranche 4: Implementation options for New Zealand: This will include cost benefit analysis (CBA) of all scheme options identified in Tranche 3 which meet NZ criteria.

NB: Information on Tranche 4 is provided to allow respondents to appreciate the full project but we are not currently seeking proposals for Tranche 4.

Process (See Process Chart Appendix 1)

- I.8 Without limiting the possible outcomes of this RFP process, the intended purpose of this RFP is to select up to four organisations to supply research services to the project.
- I.9 Organisations are invited to apply for one tranche of research up to and including all four tranches of research Noting that we are only seeking proposals for 1,2 and 3 in this RFP.
- I.10 It is anticipated that Tranches One to Three may be conducted concurrently as they are based on current state definitions and data and current global best practice.
- I.11 Known available sources of information are identified in Appendix 1. Submitters may have other sources of information available to them.
- I.12 The project will appoint a Technical Advisory Group to inform, support and challenge the research process.
- I.13 All research outputs will be subject to review by a broad range of stakeholders at a series of facilitated workshops.
- I.14 Final research reports will be brought to the Governance Group for advice with final decision making by the Steering Group.

RFP documents

- I.15 This RFP comprises:
- Section A - overview, RFP process and conditions
 - Section B - information required in Proposals
 - Appendix 1 – Process
 - Appendix 2 – Tranches of Research

How to use this document

- I.16 Section A of this document provides background information, instructions, and conditions for responding to this RFP. You need to read and understand this section. Your acknowledgement of these requirements and conditions is set out on the form in section B.
- I.17 Section B of this document sets out the information required in your Proposal.
- I.18 The Appendices contain information about the PPPS project that may be of assistance to you in the preparation of your Proposal.

Reservation as to outcomes

- I.19 Following evaluation of the proposals received, the PPPS Project Management may:
- enter negotiations with preferred participants(s).
 - conclude the process without proceeding or awarding any contracts.

2. RFP PROCESS – INSTRUCTIONS

Timetable

- 2.1 The anticipated timetable noting all dates and times are in New Zealand is as follows:

Steps in the RFP process (Tranches 1,2 &3)	Time	Date
[Deadline for questions from suppliers:]	17.00pm	Wednesday 18 January 2023
Deadline for Proposals:	17.00pm	Friday 27 January 2023

Anticipated Contract start date (may vary by Tranche):
March 2023

- 2.2 Please note this timetable is indicative only and may be subject to change at the sole discretion of the PPPS Project Management. Participants will be notified of changes.

Joint Proposals

- 2.3 Joint Proposals may be submitted. Where a joint Proposal is submitted participants must provide full details of each party submitting the Proposal and name one party as the single contact point for all communications.

Point of Contact

- 2.4 All enquiries must be directed to our Point of Contact Rob Langford, Project Manager – rob@packagingforum.org.nz

Proposal

- 2.5 Failure to comply with a material requirement of this REOI may result in your EOI being determined to be non-conforming and may, at The PPPS Project Management's discretion, be rejected.

Price

- 2.6 We wish to obtain the best value-for money for this research. This means achieving the right combination of fit for purpose, quality, on time delivery and price.
- 2.7 If a Respondent offers a Price that is substantially lower than other Proposals offering the same service, the Buyer may seek to verify with the Respondent that the Respondent is capable of fully delivering all of the Requirements and meeting all of the conditions of the Proposed Contract for the price quoted.
- 2.8 Prices quoted (if any) should be exclusive of goods and services tax, and in New Zealand dollars.

Information required in EOI

- 2.9 Section B of this document sets out the information required in your Proposal.

3. GENERAL CONDITIONS**Rights reserved**

- 3.1 The PPPS Project Management reserves the right to:
- 3.1.1 vary this RFP. Any such variation once notified by way of written amendment notice, will become part of this RFP.
 - 3.1.2 select participants based on their Proposal and invite them to participate in the project.
 - 3.1.3 enter into discussions and/or negotiations with any one or more participants relating to matters dealt with in this RFP.
 - 3.1.4 limit or extend the list of potential participants beyond those who respond to this invitation.
 - 3.1.5 seek clarification of any aspect or information provided in a Proposal and to seek further information from any party.
 - 3.1.6 amend the closing date for submission of Proposals or any other date referred to or implied in this RFP.
 - 3.1.7 suspend or cancel this RFP process in whole or in part and/or the overall process.
 - 3.1.8 re-advertise the RFP.
 - 3.1.9 consider or reject any Proposal that does not fully comply with this RFP, at The PPPS Project Management's discretion.

The PPPS project management shall not be bound to give reasons for any decision made under this clause.

No warranties or representations re information provided

- 3.2 The PPPS Project Management makes no representations and gives no warranties other than as set out in this RFP document.

Confidentiality

- 3.3 This RFP and all other information supplied in relation to this RFP is confidential and shall not be used other than for the purpose of preparing Submissions.
- 3.4 All Submissions provided shall be retained and treated as confidential by them.

Costs

- 3.5 All costs incurred by the participant relating to:
- 3.5.1 preparation of the Proposal.
 - 3.5.2 any communication or negotiation with PPPS Project Management.
 - 3.5.3 any presentations to PPPS Project Management or meetings or interviews with PPPS Project Management.

are the sole responsibility of the participant.

Governing law

- 3.6 This RFP is governed by New Zealand law. The New Zealand courts have non-exclusive jurisdiction as to all matters relating to this RFP.

4. EVALUATION APPROACH**Evaluation criteria**

- 4.1 Proposals will be evaluated against PPPS Project Management requirements as set out in this RFP document.
- 4.2 Each Proposal must meet all of the following pre-conditions. Proposals which fail to meet one or more will be eliminated from further consideration. All proposals to include
- 4.2.1 A pricing schedule for services
 - 4.2.2 Project plan – how the work will be undertaken with indicative milestones
 - 4.2.3 Who will be working on the project
 - 4.2.4 Health, Safety & Environment plan

Referees

- 4.3 The PPPS Project Management is not obliged to contact referees provided by participants and may seek further information on any issue from sources other than the referees provided. The PPPS Project Management may also consider knowledge of the participant it already has.

5. RFP OUTCOMES

Communication of RFP outcomes

- 5.1 Participants will be notified in writing (including by email) of the outcomes of this RFP.

Shortlisting and negotiation

- 5.2 Where there is a decision to shortlist and proceed to negotiation directly from this RFP process:
- 5.2.1 the shortlisted participant(s) will be notified that they have been selected to enter into negotiations and the expected time frame for negotiations.
 - 5.2.2 other participants may be notified either that:
 - 5.2.3 their Proposals have been unsuccessful, or
 - 5.2.4 their Proposal has not been rejected but they have not been selected for negotiations at that stage. Such participants may be invited to enter into negotiations if negotiations with higher ranking participants are not successful.
- 5.3 Any negotiations shall be on the basis that neither party shall be bound unless and until the contract documents are executed.

Preferred Participant

- 5.4 Should The Packaging Forum advise any participant that its Proposal is the 'top ranking' or preferred Proposal, such advice does not:
- 5.4.1 constitute an acceptance of that Proposal or create a contract.
 - 5.4.2 constitute an award of the contract to that participant; or
 - 5.4.3 imply or create an obligation to enter into or continue negotiations with or award the contract to such participant.

SECTION B – INFORMATION REQUIRED

6. INFORMATION REQUIRED

- 6.1 Proposals for **any** or **all** aspects of the research sections 1,2 & 3 summarised in Appendix 2
- 6.2 We are seeking suppliers that are able to demonstrate the appropriate skills, knowledge, and experience to analyse available data and examples of product stewardship organisations and for Tranche 4 to provide full cost accounting product stewardship options which meet the New Zealand Priority Product criteria.
- 6.3 Suppliers must be able to demonstrate that they have the capacity to provide professional advice and the availability to commence within 4 weeks of contract being awarded.

Information required for all Tranches of Research

Please provide the following information:

Schedule # 1 –Project Team

Name	Role	Relevant Experience	Years of Relevant Experience

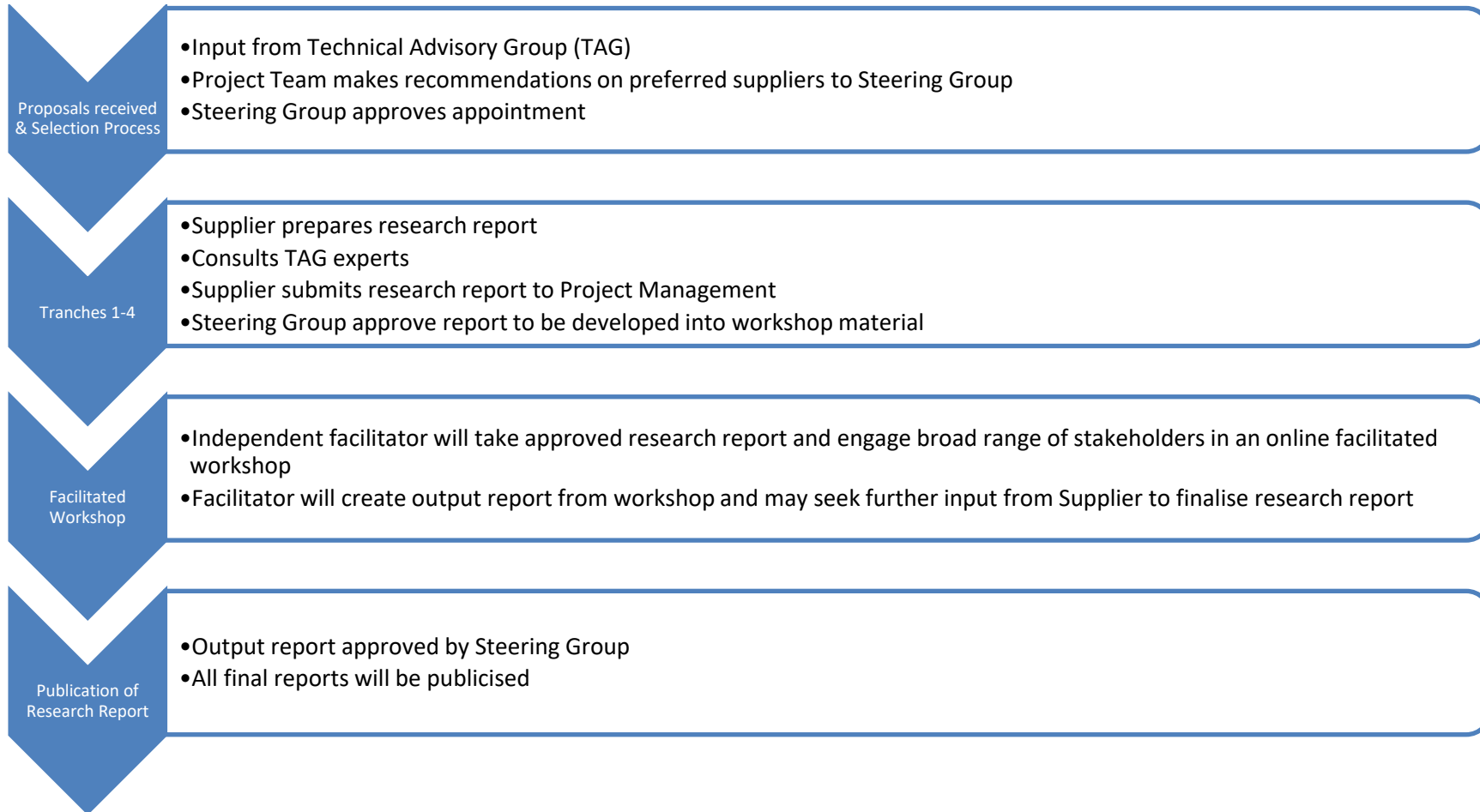
Schedule # 2 – Example of Prior Relevant Work

Organisation	Project Details	Referee	Contact details

Schedule # 3 – Project Approach and Costing

Please detail your approach to undertaking the required research and report writing including collection and processing options you would include in the research	
Indicative manhours	
Estimated cost excl GST	

APPENDIX 1 – PROCESS



APPENDIX 2 – TRANCHES OF RESEARCH

TRANCHE 1: THE CURRENT STATE AND PROBLEM DEFINITION: PLASTIC PACKAGING DATA

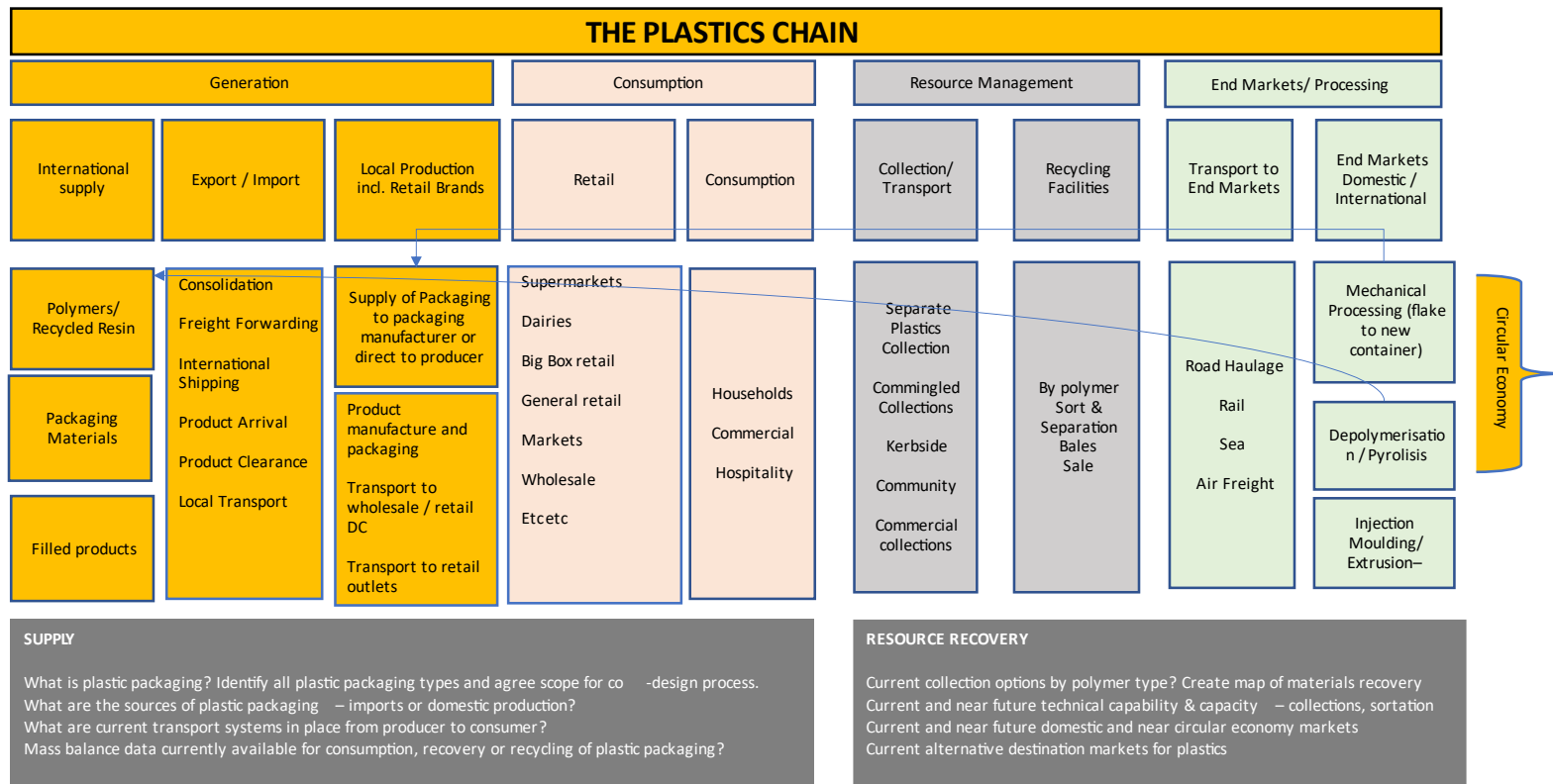
Scope of Work

- I. Definition of plastic packaging noting global inclusions and exclusions. Refer definition of single use plastic packaging in the Declaration of Priority Products Notice 2020-[go4533](#)
- II. Identification of all available mass data for plastic packaging types (to market, re-used, collected, sorted and baled, processed in NZ, exported, lost to the system e.g. waste or litter) which are applicable under the Declaration of Priority Products Notice 2020-[go4533](#)
- III. Collation of available consumption data for each plastic packaging type as defined in scope including household, away from home, commercial and industrial. Identify gaps in knowledge and how might these be resolved based on global best practice
- IV. Collation of data currently available for recovery/collection of plastic packaging? Identify gaps in knowledge and how these gaps might be resolved based on global best practice
- V. Collation of data currently available for the recycling and processing of plastic packaging by resin type domestically and in international markets.
- VI. Provide a system which will allow the reporting of mass balance using best reconciliation methodology from global schemes. Plug in the available data which can be refined as data becomes available throughout the project and beyond.
- VII. Comparison with international recovery & recycling rates by resin type.

Note: the vendor will provide completed and available research data to support reduced effort and timelines for example the FGC's plastic consumption survey and examples of global mass balance systems.

TRANCHE 2: THE CURRENT STATE AND PROBLEM DEFINITION: INTERNAL FLOW OF PLASTIC PACKAGING FROM PLACED ON MARKET (POM) TO COLLECTION AND PROCESSING

Figure 1: Summary of Plastic Value Chain (to be used for reference). We have depicted our current knowledge of the plastic value chain:



Co-design desired future state scheme building on current state NZ and global best practice

SCOPE OF WORK

- I. Develop heat map for plastic packaging collected, processed, disposed across New Zealand including sent offshore for processing with volume flows and funding flows identified where this is known. Where are the gaps – and why are there gaps?
- II. Report current access to recycling by plastic packaging type by region
- III. Identify current collection options by polymer type; kerbside; drop off; post back; commercial; community, iwi & resource recovery centres, other – rank in terms of efficiency and assess for quality of materials collection and quantity of material collection.
- IV. Develop map of current Material Recovery Facilities and technical capability and capacity for the segregation and recovery by plastic types and identify known technology which will increase quality and quantity of recovery.
- V. Identify current processing options and tonnages by region: e.g., injection moulding, extrusion, depolymerization; chemical (incl: near offshore); landfill – map out the location and current processing capacity with scalability opportunities.
- VI. Identify known new processing capacity (Waste Minimisation Fund/ Plastic Innovation Fund/ Private Investment) which is expected to come on stream by 2025 and what volumes are required to make this plant economically viable eg a tipping point for each plant.
- VII. Present options (current and near future) in terms of the circular economy hierarchy using global definitions – Closed Loop (recycled into the same product/packaging); Open Loop (recycled into a different product). NB Europe reports on RDF (refuse derived fuel) and SRF (solid derived fuel)
- VIII. Identify with processors the level of confidence in demand for the products they manufacture currently and with market forecasts for growth.
- IX. Map out pathway for recovery and processing for 10 years recognizing planned near future solutions by plastic types.
- X. Provide clarity of any significant processing gaps for identified plastic types.

Note: the vendor will provide completed research data to support reduced effort and timelines for example The Packaging Forum's heat map for soft plastic packaging and any available plastic infrastructure gap analysis which has been conducted by the Government.

TRANCHE 3: THE CURRENT STATE AND PROBLEM DEFINITION: SCHEME OPTIONS FOR NEW ZEALAND

Scope of Work

- I. Review of International models. Extensive research has been conducted by consultants for the Australian Food & Grocery Council and by the Packaging Forum and the NZ Food & Grocery Council on the global schemes which will be available to the selected supplier. This analysis includes the following information by scheme:
 - a. Scope – what plastic packaging is included and whether these are implemented within a single, dual or multiple schemes
 - b. Fees (producer fees required to fund the scheme operations)
 - c. Material flows and models
 - d. Collection methods, processing options and capacity balance
 - e. Structure of management systems and governance
 - f. Recovery rates, recycling rates and participation
 - g. Calculation of funding to operators
 - h. Scheme flexibility eg how long scheme has been operating and what material changes have been made – i.e. adding new collection system or fee structure.

- II. We are looking for the supplier of services to assess international best practice models that will be able to meet the requirements of the Waste Minimisation Act, including sections 12,14 and 15 and the Plastic Priority Product criteria.

- III. Provide recommendations of aspects that will best provide success in a NZ context.

Note: the vendor will provide completed research data from Tranches 1 & 2 to support reduced effort and timelines and access to global EPR scheme summaries.

Example of Scheme description and details available to project

Table 1: Scheme description and details

Scheme Name
Country:
Years operational:
Voluntary or mandatory:
Summary of scheme:
Product scope/range:
Liabile parties/participants:
Governance Model
Governance Model description:
Appointment of Governance Board members
Competition Compliance
PRO options – single or multiple
Public Accountability & Transparency
Scheme Operations
Scheme Administrator description:
Procurement of services
Collection
Sorting
Recycling/ Resource Recovery
Processing
Material ownership

Scheme Name

Reporting on targets

Funding

How funding is raised

Funding flows and models – does it cover the full net costs of stewardship?

Mechanism to address free riding:

Pricing mechanism – price/ tonne? Eco modulation?

Promotion

Education needs & cost

Reporting

Recycling outcomes achieved

More information

Scheme assessment

Table 2: Alignment of scheme with assessment criteria for priority products

Scheme Name	
Circular Resource Use	-
Investment in initiatives to improve circular resource use	
Effectiveness, including ability to increase:	-
<ul style="list-style-type: none"> • Recycling rates • Recycling content • Design for recyclability 	
Internalisation of Costs	
<ul style="list-style-type: none"> • How much of process is paid for by producers? • Free and convenient collection for household and business consumers 	
Cost efficiency: Optimal use of existing and new collection and processing infrastructure and networks	
Balances supply and demand (achieves demand pull through):	
Acceptability to Government:	
Acceptability to consumers:	
Encourages consumer participation:	
Incentives for innovation:	
Encourages a diversity of solutions:	
Provides a level playing field:	
Simplicity:	
Transparency:	
Stability of cost:	
Adaptable to future circumstances (new products, new sectors)	

The share indicates degree of alignment from Poor, Somewhat, Moderate to Strong

TRANCHE 4: IMPLEMENTATION OPTIONS FOR NEW ZEALAND FOR INFORMATION ONLY AT THIS TIME

SCOPE OF WORK

- I. Understanding of costs associated with meeting the cost of a Plastic Packaging Product Stewardship Scheme which meets the requirements of the Priority Product regulations and the Waste Minimisation Act.
- II. Cost all models identified in Tranche 3 research which meet the requirements through a Cost Benefit Analysis.
- III. For each model identified in Tranche 3, the analysis will include the following:
 - a. Governance Model
 - b. Material Flows and Ownership. Balances supply and demand.
 - c. Financial Model: Funding flows and model to include the full net cost of stewardship.
 - d. Levy options including proposed fee structure e.g., price per tonne? Eco- modulation
 - e. Information, processing and technology systems.
 - f. Education needs and costs -Community engagement needs and costs
 - g. Effectiveness including ability to increase recycling rates, recycling content and design for recyclability
 - h. Acceptability
 - i. Adaptability
 - j. Incentives for innovation