

CLARIFICATION QUESTIONS

RFT: 2023/027
File: AP_3/28/7
Date: 30 March 2023
To: Interested Service Providers
Contact: Maraea S. Pogi (maraeap@sprep.org)

Subject: Request for tenders: Technical Assistance for creating an enabling environment for Niue's Private Sector in Climate Finance

Question 1:

In the Request for Tenders document, fourth page, Criteria Table.

The first criterion seems to clearly relate to the experts' qualifications. We are not clear about all the other criteria listed before the Technical Proposal / Methodology. They could equally be related to the experts or the consulting firm. Could you please clarify since this concerns the scoring of the technical part of our proposal?

Response:

If you are applying as a consulting firm then you can elaborate on the experience of the proposed team particularly the lead consultant.

Each criterion for experience focuses on specific areas of work for applying 'firms' to demonstrate their experience on. This has been broken down as such for fair evaluation purposes.

The technical proposal / methodology (Criterion 8) may define the areas of expertise and further elaborate experience for each member of the Firm. Response to this criterion should also describe the Firm's methodology for delivering the assignment effectively.

Question 2:

In the Declaration of Honour document

On the fourth page, at item VI – Evidence upon request, it is written that "Upon request and within the time limit set by SPREP the person must provide information on natural or legal persons...".

Could you please confirm that the various evidence enumerated afterward in the same section is to be provided ONLY upon request? We are confused because at the end of this section the two last statements indicate that "The person is not required to submit the evidence if it has already been submitted for another award procedure of the same contracting authority", and then at the end, before the signature: "The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation". Can we still assume that we are to wait for the request for evidence, and not be concerned about these two last paragraphs at the moment of our proposal submission?

Response:

Yes, that is correct, only required upon request.

Question 3:

In the Application Form

Section 1: seems to ask for the proposed principal consultant's information (which seems to also relate to the application contact person). In the case of a firm's application, the contact person would not necessarily be the principal consultant presented in our application, but rather the internal contract or business development manager (and this would actually be the person signing the Tender Application Form). Could you please clarify if the details required in section 1 concern the main expert of our team, or the firm's contact person for the application matters.

Response:

Section 1 – details for the main/lead expert/consultant

Question 4:

In section 1, the term “principal consultant” is used, and in section 2, it is “principal applicant”. Could you please confirm that this is the same person?

Response:

Yes

Question 5:

Sections 2, 3, 4 (principal applicant & proposed personnel): the form provides tables to be filled with the information of only one person, although the section clearly indicates that it concerns the principal applicant and the proposed personnel. How is it expected that we fill these for the proposed personnel in addition to the principal applicant individually?

Response:

List the personnel under each section and add additional lines where necessary to provide details for each personnel. You can add columns or additional lines where necessary.

Question 6:

Section 5: Professional referees: Are these required with regard to the consulting firm only, or are we to provide 3 referees for the principal applicant and each of the proposed personnel individually? If for each of the proposed personnel individually, once again, how do we go about using the table for more than one person?

Response:

If you can applying as a consultancy firm provide 3 referees for the company, particularly the most recent/relevant to this work.

Question 7:

About the referees: In the Application Form, Section 5, it is stated to list at least 3 professional referees, including the most recent relevant to this job, and in the Request for Tenders document, on the second page at 3.1.ii, it is stated: « Provide three referees relevant to this tender submission,

including the most recent work completed ». Could the work be ongoing? It is not specified in the Application Form.

Response:

Yes that is fine.

Question 8:

Section 6: We are not clear as to whether the information to be provided in this section and its sub-criteria (1 to 7) is about the consulting firm or the principal applicant & proposed personnel individually. Could you please clarify? The Request for Tenders document indicates on the second page at 3.1.iii: 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). Once again, as for sections 2, 3 and 4, the space provided for the sub-criteria is planned for only one person. If the information to provide does concern the principal applicant & the proposed personnel individually, how do we go about filling section 6 and its sub-criteria for more than one person?

Response:

Elaborate on the experience of the Firm and/or individuals within to state how the Firm meets each of the selection criteria.

Question 9:

Section 7 General Information: We assume that this is to be answered by the consulting firm, for the project proposed team a whole, and representing all the personnel presented in the proposal? Is this correct?

Response:

Yes

Question 10:

Conflict of Interest Form: We assume that the principal applicant and each of the proposed personnel are to complete and sign this form. Is this correct?

Response:

One COI form for the firm is fine.