

## CLARIFICATION QUESTIONS

RFT: 2023/049  
File: FN\_11 and SPREP\_2/44  
Date: 18 December 2023  
To: Interested Service Providers  
Contact: Maraea S. Pogi ([maraeap@sprep.org](mailto:maraeap@sprep.org))

### **Subject: Request for tenders (RFT): SPREP's Capacity as a Direct Access Entity – SPREP Procurement Manual Review**

---

#### **Question 1:**

Is there a specific budget range that you were expecting for the engagement?

#### **Response:**

The RFT 2023/049 refers to a competitive Bid hence points are awarded for the financial proposal. Bidders should cost time based on the rate for the proposed team in line with the proposed plan and timelines.

#### **Question 2:**

Will the engagement require in-country stakeholder consultation for the review of the SPREP procurement manual and assessment of the Procurement Unit? If so, does your organization require that the full team be present for those consultations, or can we send team representatives that can conduct stakeholder consultations on behalf of the team?

#### **Response:**

The Secretariat is open to the proposal details for the work and what level of in-country stakeholder consultation is necessary depending on your proposed approach. If so, it likely would be only via representative(s) and not the full team. The majority of the work however can be achieved remotely. Arrangements can be made at HQ to assist and facilitate remote consultations with Consultants where required e.g. meetings, group sessions etc.

TOR states the workplan should consider a blend of working remotely and at SPREP Headquarters in Apia, Samoa to produce the required deliverables.

#### **Question 3:**

Regarding any contract/service agreement templates, are there existing templates already incorporated in SPREP that would just require revamping/upgrading or are these non-existent?

#### **Response:**

Yes, there is a series of contract templates that are currently in use at SPREP – these will be made available to the successful bidder during the review process.

**Question 4:**

If necessary, would the engagement require that we conduct a departmental structure review of the SPREP procurement unit? Or is the engagement limited to just addressing capacity, resource, and training requirements? Additionally, will our team be provided access to vital information of the procurement unit team (i.e., JDs, Resumes, Performance Evaluation Reports, etc.)

**Response:**

The engagement is to address capacity, resource, and training requirements. All relevant documents will be made available to the successful bidder.

**Question 5:**

Will the engagement require that we conduct stakeholder consultation with legislative agencies (e.g., Ministry of Finance) that govern aspects of the procurement policy and manual? Or will all consultations only be with SPREP management team and procurement unit?

**Response:**

Consultations will be with SPREP only, Management, Finance and Administration Department (Procurement) including SPREP project managers.