

CLARIFICATION QUESTIONS

RFT : 2024/044_ReAd
File : AP_3/28/2
Date: 11 February 2025
To: Interested Service Providers
Contact: Maraea S. Pogi (maraeap@sprep.org)

Subject: Request for tenders (RFT): Videography for the Climate Information Services for Resilient Development Planning in Vanuatu Project (VanKIRAP), READVERTISEMENT

Question 1:

Timeframes: please clarify the deliverable timeframes

The Annex A TOR item G says: “the supplier is required to submit all deliverables by the due date specified in the table above”. However, there is no table outlining this information.

Response:

Due date	Deliverables
30 March 2025	Videos 1 and 2
30 April 2025	Videos 3 and 4
30 May 2025	Videos 5, 6 and 7
30 June 2025	Videos 8, 9 and 10
30 July 2025	Videos 11, 12 and 13
30 August 2025	Videos 14, 15 and 16
30 September 2025	Videos 17, 18, 19 and 20

Question 2:

Is this project over 12 months?

Response:

Seven months as per table above.

Question 3:

Is there any guidance on the suggested turnaround time for each film?

[Response:](#)

Refer to deliverable timelines above.

Question 4:

Will they be supplied individually or all at once?

[Response:](#)

Refer to deliverable timelines above.

Question 5:

Locations

Is the filming and photography work in all Port Vila based or also in the provinces?

[Response:](#)

The filming will be for Efate and Santo ONLY.

Question 6:

If it includes provincial locations, do we cost travel time in too?

[Response:](#)

Suppliers must include travel costs for filming in Efate and Santo.

Question 7:

Does SPREP organize and cover all travel and accommodation logistics and costs?

[Response:](#)

All travel expenses for filming in Efate and Santo must be costed and included in the proposal.

Question 8:

Please advise of any per diems rates that apply.

[Response:](#)

Suppliers are encouraged to provide a consultancy fee per day (daily rates) inclusive of per diem.

Question 9:

We normally charge for non-filming days when travelling.

[Response:](#)

Apply the daily consultancy fee for non-filming days when travelling.



Question 10:

Recording studio

We note the requirement for the use of a studio to record voiceovers.

Are there any specifications for this?

Response:

The voiceovers must be professional and high quality. In relation to essential specifications:

1. Clarity & Articulation

- **Enunciation:** Clear pronunciation of words, avoiding mumbling or slurring.
- **Accent & Diction:** Appropriate accent for the target audience, with neutral or region-specific diction as required.

2. Vocal Range & Versatility

- **Tone Flexibility:** Ability to adapt tone (e.g., authoritative, conversational, empathetic) to suit the project's purpose (e.g., commercials, audiobooks, e-learning).
- **Emotional Expression:** Skill in conveying emotion (e.g., excitement, urgency, calmness) to engage listeners.

3. Pacing & Timing

- **Rhythm:** Natural flow without rushed or overly slow delivery.
- **Pauses & Emphasis:** Strategic use of pauses and stress on key phrases to enhance message impact.

4. Technical Quality

- **Audio Clarity:** Clean, crisp recording free of background noise, plosives ("popping" sounds), or distortion.
- **Editing Proficiency:** Proper use of noise reduction, equalization, and normalization in post-production.

5. Industry-Specific Expertise

- **Genre Familiarity:** Experience in the relevant niche (e.g., animation, IVR systems, documentaries).
- **Terminology Mastery:** Ability to pronounce technical terms (e.g., medical, legal, or scientific jargon) accurately.

6. Professionalism & Reliability

- **Deadline Adherence:** Timely delivery of recordings.
- **Revisions:** Willingness to make reasonable edits based on feedback.
- **Communication:** Responsiveness and clarity in project discussions.

7. Equipment & Studio Quality

- **Professional Gear:** Use of high-quality microphones, pop filters, and audio interfaces.
- **Acoustic Environment:** Soundproofed recording space to eliminate echoes or external noise.

Question 11:

Re the style of these videos

Will there be a need for motion graphics and/or animation?

Response:

Yes, and where appropriate, we encourage innovation in the methodology and technical proposal on the delivery of the 20 videos to deliver effective messages to target users/audiences.

Question 12:

We have experience with these in some of our explainer videos (eg PASO & VFSC)

As we would intend to cost in a graphic designer / animator into our tender.

Response:

You may include the costs for a graphics designer / animator in your proposal.

Question 13:

Re the financial proposal

Will the financial costs be fixed or can they be variable if costs change – eg is their scope for variations if needed?

Response:

The financial proposal will be fixed and must be inclusive of all the relevant costs, consultancy fees, operational budget for travel, etc.

Question 14:

Will the contract funding be fixed to one exchange rate or will it be variable when invoices are supplied?

Response:

Payments will be transferred to the supplier following SPREP's acceptance of each milestone, with each payment subject to a variable exchange rate.

Question 15:

What is the invoice schedule? As there is no table to refer to.

Response:

Refer to the above table for milestone due dates which align with invoicing schedule.