

## CLARIFICATION QUESTIONS

RFT: 2025/051\_ReAd  
File: AP\_6/15  
Date: 25 July 2025  
To: Interested Service Providers  
Contact: Maraea S. Pogi ([maraeap@sprep.org](mailto:maraeap@sprep.org))

**Subject: Request for tenders (RFT): Development and delivery of a Theoretical and Practical Course on Used Oil Management in Fiji, Kiribati, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu**

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**Question 1:**

Will SPREP coordinate with country focal points to mobilize participants and secure stakeholder engagement?

**Response:**

Yes, however, the contractor may be required to prepare a standard invitation letter for distribution to potential trainees.

**Question 2:**

Will SPREP facilitate introductions and administrative permissions for in-country coordination?

**Response:**

Yes

**Question 3:**

For each country session, please confirm whether SPREP or the contractor is responsible for the following:

- i. Venue rental
- ii. Catering and refreshments for participants
- iii. Reimbursements or per diems for participant travel/accommodation
- iv. Printing and dissemination of training materials (e.g., handbooks, certificates)

**Response:**

- i. SPREP
- ii. SPREP
- iii. SPREP, if applicable
- iv. The printing and dissemination of training materials will be undertaken by SPREP, whereas the preparation and issuance of certificates will be the responsibility of the contractor.

**Question 4:**

Will SPREP or national focal points be present on-site in the training?

**Response:**

A SPREP representative and/or the in-country focal point are expected to attend the training sessions where possible. However, their presence cannot be guaranteed at all locations.

**Question 5:**

On Page 14 of the RFT document (file name: RFT\_2025-051ReAd), it is mentioned that the SWAP Project, in collaboration with national partners, will organize the logistics required for the delivery of the training. Considering this, we would like to kindly confirm whether SPREP will be responsible for covering the associated travel expenses, including flights, accommodation, per diems, and local transportation. We would appreciate your clarification on this matter.

**Response:**

Yes, SPREP will be responsible for covering the associated travel expenses, including flights, accommodation, per diems. Please note that local transportation for the consultant is included within the per diem allowance. However, if transportation is required for participants to visit specific locations as part of the practical exercises, the associated costs will be covered by SPREP/SWAP Project.

**Question 6:**

Assuming that SPREP will cover the travel-related costs, could you please advise whether it is preferred that all training be conducted within a single multi-destination mission? Or, are multiple trips also accepted?

**Response:**

It is anticipated that there will be only one mission per country under this assignment. However, multiple trips may be required throughout the duration of the service, depending on the training schedule approved by each country's focal point. It is unlikely that the all-in-country missions will be organized back-to-back.

**Question 7:**

Kindly elaborate the extensiveness in conducting the training setup. Shall the supplier be 100% available onsite during the training implementation? Or, is it possible to implement the training on hybrid basis (combination of virtual and onsite setup)?

**Response:**

Considering the targeted audience (mechanics, garage operators, and industry workers) and to ensure fully engagement of participants, the supplier must be 100% available onsite during the training implementation.

Based on previous experience, virtual delivery does not work, especially for this kind of audience.

**Question 8:**

Is the total budget cost exclusive of all consultant travel, training venue, internal trainee travel and catering costs for each of the training sessions?

**Response:**

Yes, the total budget cost is exclusive of all consultant travel, training venue, internal trainee travel and catering costs for each of the training sessions.



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Secretariat of the Pacific Regional  
Environment Programme

**Question 9 :**

Will training spill kits be provided at each training session?

**Response:**

Yes, if required by the trainer, the procurement of spill kits may be arranged before the training.