

## CLARIFICATION QUESTIONS

RFT: **POLP 2025/001**  
File: AP\_6/19/4  
Date: 20 November 2025  
To: Interested Service Providers  
Contact: Ngaire Ah Ching [ngairec@sprep.org](mailto:ngairec@sprep.org)

**Subject: Request for tenders (RFT): 2025 POLP-001 : Supply and delivery of promotional materials for the Pacific Ocean Litter (POLP) Project.**

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**Question 1:**

Will you be sending us the logo to use on the promotional materials?

**Response:**

Yes, the POLP branding /logos will be provided.

**Question 2:**

Will you require colour print or only black and white?

**Response:**

Colour print where possible but feel free to include other options in the technical and financial proposals.

**Question 3:**

What approximate size are you looking for on the promotional materials? What size water bottles, approximate bag size, and approximate logo size for each item?

**Response:**

- 750ml for the aluminium water bottles.
- Cotton tote bags to be large enough to fit A4 documents and reasonable size for comfortable carrying of items.
- Included and nearer to 70mm \* 135mm. Depending on size and shape of bottle, print size of logos shall be clearly visible and prominent.

**Question 4:**

**Bid Requirements:** Could you please provide details on any specific requirements, mandatory criteria, or prerequisites needed for companies to be eligible to submit a bid for the POLP Project?

**Response:**

Any company is eligible to submit a bid as long as they comply with all the RFT submission requirements outlined in the RFT documents.

**Question 5:**

**Project Clarification:** We would also appreciate any further documentation or clarification regarding the scope, objectives, and deliverables of the POLP Project to help us fully understand the mandate.

**Response:**

Please see link to our webpage, <https://www.sprep.org/polp> , providing further context on the POLP Project, including its scope, objectives, and key deliverables.

In summary, the POLP Project focuses on supporting Pacific Island Countries to reduce plastic pollution through an integrated approach addressing legislation, policy and planning, increasing consumer awareness and changing behaviour. Behaviour change activities focuses on shifting mindsets and everyday practices by encouraging consumers, businesses, and communities to adopt sustainable, plastic-free alternatives.

Therefore, a key guiding principle of the project is its commitment to plastic-free implementation. This means that all materials produced, procured, or distributed under the project, including promotional items, training resources, and event materials, are plastic-free wherever possible. Plastic use is only permitted in cases where it is absolutely unavoidable, and no viable alternative exists. This approach ensures that the project's operations reflect the same environmental values and principles it promotes across the region.

**Question 6:**

**3) Scope of Works, 3.2 d) Ensure to make arrangements for door-to-door delivery.**

**Is door to door delivery of all the promotional material required?**

**To provide an accurate price for this, the location of each residence is required, as well as whether any residents on Tuamasaga are to be included.**

**Our preference would be to deliver all the promotional items to SPREP headquarters as stated in item 3.2.c) with individual delivery to residents to be undertaken by SPREP.**

**Response:**

Door to Door delivery, refers to Delivery from the shipping port to SPREP Headquarters Office at Vailima, Apia Samoa. Therefore, delivery of all promotional materials is expected to be delivered to SPREP Headquarters. NO individual delivery to residents is expected.

**Question 7:**

**Bottles:**

- i. **Are the prints required to be full colour or one colour (black / white)?**
- ii. **What are the rough dimensions of the print size?**
- iii. **Is the requirement to have stainless steel with a screen print on the steel or a coloured stainless-steel bottle (i.e., white) with a print on the colour?**

**Response:**

- i. Full coloured if possible, or engraving.
- ii. Included and nearer to 70mm \* 135mm. Depending on size and shape of bottle, print size of logos shall be clearly visible and prominent.
- iii. Coloured bottle and full colour print is preferred. Please provide some options, including engraving on coloured bottle.



**Question 8:**

**Totes:**

- i. Are the tote bags to be printed on both sides or just one side?
- ii. Are the prints required to be full colour or one colour (black / white)?

**Response:**

- i. Print on both sides
- ii. Full Colour on both sides.

**Question 9:**

**Could you please clarify if there is a specific shape required for the stainless-steel bottles?  
Additionally, which logo should be utilized for the marketing materials?**

**Response:**

- i. No specific shape preferred for the bottles (750mls).
  - ii. Project Logos will be provided by the project.
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