ANSWERS TO CLARIFICATION QUESTIONS

File: AP_6/15
RFT: 2022/004
Date: 04 August 2022
To: Interested suppliers
Contact: Maraea S. Pogi maraeap@sprep.org
Subject: Request for tenders: Design, development, maintain and updating of SWAP Project Website

Question 1:
What is the budget range for this project?

Response:
In the range of USD 15,000 – USD 20,000

Question 2:
Are you open to an alternative CMS from Drupal if it is able to meet the core requirements of the project?

Response:
DRUPAL CMS is a core functional requirement that must be met. Any bidders that do not meet this requirement will not be considered.

Question 3:
This project could take longer than 10 weeks to complete. Can an alternate timeline be provided?

Response:
If the consultant estimates that the project will take longer than 10 weeks to complete, he/she must outline their proposed timeline. However, the consultant must justify why their service takes longer than the proposed schedule.
Note: the consultant’s proposed timeline for completing the service will be considered as part of the evaluation of bids.

Question 4:
Do you already have a website page structure? Or at least the number of pages to be created?

Response:
**Question 5:**
Are we the ones who are going to integrate the text / image / video content? Or the SPREP teams will do it after the training?

**Response:**
SWAP PMU and SPREP IT will integrate new contents (text / image / videos) after the training.

**Question 6:**
Will the site be hosted on the SPREP current web server? Or do we have to host it?

**Response:**
The SWAP webpage will be hosted on the SPREP cloud servers.

**Question 7:**
Is compatibility with Internet Explorer < 11 browsers a strong constraint?

**Response:**
No, it is not a strong constraint.

**Question 8:**
Can you estimate the amount of visit/site traffic per day, month?

**Response:**
300 daily visitors.

**Question 9:**
SWAP is a bilingual expected site, so, languages (en/fr) of contents, forms, ... So you will provide us with text translation for manual translation, or using Google translation, won't you?

**Response:**
SWAP will provide the French translation. All SWAP contents are translated by a qualified translator.

**Question 10:**
We see that the site might contain these roles:
- Staffs
- SWAP Admin
- Content Admin
Is it enough or what are other roles?

**Response:**
Communications Role
Question 11:
What is your search tool? (search API, solr search...)

Response:
Search API

Question 12:
The default language is EN, isn’t it?

Response:
Yes, it is

Question 13:
How many pages/page templates do you have? and what are those?

Response:
The new website shall be based on the existing website structure:

Question 14:
How about the data size?

Response:
Vague but ultimately Irrelevant

Question 15:
Delivery task - which documents should be included in the delivery? (We expect to deliver the Website, the Design, and the Guide document)

Response:
Design, Website and Guide document

Question 16:
What are the criteria for the design? (sizes, main colors, font, items, content titles, references,...)?

Response:
To be discussed with the consultant at the kick-off meeting
Question 17:
We assume that the new website is about improving sanitation, environmental, social, and economic conditions in Pacific island countries and territories through proper waste management, which contains news/press, videos, and images.
What are the content types of the website? Can you provide us with the list of content types? Does your site have other processes?

Response:
Refer to the existing site: https://www.sprep.org/SWAP/sustainable-waste-actions-in-the-pacific-swap

Question 18:
The link https://www.sprep.org/attachments/Publications/Corporate_Documents/spreporganisationalvalues-code-of-conduct.pdf is inaccessible

Response:
You can find this on the SPREP virtual library https://library.sprep.org/search?search_api_fulltext=code%20of%20conduct

Question 19:
We saw the document said "The final structure of the SWAP project's bilanguage website will be based on the current structure of the SWAP page hosted on the SPREP website: https://www.sprep.org/SWAP/sustainable-waste-actions-in-the-pacific-swap" but we cannot access to see the structure. Can you provide us with the database?

Response:
The link was checked today and is working. No content has been removed.

Question 20:
We could see the content of the link before, but seems like the content of this page was removed. The result of clicking the link is "page not found"

Response:
The link was checked today and is working. No content has been removed.

Question 21:
Does this mean we install domain access module, and allow the admin to create content for that domain, using the theme of this site?

Response:
Yes
**Question 22:**
Can you explain more about this point?
Do you mean after the development stage, how do we provide the maintenance stage?

**Response:**
Website Retainer? This is for maintaining Drupal security updates or custom development / future improvements needed.

**Question 23:**
What is SWAP Communications & Visibility Plan and Branding Guidelines as well as the SPREP visibility guidelines? Where can we find it? We don't remember if you sent this. Please resent the Guidelines.

**Response:**
To be shared with the consultant at the kick-off meeting.

**Question 24:**
How is your timeline?
As the requirement for a site generator of yours, we have 2 options:
- Build a *Site Builder* like Wix in Drupal, but it takes a very long time, about 1 year.
- Build a theme for you, using the Component Builder module(https://www.drupal.org/project/component_builder): this module allows you to create the flexible layout you want. With this approach, you create subsites/sub-domains and create a page with available components.
I will build a Universal page for users to choose which components they want to use.

What do you think about these 2 options?

**Response:**
The first option is not aligned with SWAP timelines because the project ends in December 2023. The website shall be ready as soon as possible.

**Question 25:**
Does this mean only the chosen tender can have information and materials to do the task?
When will the coordinator provide?

**Response:**
At the kick-off meeting
**Question 26:**
Can you expand the time for Development? 4 weeks is quite tight to do 3 tasks (hosting, development, design)

**Response:**
Refer Q3

**Question 27:**
We saw the timeline is 10 weeks, we wonder if the 4 weeks doesn't include the design task. The design will be finished before the initial step. Is it ok?

**Response:**
Refer Q3

**Question 28:**
Testing & Evaluation week includes testing time from WeebPal only or both testing from SPREP and WeebPal? Is this a UAT only?

**Response:**
Testing from SPREP

**Question 29:**
Basically, we saw that the requirements for this project are a lot but the timeframe is quite tight. Can you expand the timeframe? How much can you expand?

**Response:**
Refer Q3

**Question 30:**
How is your budget for this project?

**Response:**
Refer Q1