

CLARIFICATION QUESTIONS

RFT: 2025/051
File: AP_6/15
Date: 25 July 2025
To: Interested Service Providers
Contact: Maraea S. Pogi (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

Question 1:

Given the extensive scope of work across multiple countries and the significant training and implementation effort required, we kindly request whether SPREP is able to provide an indicative budget or budget range for this assignment.

An indication of the expected budget would greatly assist in assessing the appropriate level of effort, team composition, and logistical planning needed to effectively fulfil the Terms of Reference.

We also note that the activities are to be completed no later than 30 June 2027, which suggests a substantial timeline. Any further guidance on the budget envelope would help ensure alignment with SPREP's expectations.

Response:

SPREP prefers not to disclose the indicative budget ceiling at this stage of the tender process to ensure a fair and competitive bidding environment. Bidders are encouraged to propose a realistic and cost-effective budget aligned with the Terms of Reference and expected deliverables.

Question 2:

The RFT states that: "For each delivery, travel costs, including airfare and Daily Subsistence Allowance (which covers accommodation, in-country transportation, meals, internet access, etc.), will be covered by SPREP under the SWAP Project."

Given this, are we required to provide a detailed breakdown of reimbursable expenses (i.e., travel and DSA) as part of the financial proposal?

The list of training countries is quite extensive, and as you are aware, travel costs in the Pacific can vary significantly depending on factors such as flight availability, frequency of flights in country, and pricing. Any guidance on how to reflect these expenses would be much appreciated.

Response:

The costs related to travel arrangements (airfares and DSA) must not be included in the financial proposal.

Air tickets will be booked directly by the SWAP PMU based on the agreed delivery schedule. The Daily Subsistence Allowance (DSA) will be paid to the trainer prior to the delivery session in accordance with SPREP's Travel Policy.

Question 3:

Will SPREP cover all necessary catering and venue costs for the stakeholder workshops and presentations and make all the necessary venue and catering arrangements?

Response:

Yes SPREP will make all the necessary arrangements for venue and catering and will cover the associated costs for stakeholder workshops and presentations. However, during in-country training missions, there may be situations where certain local expenses (e.g., transportation for practical exercises, refreshments, or other minor costs) cannot be paid directly by SPREP due to international transfer constraints. In such cases, the consultant may be required to cover these costs upfront. These expenses will be reimbursed by SPREP upon submission of appropriate supporting documentation, in accordance with Section 6.2 of the Terms of Reference.

Question 4:

What in-country assistance will be provided by the countries involved and also by SPREP – e.g. participant lists and invitations, internal trainee travel, in-country cooperation, and coordination?

Response:

The selected trainer, with support from the SWAP team, will develop an online registration form that includes pre-assessment questions. The SWAP Focal Point in each participating country will be responsible for sending out invitations to potential participants, including the registration link. A consolidated list of registered participants will be compiled and shared with the trainer in advance. All in-country coordination and logistical arrangements, including stakeholder engagement and venue preparation, will be managed by the SWAP Focal Point. Internal travel for trainees will be arranged and covered by SPREP, in line with project guidelines.

Question 5:

What upper limit classroom number is being considered by SPREP for the training sessions? We generally consider that 20 would be an upper limit for technical training of this nature, which would mean that, for example, in Fiji with a total of 200 participants, 10 classes would be held by the consultants.

Response:

The recommended upper limit for classroom size should be proposed by the trainer in their methodology and work plan, taking into account the technical nature of the training. If appropriate, the trainer may distinguish between theoretical and practical sessions to optimise delivery and costs. SPREP is open to reviewing and agreeing on the proposed group sizes in consultation with the selected consultant, ensuring both effective learning and logistical feasibility.

Question 6:

Will facilities be made available for the practical hands-on exercises? For example, it may be necessary to visit locations such as power stations where large amounts of used oil are stored.

Response:

Yes, appropriate facilities for practical hands-on exercises will be made available. These arrangements, including potential site visits (e.g. to power stations or other relevant locations where used oil is stored), will be discussed and confirmed in advance of the in-country training. The SWAP team, in collaboration with the in-country focal point, will support the necessary coordination and logistical arrangements to ensure practical sessions can be effectively delivered.

Question 7:

We understand that it will be necessary to demonstrate spill response management. Will spill kits be made available in each location?

Response:

If spill kits or other equipment are required to support the demonstration of spill response management, the bidder is encouraged to clearly specify these needs in their proposal. Upon confirmation, the SWAP team and the in-country focal point will facilitate the procurement or availability of the necessary equipment in each training location, subject to feasibility and budget considerations.

Question 8:

Could you please confirm the Daily Subsistence Allowance (DSA) for each country?

Response:

SPREP follows the UN DSA rates which are updated monthly.

Question 9:

It is stated that the DSA is also meant to cover in-country transportation. Could this please be explained. Would focal points assist with hotel pick-ups? If rental cars are needed, then the DSA will not be sufficient. Also, if internal flights are needed, e.g. to get to Labasa in Fiji and Santo in Vanuatu, then the DSA will not be sufficient.

Response:

SPREP DSA includes – accommodation, meals and incidentals including local transport. If internal flights are required for the delivery of training, the associated travel costs will be covered by SPREP. In some cases, the trainer may be required to purchase the ticket upfront, in which case the cost will be reimbursed by SPREP upon submission of supporting documentation. Please note, however, that except for Fiji, training sessions are expected to be held only on the main islands, and not in remote locations.

Question 10:

Is there an upper-level budget figure available for this project?

Response:

Refer Question 1



SPREP

Secretariat of the Pacific Regional
Environment Programme