

ANSWERS TO CLARIFICATION QUESTIONS

File: AP_3/28/4
Date: 14 May 2019
To: Interested suppliers
Contact: Maraea S. Pogi (maraeap@sprep.org)
Subject: Request for tenders: **Republic of Marshal Islands Green Climate Fund Readiness Project: Country Programme Consultancy**

RFT Document

Q1. 3.1 ii and 4.2 ii. References - are we required to supply three written references as part of the tender, or nominate three referees that can be contacted?

Response:

If you are able to provide three written references then do so, if not then provide three referees' emails that SPREP can contact directly.

Q2. 3.1 iv. Work Permit - if required is SPREP able to assist with necessary documentation for obtaining a work permit (ie engagement letter)?

Response:

The Letter of Offer from SPREP should be sufficient for this purpose.

Q3. 4.2 i SPREP travel policy - does SPREP's travel policy provide any advance to cover cost of accommodation etc. or are costs reimbursed after travel on presentation of receipt?

Response:

Travel and DSA are reimbursed in line with the SPREP travel policy upon submission of receipts and supporting documentation, the other option is for SPREP to arrange ticket and pay DSA.

Q4. 4.2 ii Sample of past work - Could SPREP clarify what is required here. Are you seeking samples of previous reports/documents? Or are you looking for project examples with explanation of role, scope etc.

Response:

Project examples with explanation of role and scope etc; samples of previous reports/documents to supplement or support their examples can be included.

Q5. 7.3 Tender response portal. Is there a size limit for the nominated email address? If yes, is it acceptable for the tenderer to submit more than one email?

Response:

Limit is 5MB. Compressing documents into a zip folder has worked. Multiple emails are okay.

Tender Response Form

Q6. States that a Business Licence and relevant work permit must be attached to the form. However, if the visa is going to be obtained on arrival in RMI is it acceptable to ignore this requirement?

Response:

Attach business licence and state intention for obtaining work permit if successful.