

## ANSWERS TO CLARIFICATION QUESTIONS

File: AP 6/5/4  
Date: 22 July 2019  
To: Interested suppliers  
Contact: Maraea S. Pogi ([maraeap@sprep.org](mailto:maraeap@sprep.org))  
Subject: Request for tenders: **For the review and update of the Stockholm Convention National Implementation Plan (NIP)**

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**Please note there is an error in the Request for Tender, the countries in this National Implementation Plan are: Fiji, Tonga, Tuvalu and Marshall Islands. Vanuatu and Niue may be added later on upon advice from UNEP**

**Q1.** Section 7.3 is missing  
Does Section 7.3 contain any important information?

Response: Section 7.3 is not missing. We however appreciate that it might be difficult to see.

**Q2.** Annex 1

A.7 States that advance payments are precluded.  
How is an advance payment defined?

Response: This is payment not in line with an agreed payment schedule. The agreed payment schedule can include instalments of payment upfront necessary for activities to occur such as for travel airfares and DSA.

**Q3.** Please reconcile this statement precluding advance payments with statements at E.1.4 and E.4.2 and provide a clear and consistent statement on advance payments

Response: As per Answer to A.7 above advance payment is payment not in line with an agreed payment schedule. The agreed payment schedule can include instalments of payment upfront necessary for activities to occur such as for travel airfares and DSA.

**Q4.** A.15 Requirement for submission of a Joint Venture Partner Information Form  
Please define SPREP's understanding of a Joint Venture and a Partnership? These are two different things.

Response: The JV Partner as outlined in A.15 refers to parties that have a legal agreement to carry out business activities.

**Q5.** B.2.4 States that the following are required:

1. Company registration documents
2. Annual balance sheets and profit and loss statements for the last 3 financial years

Is this documentation required for a sole proprietorship (as listed in A3.1) bid?

Response: B.2.4 (1) does apply and B.2.4 (2) does not apply to sole proprietorship as outlined in A3.1.

**Q6.** C.4 Power of Attorney to accompany proposal

Question 6: Are these documents required for a sole proprietorship (as listed in A3.1) bid?

Response: No, it does not apply to sole proprietorship.

**Q7.** E.5 Prices quoted shall be fixed and not subject to variation on any account

How does SPREP propose presentation of Tender costings to allow for contingencies (eg cost of cyclones suspending work) under this fixed arrangement?

Response: Costings are fixed however time flexibility to allow for contingencies can be agreed upon.

**Q8.** Annex 2

2.3 and 2.7

Please clarify the deliverable date, it is inconsistent across the Tender documents

Response: Timeframe is to the end of April 2020.

**Q9.** Annex 3

A1 and A2 (Page 12): states that without 1. Audited financial statements of the company with the auditor's report for a minimum of three years and 2. A Business licence, the proposal will be rejected outright. Page 14 states the requirement for 3 audited financial statements or qualified financial statement for the bid to qualify for assessment

Please state clearly what the requirements are for entities other than Companies for provision of (3 year) Audited Financial Statements.

Response: A business licence is the only criteria for sole proprietorship.

**Q10.** Please define and describe the required components of a qualified financial statement.

Response: Qualified financial statement is one that has been audited by an external auditor and suggests the information provided does not meet the accounting standards.

**Q11.B1** (page 12) Requires at least 5 years of similar activities since registration date  
Please state clearly what the requirements for entities other than Companies are with respect to possession (and provision) of a business licence.

Response: As per Q9 Answer above.  
All other criteria apply.

**Q12.** Please clearly define Registration date?

Response: Business licence registration date.

**Q13.** C 6.1g Ability to complete the assignment within the timeframes specified in the Terms of Reference (that is before December 2019)  
When will an accurate deadline for contract completion be determined by SPREP given lack of certainty around contract signature date and the actual number of participating countries?

Response: As per Q8 response above noting the contract commences in September allowing 7months to complete the 4 country NIPs. The contract end period will be adjusted based on the starting date.

**Q14.** Our understanding was that RMI (and Niue) was a country that required a NIP review. When will all the participating countries be fully identified, and how will additional countries be tendered and contracted into a successful tender bid?

Response: The only countries included in this tender are Fiji, Tonga, Tuvalu and Marshall Islands. Vanuatu and Niue may be added later on upon advice from UNEP, and agreement with the successful tenderer.

**Q15.** Annex 5 (Joint Venture) referred to A15.1 appears to be missing (mislabelled at Annex IV?)

Response: Yes that is correct. Annex 5 is mislabelled and should read Annex 4 Part 2 (last page).