

## ANSWERS TO CLARIFICATION QUESTIONS

File: AP\_4/12/18  
Date: 08 May 2019  
To: Interested suppliers  
Contact: Maraea S. Pogi ([maraeap@sprep.org](mailto:maraeap@sprep.org))  
Subject: Request for tenders: **Systems Analyst (Inform Project)**

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**Q1. List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required.**

Response:

All details are in the Request for Tender document and Terms of Reference.

**Q2. Soft Copy of the Tender Document through email.**

Response:

Tender documents can be accessed on our website <https://www.sprep.org/tender/request-for-tenders-systems-analyst-consultant-inform-project>

**Q3. Names of countries that will be eligible to participate in this tender.**

Response:

It is an open tender anyone is eligible to participate provided they meet the requirements in Section 3 as well as complete the tender application form.

**Q4. Information about the Tendering Procedure and Guidelines**

Response:

Information about our tendering process can be found on our website. Refer <https://www.sprep.org/accountability/procurement>

**Q5. Estimated Budget for this Purchase**

Response:

USD 45,000 for 3 year retainer.

**Q6. Any Extension of Bidding Deadline**

Response:

No extension.

**Q7. Any Addendum or Pre Bid meeting Minutes?**

Response:

No pre bid meetings have taken place.

**Q8. The Objective - About 2 tools 'Data portals' & 'ISRD: I assume that they are existing and using by client. Awarded bidder will work on requests for problems support/ development/ improvement tasks. And client will listed tasks on GitLab. Is that right? Please correct me if I miss understand anything.**

Response:

The Data portals and ISRD are used by National Governments and SPREP. The successful consultant will work on development, support and improvement with SPREP IT and country input.

**Q9. About workplan & schedule of activities - About this point: "Submissions should include a workplan, schedule of activities and financial proposal."**

**Could you explain more about what I need do for a workplan & schedule of activities to submit for you?**

**We will spend resources for 2 weeks per quarter (3 months - 320 hrs) and any additional requests.**

Response:

The consultancy requires addressing development 'tickets' - which ranges in complexity from visual tweaks to developing additional functionality into the Inform portal tools.

Example 1: update application stack to use php 7.2

Example 2: incorporate SSO functionality

The workplan should detail how these tickets will be addressed – how resources/time will be allocated towards a task, a timeframe in which these tickets can be completed, and how we can track how many resources (development hours) are remaining. We are using Gitlab Issue Boards for the delegation and tracking of these tickets.