



CLARIFICATION QUESTIONS

RFT: **POLP 2024/002**
File: AP_6/19/4
Date: 10 June 2024
To: Interested Service Providers
Contact: Ngaire Ah Ching ngairec@sprep.org

Subject: Request for tenders (RFT): Request for tenders (RFT): National Project Officer (Service Based Consultancy) to provide in-country management of the POLP project at the Ministry of Natural Resources and Environment, (MNRE) in Samoa.

Question 1:

I refer to the above tender and I need to ask some questions relating to the tender. In the AppForm_Samoa_POLP-002ReAd.doc form, it said that the documents must be attached to the application form are as follows:

- *CV,
- *Detailed Workplan and schedules of activities,
- *Detailed financial proposal,
- *Business license and any other relevant information to support the tender.

But in the ReAd_NPO Samoa_POLP.pdf is different. The following guidelines are as follows:

4.2. Tender documentation should be submitted in English and outline the interested consultant's complete proposal, comprising:

a) SPREP Tender Application form and conflict of interest form. (Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will not be considered).

For the Technical and Financial proposals, you may attach these separately.

b) Honour form

c) Curriculum Vitae of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.

d) Technical Proposal which contains the details to achieve the tasks outlined in the Terms of Reference.

e) Where relevant provide:

- i. Business registration/license (For Entities/ Individual consultant's as per relevant national legislations)
- ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant's as per relevant national legislations)

My question relates to the detailed workplan, and schedules of activities and detailed financial proposal must be attached to the application form, but it didn't appear under 4.2. I did the technical proposal on the application form. A detailed financial plan to attach but the remuneration package for the consultant has been fixed in there at the amount of US\$1760 per month. The same with workplan and schedules of activities and what is referring to?

Would you be so benign to elaborate and clarify the above matters please.



Response:

A detailed work plan and financial proposal are not required in this Tender. Apologies for the confusion. Please refer to the evaluation criteria in the application form to provide a detailed explanation of your proposal according to the key areas identified in the Request for Tender Form and Terms of Reference.

For documentation purposes, the following are expected to be submitted with proposal:

1. Complete Tender Application Form and Conflict of Interest Form.
2. Honor Form
3. Curriculum Vitae
4. Business License/Registration.
5. Tax Identification Number (TIN) Letter (If applicable for Individual consultant's as per relevant national legislations)