

## ANSWERS TO CLARIFICATION QUESTIONS

File: AP\_6/15  
RFT: 2022/004  
Date: 04 August 2022  
To: Interested suppliers  
Contact: Maraea S. Pogi [maraeap@sprep.org](mailto:maraeap@sprep.org)  
Subject: Request for tenders: **Design, development, maintain and updating of SWAP Project Website**

Question 1:

What is the budget range for this project?

Response:

In the range of USD 15,000 – USD 20,000

Question 2:

Are you open to an alternative CMS from Drupal if it is able to meet the core requirements of the project?

Response:

DRUPAL CMS is a core functional requirement that must be met. Any bidders that do not meet this requirement will not be considered.

Question 3:

This project could take longer than 10 weeks to complete. Can an alternate timeline be provided?

Response:

If the consultant estimates that the project will take longer than 10 weeks to complete, he/she must outline their proposed timeline. However, the consultant must justify why their service takes longer than the proposed schedule.

Note: the consultant's proposed timeline for completing the service will be considered as part of the evaluation of bids.

Question 4:

Do you already have a website page structure? Or at least the number of pages to be created?

Response:

Current webpage: <https://www.sprep.org/SWAP/sustainable-waste-actions-in-the-pacific-swap> - Structure to be maintained.

Question 5:

Are we the ones who are going to integrate the text / image / video content? Or the SPREP teams will do it after the training?

Response:

SWAP PMU and SPREP IT will integrate new contents (text / image / videos) after the training.

Question 6:

Will the site be hosted on the SPREP current web server? Or do we have to host it?

Response:

The SWAP webpage will be hosted on the SPREP cloud servers

Question 7:

Is compatibility with Internet Explorer < 11 browsers a strong constraint?

Response:

No, it is not a strong constraint

Question 8:

Can you estimate the amount of visit/site traffic per day, month?

Response:

300 daily visitors

Question 9:

SWAP is a bilingual expected site, so, languages (en/fr) of contents, forms, ...

So you will provide us with text translation for manual translation, or using Google translation, won't you?

Response:

SWAP will provide the French translation. All SWAP contents are translated by a qualified translator.

Question 10:

We see that the site might contain these roles:

- Staffs
- SWAP Admin
- Content Admin

Is it enough or what are other roles?

Response:

Communications Role

Question 11:

What is your search tool? (search API, solr search...)

Response:  
Search API

Question 12:

The default language is EN, isn't it?

Response:  
Yes, it is

Question 13:

How many pages/page templates do you have? and what are those?

Response:  
The new website shall be based on the existing website structure:  
<https://www.sprep.org/SWAP/sustainable-waste-actions-in-the-pacific-swap>

Question 14:

How about the data size?

Response:  
Vague but ultimately Irrelevant

Question 15:

Delivery task -which documents should be included in the delivery?  
(We expect to deliver the Website, the Design, and the Guide document)

Response:  
Design, Website and Guide document

Question 16:

What are the criteria for the design? (sizes, main colors, font, items, content titles, references,...)?

Response:  
To be discussed with the consultant at the kick-off meeting

Question 17:

We assume that the new website is about improving sanitation, environmental, social, and economic conditions in Pacific island countries and territories through proper waste management, which contains news/press, videos, and images.

What are the content types of the website? Can you provide us with the list of content types?

Does your site have other processes?

Response:

refer to the existing site: <https://www.sprep.org/SWAP/sustainable-waste-actions-in-the-pacific-swap>

Question 18:

The link [https://www.sprep.org/attachments/Publications/Corporate Documents/spreporganisationalvalues-code-of-conduct.pdf](https://www.sprep.org/attachments/Publications/Corporate_Documents/spreporganisationalvalues-code-of-conduct.pdf) is inaccessible

Response:

You can find this on the SPREP virtual library [https://library.sprep.org/search?search\\_api\\_fulltext=code%20of%20conduct](https://library.sprep.org/search?search_api_fulltext=code%20of%20conduct)

Question 19:

We saw the document said that "The final structure of the SWAP project's bilanguage website will be based on the current structure of the SWAP page hosted on the SPREP website:

<https://www.sprep.org/SWAP/sustainable-waste-actions-in-the-pacific-swap>" but we cannot access to see the structure. Can you provide us with the database?

Response:

The link was checked today and is working. No content has been removed.

Question 20:

We could see the content of the link before, but seems like the content of this page was removed.

The result of clicking the link is "page not found"

Response:

The link was checked today and is working. No content has been removed.

Question 21:

Does this mean we install domain access module, and allow the admin to create content for that domain, using the theme of this site?

Response:

Yes

Question 22:

Can you explain more about this point?

Do you mean after the development stage, how do we provide the maintenance stage?

Response:

Website Retainer? This is for maintaining Drupal security updates or custom development / future improvements needed.

Question 23:

What is SWAP Communications & Visibility Plan and Branding Guidelines as well as the SPREP visibility guidelines? Where can we find it? We don't remember if you sent this. Please resent the Guidelines.

Response:

To be shared with the consultant at the kick-off meeting.

Question 24:

How is your timeline?

As the requirement for a site generator of yours, we have 2 options:

- Build a **Site Builder** like Wix in Drupal, but it takes a very long time, about 1 year.
- Build a theme for you, using the Component Builder module([https://www.drupal.org/project/component\\_builder](https://www.drupal.org/project/component_builder)): this module allows you to create the flexible layout you want. With this approach, you create subsites/sub-domains and create a page with available components.

I will build a Universal page for users to choose which components they want to use.

What do you think about these 2 options?

Response:

The first option is not aligned with SWAP timelines because the project ends in December 2023. The website shall be ready as soon as possible.

Question 25:

Does this mean only the chosen tender can have information and materials to do the task?

When will the coordinator provide?

Response:

At the kick-off meeting

Question 26:

Can you expand the time for Development? 4 weeks is quite tight to do 3 tasks (hosting, development, design)

Response:

Refer Q3

Question 27:

We saw the timeline is 10 weeks, we wonder if the 4 weeks doesn't include the design task. The design will be finished before the initial step. Is it ok?

Response:

Refer Q3

Question 28:

Testing & Evaluation week includes testing time from WeebPal only or both testing from SPREP and WeebPal?

Is this a UAT only?

Response:

Testing from SPREP

Question 29:

Basically, we saw that the requirements for this project are a lot but the timeframe is quite tight.

Can you expand the timeframe?

How much can you expand?

Response:

Refer Q3

Question 30:

How is your budget for this project?

Response:

Refer Q1