

ANSWERS TO CLARIFICATION QUESTIONS

RFT: 2021/PWP-089-CON
 File: AP_6/1/12 ; AP_6/5/8/2
 Date: 09 March 2021
 To: Interested Service Providers
 Contact: pwp.procurement@sprep.org

Subject: Request for tenders to provide services to convert face-to-face conference to a virtual event, Clean Pacific RoundTable.

| I. Event Details | |
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| Company Name | SPREP |
| Event Name | Clean Pacific Round Table |
| Event Dates | <p>The event is tentatively postponed to the following dates: confirmation of postponement will be posted on the tender website once confirmation is received.</p> <p>5 October, 6 October, 7 October, 8 October, 12 October, 13 October, 14 October – duration and hours remain the same.</p> |
| Expected Number of Attendees for total events | Approx. 150 per live session |
| II. Event Content | |
| <p>1. How many hours of on-demand content will your virtual event have?</p> <p><i>Please provide an estimated number of hours if the exact number of hours is currently unknown.</i></p> | <p>Approx. 26 hours of live-streamed sessions available for viewing post-event.</p> <p>There will be a number of video presentations submitted to be posted on the web platform for viewing, however the number is not known at this point. It may be that we set a maximum video file size for video submissions depending on the website/web-based platform requirements.</p> |
| 2. How many months after the event end date would you like your content to remain available on the site? | 12 months |
| 3. How many hours of live streaming will your virtual event have? | Approximately 26 hours of live streaming for the whole event. |
| 4. How many concurrent live streams will your live-stream content require? | <p>Approximately no more than 10 concurrent live streams (2 sessions running in parallel to each other) throughout the whole event.</p> <p>Technical and Roundtable sessions will run in plenary.</p> |

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| 5. Are you working with any production agencies on producing the live streams or content for this event? | No. |
| 6. Would you prefer the provider's registration, or a third-party registration integrated to the site? <i>What API integrations if any are necessary for registration?</i> | As part of the virtual platform provider's development of a website/web-based platform, event registration should be included in the website/web-based platform functionality. |
| 7. Do you have Zoom or Microsoft Teams to be able to set up your own roundtables, or will you require the provider's roundtables? | No. We expect the tenderer to provide this within the web-based platform to host the virtual event. SPREP has a basic Zoom account which can be used as a back-up platform. |
| 8. How many sponsor/expo booths will you need for your event? <i>Exhibitors will be able to configure own booths, with help videos, relevant content, and FAQs.</i> | TBC. At this point, funding partners and Steering Committee members will be able to submit information, links to their website etc. for promotion on the event website/web-based platform. |
| III. Support, Labour and Development | |
| 9. Would you like the provider to complete configuration of platform or would you like to configure the platform yourself? | We expect the tenderer to develop and configure all aspects of the web-based platform to completion as per point 3.1 in the Terms of Reference. |
| 10. Will you anticipate needing additional customer support hours? Either on platform assistance for event dates or extra planning assistance? | We would require technical and general administrative support by the platform provider during the planning stage and for all live sessions, to ensure smooth running of the virtual event. |
| IV. Other | |
| 11. Do you want the service provider's creative design services? <i>If so, please provide details and estimated number of hours for the project(s).</i> | We expect the tenderer to develop website style and imagery in line with event branding guidance from SPREP. All working files for branding will be provided to be incorporated in the web-based platform design. Please refer to point 3.1 in Terms of Reference. |
| 12. Will you need any custom development for your event? <i>Please provide details of the customization needed so we can identify if we are able to do the customization, and how much it would cost.</i> | Customisation would relate to website design as per the above. |
| 13. Will your event require any language localization, real time translation services, captioning or other language services? | As per the Terms of Reference point 3.2, the live stream platform should allow for remote simultaneous interpretation |



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| <p><i>Please provide details for these services and what you are looking to have for your event.</i></p> | <p>capability in real time for both English and French as all live sessions will require French and English simultaneous interpretation.</p> <p>All website content/material will be required to be presented in both English and French languages.</p> <p>Captioning of all live streamed sessions is desirable.</p> |
| <p>14. Please include any additional information that may be beneficial to understanding your specific event needs.</p> | <p>The web-based platform and live streaming should be compatible with mobile devices and accommodate increased log-ins.</p> |

SPREP encourages potential service providers to submit a proposal with full costing and all possible options for consideration, proposals above the stated budget on the Request for Tender may still be considered.