# ANSWERS TO CLARIFICATION QUESTIONS

| | |
|---|---|
| File: | AP_4/13/10/5 |
| Date: | 17 June 2019 |
| To: | Interested suppliers |
| Contact: | Maraea S. Pogi |
| Subject: | Request for tenders:  GIS Specialist Consultant – Pacific Islands Protected Area Portal (PIPAP) Re-advertisement |

**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-gis-specialist-consultant-pacific-islands-protected-area-portal-pipap-readvertised

**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 60,000

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 document did said that consultant is expected to conduct training in 4
countries. Could you please advise the name of this countries so I can include them in the
proposal?**

Response:
The 4 countries are still under negotiation at this point, however, these are possibly Kiribati,
Federated States of Micronesia, Vanuatu and Marshall Islands.

Q9. **To understand what availability would be required, I'd like to ask about the timing of
this project, specifically:**

- **Are there preferred/expected dates for time spent at SPREP headquarters at
  outset & wrap-up?**
- **Are there preferred/expected dates for in-country assistance missions?**

Response:
Point 1 above: As outlined in the terms of reference, the consultant is to spend minimum
one week (5 working days) at SPREP headquarters at the outset of the consultancy and
minimum one week (5 working days) again during the wrap up period of the consultancy.
Upon signing of the contract (please refer to Q17 for tentative date), the first week at SPREP
will be organized as soon as possible, in agreement with the successful bidder.

Point 2 above: The timing of the in-country missions will be finalized and confirmed at the
start of the consultancy, in agreement with the successful bidder, depending on availability.

Q10. **Re: in-country assistance mission travel, the Request for Tenders states: "SPREP will provide the Consultant with a return economy airfare".**

- **Would this include travel from a country outside the project area, eg Australia?**
- **If two people were to deliver the training, would both their travel costs be covered for this component**?

Response:
Point 1 above: yes, this can include travel from a country outside the project area.

Point 2 above: we anticipate that only one person would be needed to deliver the in-country training, any additional personnel to be funded by SPREP would be subject to further discussion and has to be fully justified.

Q11. **I'm having difficulty determining whether any work permits are required. This page seems to indicate that a Business Visitor Permit is required, but all further information on the page is only relevant to residency applications. Are you able to provide any information on what permits might be required for a contract of this nature, for someone with a foreign passport?**

Response:
A Business Visitor Permit is for persons normally employed and paid offshore who are visiting Samoa for a short visit, to visit a branch of their company, to conduct business negotiations with a Samoan company or to attend a business conference.
This can be applied on arrival using the arrival card.

Q12. **Could you please explain what is the source of spatial data?**

Response:
Protected Areas spatial data is from countries (Ministries of environment, forestry, fisheries, lands) and from regional and international organisations and NGOs that have related projects running in Pacific island countries. Almost all data is managed and validated by third parties, with the support of SPREP. SPREP, with the support of the consultant, is collecting and organizing this data from these different parties, to store and share online for easy access, and to support PA monitoring, evaluation, analysis, reporting and decision making.

Q.13. **How do you acquire them? Please briefly explain the method of data acquisition.**

Response:
PA spatial data is acquired largely through in-country missions as well as through remote means (email communication with national PA officers and/or other relevant stakeholders)

Q14. **How do you process them? Please briefly explain the method of data processing and please name the software.**

Response:
Management, processing and mapping of PA spatial data is done using ArcGIS Desktop software. Open source software is also used for basic map production and in-country training (eg – QGIS). GeoServer is used for online sharing.

Q15. **How do you upload them on the GIS platform?**

Response:
Currently, the upload is done manually. However, nor the PIPAP or the SPREPGIS platforms currently hold up to date / validated protected area datasets. It will be the consultant's task to advise SPREP on the best/most efficient workflow of uploading/updating the PA datasets.

Q16. **How often update the GIS?**

Response:
There is no set schedule for updating the GIS. This is done as and when new spatial data is received and officially approved by countries for upload to the database.

Q17. **Do you have the exact dates ie project start and project end data?**

Response:
No. This depends on the signing of the contract between SPREP and the successful bidder. However, we positively anticipate mid to late July as the likely commencement period. The project end date will be 12 months from the official data of commencement (ie – the date the consultancy contract was signed between both parties).

Q18. **Timeline for milestone achievement**

Response:
The workplan to be submitted by interested bidders as part of their tender submission should include a proposed timeline/timeframe for milestone achievement, based on agreed deliverables outlined in the terms of reference.

Q19. **Regarding Item 6b of the Terms of Reference, does the per-diem allowance cover additional consulting time spent in-country during the capacity building weeks away (i.e. 5 days of consulting at current SPREP rates) or is this allowance just to cover expenses incurred, such as accommodation and food?**

Response:
The latter, the per-diem is to cover the costs of accommodation, meals and other related incidentals.

Q20. **Approximately how much is this allowance?**

Response:
SPREP DSA rates are based on the United Nations per-diem rates, which varies from country to country. As per SPREP policy, 80% of the total UN DSA rate will be applied.

Q.21 **what are the four countries in which we would be undertaking capacity building?**

Response:
Please refer to Q8.
This is currently being finalised and will be known by the time the consultancy commences.

Q22. **Can you confirm that SPREP would cover the cost of flights for the capacity building weeks away and that these would be from where ever the consultant is based - be it their home country or in Samoa.**

Response:
Please see response to question 10 above.

Q23. **What is the anticipated earliest and latest start date for the position?**

Response:
As mentioned above in Q.17, we anticipate mid to late July as the likely commencement period for the consultancy.

Q24. **Is the consultant in charge of the Database administration (consultant, SPREP Geonode Admin or each country is in charge of its own database?**

Response:
The consultant will be in charge of database administration. SPREP will be managing 1 database for all countries.

Q25. **What data type is to be included in the GIS  (vector, raster, shapefile, table, MapInfo format.tab, Mif/Mid, Geodatatbase personnel.mdb,GPX, GPKG, DXF, geotiff, IMG, ECW … or other non-geographical data) – can you answer this please?**

Response:
The data format for the protected area boundaries are individual shapefiles (vector), with attribute tables and metadata. The consultant can advise if a Personal/File Geodatabase is a better option to manage the datasets.

Concerning the contextual data layers, these are also mainly shapefiles, but can also concern raster formats.

MapInfo software/formats are (preferably) not used at SPREP/in Pacific Island countries.

Q26. **As far as we've understood, there is no development task in the request for tender (such as Web design or Posgres/Postgis DB design), is that correct?**

Response:
That's is correct.

Q27. **Who is the administrator of the** http://gis.sprep.org/ **GeoNode?**

Response:
SPREP is the administrator for the above GeoNode .