

ANSWERS TO CLARIFICATION QUESTIONS

File: AP _2/2/24/1
Date: 06 January 2019
To: Interested suppliers
Contact: Maraea S. Pogi (maraeap@sprep.org)
Subject: Request for tenders: **GRAPHIC DESIGN SERVICES RELATED TO THE 10th PACIFIC ISLANDS NATURE CONFERNECE**

Q1. Does the technical component referred to have to be purely provided in the Microsoft Word application form? Eg. are we able to provide a separate pdf elaborating specifically on question 6, and also include visual examples in this separate document?

Response:

Examples of work can be provided as attachments to the application form.

Q2. Can you please provide the 'SPREP style template' mentioned in the financial form, so we're able to see what the style visually looks like and how detailed it is?

Response:

A copy of the SPREP Style Guide 2018 is attached.

Q3. Are you able to provide an example of previous conference material, showing an example of how much content and tables/pull-out quotes/footnotes etc would be included in a document with 5+ pages? This is so we're able to quote it more accurately.

Response:

Examples of existing SPREP publications can be found at: <https://www.sprep.org/publications>.

Some specific previous conference material include the following:

Framework for Nature Conservation <https://www.sprep.org/pirt/framework-for-nature-conservation-and-protected-areas-in-the-pacific-islands-region-2014-2020>

State of Conservation Report <https://www.sprep.org/publications/state-of-conservation-in-oceania-soco-regional-report>

State of Conservation-Key findings <https://www.sprep.org/publications/state-of-conservation-in-oceania-soco-key-findings>

Q4. Are you able to provide the content/wording/graphics that would need to be included on the A4 poster (included on the financial form)? Or an example of a previous version? This is so we're able to quote it more accurately.

Response:

The poster would include an event logo, important dates, location and should also highlight this year's theme. An indication of these can be seen on the Nature Conference webpage <https://www.pacificnatureconference.com/>