



SPREP
Secretariat of the Pacific Regional
Environment Programme



10th Pacific Islands Conference

**NATURE CONSERVATION
AND PROTECTED AREAS**

Nature Conservation Action for a Resilient Pacific

ANSWERS TO CLARIFICATION QUESTIONS

File: SPREP 3/5
Date: 15 June 2020
To: Interested suppliers
Contact: Maraea S. Pogi maraeap@sprep.org
Subject: Request for tenders: **Provision of Translation and Interpretation Services to SPREP for 2020/2021**

Question 1:

What is meant by *Detailed Financial Proposal* to be attached to the submission (is this the same as the *Translation_Interpretation_rate_card.xls?*),

Response:

Yes this is the same, if you wish to provide additional information not included in the rate sheet you are welcome to do so.

Question 2:

If in cell B17 of the Rate Card workbook under "*Return Flights Interpreter (at cost SPREP to reimburse based on actuals) * indicate how many and home base*", would you wish us to include a cost estimate of flight fares or only the number of interpreters and their home base, and

Response:

Yes, please include a cost estimate of flight fares and the number of interpreters and their home base.

Question 3:

If you could indicate the time of year French<>English conference interpreting is likely to be requested for - we are aware that the last conference took place in August 2019.

Response:

Conference interpretation service is typically only required for our main SPREP Members meeting which is biennial, the next one will be September 2021. Typically the meeting will run for 3 full days, interpretation will be required for the plenary session.