



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

## ANSWERS TO CLARIFICATION QUESTIONS

RFT: PWP-199-CON  
File: AP\_6/5/8/1  
Date: 19 October 2022  
To: Interested Consultants  
Contact: [pwp.procurement@sprep.org](mailto:pwp.procurement@sprep.org)

**Subject: PWP-199-CON: Request for Tenders: Videography services for the PacWastePlus Programme Communications and Visibility Actions**

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1) Does this consultancy involve shooting or only the post-production of already recorded videos?

***This consultancy involved only post-production of material that will be provided by SPREP.***

2) What countries will this be delivered to?

***The programme is based in 15 participating countries. The tender is not seeking in-country travel productions or related costs. All raw footage and still images will be provided to the service provider for final video production***

3) The Cook Islands was mentioned in the financial offer form, are we to assume deliverables/project will be based in the Cook Islands?

***This is a typo. As there will be no in-country travel required, the financial offer form is seeking costs for a 5 minutes production, 3 minutes production and 60 seconds production***

4) Regarding the timeline, is this the proposed timeline for each deliverable or the whole project?

***The timeline for each deliverable depends on the scope of video production that will be requested by SPREP.***

5) Will the list of deliverables be the same for each year? Should we be providing an annual budget or a budget that encompasses the proposed 3 years?



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***The final list of deliverables will be determined by SPREP during the period of the consultancy, please provide a budget in line with what has been requested on the financial offer form. If there are other services you are offering but is not clearly encompassed in any of the deliverables on the financial offer form, please document these extra services and your costs.***

***Please note costs are not negotiable once a contract is offered to you, costs will be based on what tenderers have identified in their financial offer form.***

6) Is there a specified number of iterations for feedback on each video? We will include this in our budget.

***There will be a minimum of 3 iterations***

5) Are you able to provide more information regarding the 'on request videos'? We are unable to provide a budget as there isn't enough information.

***On request videos can vary from 2-3 minute videos with 30-60second trailers, that may be required as opportunities are identified during the period of this consultancy and the Programme's life.***

***Eg. The Asia Pacific Ministerial Conference on Disaster Risk Reduction, we had an information booth display. A lesson learnt identified, we need to have a 2-3 minute video done, based on our standard programme information content, with a sign language interpreter, to be embedded within the video. There will also be other available opportunities during international conferences that we may need to produce short 2-3 minute videos to showcase programme initiatives.***