

# CLARIFICATIONS

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Date: 21 December 2023  
To: Interested Service Providers  
Contact: SPC Procurement – [procurement@spc.int](mailto:procurement@spc.int) / Division focal point – [janeke@spc.int](mailto:janeke@spc.int)  
Subject: **Clarifications**  
RFQ Name: **Pacific Islands Language Services**

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**Procurement Reference:** RFQ23-5876

## **Clarifications:**

### **Pre-Bid Meeting Presentation**

The Pre-Bid Meeting Presentation has been uploaded on the SPC website for this RFQ.

### **Sample Bid**

An example of Annex 1 and Annex 2 has been uploaded on the SPC website for this RFQ. Please note these proposal forms have been completed with fictitious information.

### **Services**

You can propose only one or a few of the services listed in Annexes 1 and 2. You do not have to provide all of the services listed for each language proposed.

### **Rates**

Please provide rates that are applicable for at least 1 year. These rates can be updated after 1 year following review with SPC.

### **Bidders**

This RFQ is open to freelancers and agencies.

Members of an agency can apply as freelancers, as long as they meet all the requirements of the RFQ.

### **Referees**

The referees can be from past or current employment or services.

If an applicant has no prior experience except for their current employment as a translator, a referee can be a current supervisor or a senior colleague whom the applicant currently works with.

When you cannot list a referee, please explain.

### **RFQ Outcome**

The aim of this RFQ is to establish a register of Pacific Islands language providers. We also wish to implement Preferred Supplier Agreements (PSA's) with the successful bidders whenever possible.

### **PSA**

You only need to fill Annex IV of the PSA template if wish to modify or add contract conditions.

For any complaints regarding the SPC's RFQ, please refer to the Bidder Protest section on the SPC website <https://www.spc.int/accountability>.



If you have already made a submission and wish to amend it, you can submit a revised proposal before the new deadline. In that case, please state that you wish to use your last submission when you resubmit.

All other terms and conditions remain unchanged.