



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

## CLARIFICATION QUESTIONS

RFT: 2025/024  
File: TRV 1  
Date: 21 May 2025  
To: Interested Service Providers  
Contact: Maraea S. Pogi ([maraeap@sprep.org](mailto:maraeap@sprep.org))

### Subject: Request for tenders: SPREP Travel Insurance

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#### **Question 1:**

Full travel pattern for 2024 including:

- Total number of travellers – 150 SPREP staff to be covered
- Total number of travel days – 623 Staff travels in 2024. The total number of travel days for the first quarter of financial year 2024 is 759 days.
- Maximum travel days – There is no maximum travel days. The number of travel days is based on the duration and funding of the approved event/meeting staff is attending.
- Average trip duration – Average trip duration based on the data for the first quarter of financial year 2024 is 7 days
- Travel country/ city destinations
  - American Samoa
  - Antigua & Barbuda
  - Australia
  - Azerbaijan
  - Belgium
  - Belize
  - Canada
  - China
  - Colombia
  - Cook Islands
  - Fiji
  - French Polynesia
  - FSM
  - Germany
  - Guam
  - Italy
  - Jamaica
  - Japan
  - Kenya
  - Kiribati
  - Marshall Islands
  - Nauru



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- New Caledonia
  - New Zealand
  - Niue
  - Palau
  - Philippines
  - PNG
  - Republic of Marshall Islands
  - Samoa
  - Solomon Islands
  - South Korea
  - Switzerland
  - Tarawa, Kiribati
  - Thailand
  - Tonga
  - Tuvalu
  - United Kingdom
  - United States of America
  - Uruguay
  - Vanuatu
  - Wallis & Futuna
- Maximum number of people travelling together – There is no maximum number of staff travelling together. It depends on who has been approved to travel to the event.
  - Details of any large event – SPREP events can be viewed here <https://www.sprep.org/events>

### **Question 2:**

2. Claim record for the last 5 years including type of claim and amount paid/ reserved.  
At the moment, this is decentralised to Programmes, so the traveller is responsible for arranging their own travel insurance and any associated claims.  
Type of claims mainly being lost baggage and flight cancellations.

### **Question 3:**

In addition, could you please clarify

- If there is a need for personal accident cover? Please include as an additional option for SPREP to consider. SPREP has comprehensive Medical and Life Insurance policies in place.
- What is meant by "e) Other claims" in the technical criteria? Any other claims not covered under 6.2 c) of the RFT that your company offers.