

**Project title:** Procurement of Management Services, Field Support Services project in Vietnam

**A. AMENDMENT #1 TO THE REQUEST FOR PROPOSALS (RFP):**

- 1) In **Section 1. Instructions to Bidders**, item 1.4, a), **DELETE** the date “April 23, 2015” and **REPLACE BY** “April 27, 2015”.
- 2) In **Section 1. Instructions to Bidders**, item 1.4 b) and c), **DELETE** the date “April 15, 2015” and **REPLACE BY** “April 20, 2015”.
- 3) In **Section 1. Instructions to Bidders**, item 10.4.1 Fees iii), **DELETE** “(non-project specific)”.
- 4) In **Section 6, Standard Form of Contract**, item 2.8.4, in the 2<sup>nd</sup> sentence, **ADD** the word “cost”, after “Administrative Mark-up”.
- 5) In **Section 6, Standard Form of Contract**, item 2.9.2 (a), **ADD** the word “cost”, after “Administrative Mark-up”.

**B. QUESTIONS AND ANSWERS**

<b>Question 1</b>	In Section 4B, Specific Mandate of the Consultant, DFATD specifies that the Bidder will be required to provide "four (4) workstations to accommodate a minimum of 4 people" (pg 48). Under Section 1, Instructions to Bidders, DFATD also states that "office space is for the exclusive use of the technical specialists and other parties designated by DFATD" (pg 11). However, there will also be four full-time staff based in the Vietnam FSSP office. Please clarify if the Bidder must provide workstations for Technical Specialists as well as full-time staff.
<b>Answer 1</b>	The Service Requirements described in the Section 4B are the services the FSSP Consultant is required to provide under the resultant Contract. It does not include the office space, equipment and other tools needed for the Consultant to execute its mandate. Section 6, Standard Form of Contract, paragraph 3.1.2 (b), states that "... <i>The Consultant represents and warrants that: ....(ii) it has everything necessary to render the Services, including the resources, facilities, labour, technology, equipment, and materials, ...</i> " Thus, it is the Bidder's responsibility to determine internal requirements for its Personnel. The costs associated with such internal requirements shall be included as an overhead in the Fees in accordance with the positions of Section 1, ITB, paragraph 10.4.1 iii) Fees. It shall be noted that as per the provisions of Section 4B, TORs, paragraph 3.1, Office, f) Reception and Common Space, an office to be provided by FSSP Consultant shall be proximal to offices of FSSP Personnel.
<b>Question 2</b>	The deadline will be the day we sent the proposal from here, certified by logistic services or it will be the day you receive? Because it takes about 3 days to send our proposal to the mentioned address in Canada and in case that the DHL service is not on time as usual, it will bring us a lot of risks if the deadline is at the day you receive our proposal.
<b>Answer 2</b>	As per the provisions of Section 1, ITB, the only proposals delivered to the DFATD address in Canada as indicated in paragraph 7.1 will be considered.
<b>Question 3</b>	Is the proposal accepted through email?
<b>Answer 3</b>	As per the provisions of paragraph 7.4, Section 1, ITB, " <i>Due to the nature of this RFP, electronic transmission of a Proposal to DFATD by any means, including by electronic mail or facsimile will not be accepted.</i> "
<b>Question 4</b>	Where will the bidder's conference be held at April 23?
<b>Answer 4</b>	As per Addendum # 1, paragraph 1, the Bidder's Conference will be held on April 27, 2015 at DFATD's offices in Canada located at 200 promenade du Portage, Gatineau beginning at 08:00 (EDT) and concurrently at the Embassy of Canada in Vietnam, located at 31 Hung Vuong, Hanoi at 19:00 hrs local time (UTC+(07:00)).



**C. ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**

