
Project title: Procurement of Management Services, Field Support Services Project in Mali
(2016-D-000017-1)

A. AMENDMENTS TO THE REQUEST FOR PROPOSALS (RFP):

- 1) In **Section 1. Instructions to bidders**, paragraph 4.3 c) **DELETE** “*of the Recipient Country*”.
- 2) In **Section 2. Technical Proposals Standard Forms**, form TECH-1 item (c), **DELETE** “*of the Recipient Country*”.
- 3) In **Section 2. Technical Proposals Standard Forms**, form TECH-4, **ADD** “*Definitions and*” in front of “paragraph 11.6”.
- 4) In **Section 2. Technical Proposals Standard Forms**, form TECH-4, **ADD** “*or member*” after “Bidder”.
- 5) In **Section 4. Terms of Reference, 4-B**, **DELETE** the paragraph 4.4 Support Staff and **REPLACE BY** the following:

“4.4 Support Staff

The Consultant must provide the following support staff under the Contract. These positions will provide internal support to the Consultant.

- One administrative assistant;
- One administrative clerk;
- One accounting clerk;
- One records clerk.

Administrative Assistant

The Administrative Assistant provides specific support to the Project Manager and Coordinator / Financial Officer and general support to the entire staff of the FSSP. In addition to this support, which includes receptionist services for the Manager and Coordinator, the Administrative Assistant has the following responsibilities:

- Ensure the administration of the roster of technical specialists;
- Ensure administration of contracts and contribution agreements, coordinated by the Manager;
- Support for the processing of personnel files;
- Supporting human resources staffing actions;
- Providing other related services as required.

Administrative Clerk

The Administrative Clerk specifically supports the FSSP’s technical specialists. In addition to this support, the Administrative Clerk has the following responsibilities:

- Perform copying, fax services and maintenance of the office inventory;
- Support the Coordinator / Financial Officer in managing the relations with service providers such as support to information technology and common services;
- Coordinate the work of the cleaner;
- Manage the inventory of office stationery as well as vehicle maintenance, accessories and parts;
- Providing various administrative support functions;
- Providing other related services as required.

Accounting Clerk

The Accounting Clerk provides specific support to the Coordinator / Financial Officer for all financial matters of the FSSP. The Accounting Clerk has the following responsibilities:

- Support the management of local costs and contracts;
- Record and track all expenses;
- Support the management of contracts and contribution agreements;
- Provide support to the Coordinator / Financial Officer for audit, analysis and control of projects;
- In collaboration with the Coordinator / Financial Officer, perform the financial analysis of the project and identify variances and propose the necessary corrections;
- Analyze and verify all accounts and all requests for payment and supporting documentation;
- Support the Coordinator / Financial Officer in the production of financial reports;
- Providing other related services as required.

Records Clerk

The Records Clerk is responsible for the management of physical and electronic records of the FSSP. The Record Clerk has the following responsibilities:

- Support the establishment of an records management system for the FSSP;
 - Ensure efficient information management (creation of files; grading; archiving);
 - Perform continuous classification of physical and electronic documents;
 - Provide required support to the Accounting Clerk, the Administrative Clerk and the Administrative Assistant;
 - Providing other related services as required. ”
- 6) In **Section 5. Evaluation Criteria**, requirement 1.2, **ADD** at the beginning of the text *“It is possible to describe multiple assignments to demonstrate this criterion”*.
 - 7) In **Section 5. Evaluation Criteria**, requirement 1.2, a) **DELETE** *“a) In the context of the assignment presented to demonstrate this criterion, the proposed individual should have:”* and **REPLACE BY** *“As part of this sub-criterion, the proposed individual should have:”*
 - 8) In **Section 5. Evaluation Criteria**, requirement 1.2.1, **ADD** at the end of the criterion the following: *“For the purpose of this criterion, if assignments were performed during concurrent periods, the same month will be counted only once in the calculation of the period.”*
 - 9) In **Section 5. Evaluation Criteria**, requirement 2.2, **ADD** at the beginning of the following *“It is possible to describe multiple assignments to demonstrate this criterion”*.
 - 10) In **Section 5. Evaluation Criteria**, requirement 2.2 a) **DELETE**, *“a) In the context of the assignment presented to demonstrate this criterion, the proposed individual should have:”* and **REPLACE BY** *“As part of this sub-criterion, the proposed individual should have:”*
 - 11) In **Section 5. Evaluation Criteria**, requirement 2.2.1, **ADD** at the end of the criterion the following text: *“For the purpose of this criterion, if assignments were performed during concurrent periods, the same month will be counted only once in the calculation of the period.”*

12) In **Section 5. Evaluation Criteria**, requirement 4.4, **DELETE** Risk 1 and **REPLACE BY** the following: *“Risk related to project performance where technical specialists could be involved”*.

13) In **Section 6. Standard Form of Contract**, **ADD** the following paragraph 3.11:

3.11 “Indemnification” 3.11.1 *The Consultant agrees to pay to Canada the amounts of all of Canada's losses, liabilities, damages, costs, and expenses resulting from any claim made by a Third Party relating to the Contract, including the complete costs of defending any legal action by a Third Party. The Consultant agrees that Canada is not required to have satisfied its liability to the Third Party before the Consultant is obliged to pay Canada in respect of that liability. The Consultant also agrees, if requested by Canada, to defend Canada against any Third Party claims”.*

B. QUESTIONS AND ANSWERS:

Q.1 We are trying to no avail to obtain a Business Number (BN) that will allow us to eventually obtain a PBN. We hardly manage to reach by phone and when we do, we are told that we can only send a fax at this number 519-971-2011 that does not. (This is already complicated to find a fax because all are now on email ...) Is there another alternative?

A.1 Bidders are not required to have a Procurement Business Number (PBN) at the RFP Closing Date. Obtaining the PBN is a condition that must be met before the contract award, as stated in Section 1. *Instructions to Bidders*, paragraph 14.1.

As such, a Bidder shall provide, within the timeframe stated by DFATD, documentation to support compliance.

To obtain a PBN, the Bidder should first obtain a Business Number from the *Canada Revenue Agency* (CRA) by filling form RC1, available at: <http://www.cra-arc.gc.ca/E/pbg/tf/rc1/README.html>. CRA's non-resident help lines are listed at: <http://www.cra-arc.gc.ca/cntct/gsthstnrs/menu-eng.html>.

For any further inquiries regarding PBNs, please contact *Public Works and Government Services Canada's* help line (1-800-811-1148).

Q.2 Our company is in a period of transition and it is possible that our legal status will change. May this have any implications in regard to our eligibility?

A.2 The criterion for eligibility is defined in Section 1. ITB, paragraph 4.3.

For the purposes of the evaluation of the Proposals, the status of the bidder is the one of the entity submitting a proposal at the RFP closing date.

The bidder who submitted a winning proposal will be invited to negotiate the resulting contract.

Any change to the legal status of a bidder that occurs after the RFP closing date will be evaluated case by case in order to determine the effect of the change on the juridical personality of the bidder. Also, note that it is the responsibility of each bidder to determine the impact of the change in its legal status on the veracity of the completed forms which form part of its bid, including but not limited to the certifications included in FORM TECH-2. As stipulated in Section 1.IS, paragraphs 9.3 and 9.4, the bidder have an obligation to disclose any situation of non-compliance with the said certificates that occurs, failure to do so the

proposal will be rejected.
Q.3 Does a Canadian firm have to partner with a Malian national firm, as part of this RFP?
A.3 It is up to the Bidder to decide whether he wishes to form a consortium or not.
Q.4 Can you provide more details on the reimbursable expenses that DFATD is not evaluating?
A.4 As stipulated in Section 1. ITB, paragraph 10.2, the envelope for the reimbursable expenses is fixed at \$681,000 Canadian dollars. Concurrently in the same section, paragraph 10.5, you will find the list of expenses eligible as reimbursable expenditure established by DFATD.
Q.5 Can you provide more details on the kind of insurance that must be purchased by the Consultant? Must it cover the entire project or only the staff or the vehicles?
R.5 Regarding the insurances, we refer to read the following clauses: 1) Paragraph 14. Conditions of Contract Award, (c) Proof of Insurance, Section 1. ITB. 2) Paragraph 10.4.3 c), Section 1. ITB. 3) Paragraph 3.1 Office space v) Insurance, Section 4. Terms of Reference 4) Paragraph 3.3.3 Additional Insurance, Section 6. Standard Form of Contract.
Q.6 Can you explain why the position of Coordinator/Financial Officer combines these two roles? Does DFATD accept the separation of these functions into two separate positions (both first Coordinator and second Financial Officer) or does the Bidder have to propose one individual, for one unique position of Coordinator/Financial Officer?
R.6 The bidder must present one candidate for the position of FSSP Coordinator / Financial Officer. The candidate must meet the requirements requested in the RFP. The duties for this position cannot be separated into two separate positions and only one candidate will be evaluated for the position.
Q.7 Is the FSSP team will be collocated with the PSU personnel? Does the FSSP team can move into the building where the PSU is now located?
R.7 As stipulated in section 3.1 of the RFP: Office space – the FSS 's office location should be situated within (3) kilometer from the Canadian Embassy. It is up to the Bidder to determine the location of the office space that it proposes in it technical proposal.
Q.8 In order to better understand the scope of the PSU, is DFATD can share a chart and identify which types of employees (consultants, employees, etc.) are currently working?
R.8 The FSSP and PSU are two distinct projects. The information related to the PSU is not related to the present RFP.
Q.9 Does DFATD agree to grant to the bidders an extension to the deadline until mid-September for the submission of our proposal?
R.9 DFATD does not plan to grant an extension to the RFP Closing Date which remains September 1 st , 2015.
Q.10 We are a Franco-Malian firm and are very interested in your RFP. We would like to know if it is possible for domestic Malian bidders to submit their bids directly to the Canadian Embassy in Bamako.
R.10 As per the provisions of Section 1, ITB, only the proposals received to the DFATD address in Canada as indicated in paragraph 7.1 will be considered. Therefore, submitting a proposal directly to the Canadian Embassy in Bamako will lead to the proposal being

rejected.

C. ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.