

**Project Title:** Procurement of Management Services, Field Support Services project in Haiti (2016-D-000032-1)

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

1. In page 1 of the RFP, **DELETE** the words "**April 11, 2016 at 14:00, Eastern Standard Time (EST)**", corresponding to the RFP closing date, and **REPLACE BY** "**April 11, 2016 at 14:00, Eastern Daylight Saving Time (EDT)**".
2. Section 1. Instructions to Bidders, REPLACE the clause 10.4.3 Service costs (Form FIN-3), sub-clause **BY** the following:

**10.4.3 "Service Costs (Form FIN-3)**

Service Costs include costs related to the following types of services and as specified in the Terms of Reference.:

(a) **Office Space:**

The Bidder must indicate a firm all-inclusive monthly unit rate for each of the following services. Bidders are requested to include the costs associated with the use of office space by Technical Specialists and other parties designated by DFATD in this category. The costs for use of office space by the Consultant's FSSP Personnel are not to be included, as these are covered in overhead costs (refer to paragraph 10.4.1. iii). Office space costs for each type of office space include but are not limited to: office rental, repairs and maintenance; heating/cooling costs; access to utility services such as internet, phone/communications systems, electricity; office charges; cleaning; security; furniture; set-up and rehabilitation costs, technical support during usage, and any other cost to ensure readiness of office space for requested usage. Costs of communications and use of internet will be reimbursed separately (see paragraph 10.5(b)).

(b) **Equipment:**

The Bidder must indicate a firm all-inclusive monthly unit rate for each of the following services. Bidders are requested to include the costs associated with the use of equipment by Technical Specialists and other parties designated by DFATD in this category. The costs for the use of equipment by the Consultant's FSSP Personnel are not to be included, as these are covered in the overhead cost (refer to paragraph 10.4.1. iii). Equipment costs, for each type of equipment, include but are not limited to: the purchase, maintenance and replacement of equipment, accessories, technical support during usage, and any other cost to ensure readiness of equipment for requested usage. Costs of communications will be reimbursed separately (see paragraph 10.5(b)).

(c) **Transportation:**

The Bidder must indicate a firm all-inclusive monthly unit rate per vehicle per year. Transportation services for each type of vehicle include but are not limited to: the provision of a vehicle, driver, any associated cost with the operation and maintenance such as oil, registration, insurance, repair and maintenance on the vehicle, and any other cost to ensure readiness of vehicle for requested usage. Cost for fuel will to be reimbursed separately (see paragraph 10.5(g))."

3. Section 3. Financial Proposal - Standard Forms, Form FIN-3 - SERVICE COSTS

REPLACE FIN-3 BY the following forms:

FIN-3A OFFICE SPACE AND EQUIPMENT

**Guidance to Bidders:**

Bidder must provide a firm all-inclusive monthly rate for each year for the SERVICE COST categories FIN-3A OFFICE SPACE AND EQUIPMENT.

Service category	Firm all-inclusive monthly Service Costs (CAD)					Units	Sub-total estimated cost = (average firm all-inclusive monthly Service Costs for Y1, Y2, Y3, Y4 & Y5) x Units
	Y1	Y2	Y3	Y4	Y5	Months	
Office space						60	
Equipment						60	
<b>Total Service Costs for OFFICE SPACE AND EQUIPMENT (exclusive of Applicable Canadian Taxes)</b>							

FIN-3B TRANSPORTATION

**Guidance to Bidders:**

Bidder must provide a firm all-inclusive monthly rate for each year for the SERVICE COST category TRANSPORTATION.

Service category	Firm all-inclusive <u>monthly</u> Service Costs (CAD) PER VEHICLE					Units		Sub-total estimated cost = (average firm all-inclusive monthly Service Costs PER VEHICLE for Y1, Y2, Y3, Y4 & Y5) x Months x # Vehicles
	Y1	Y2	Y3	Y4	Y5	Months	# of vehicles	

Transportation as described in Terms of Reference, Section 4B- <b>clause 3.3.1 Vehicles</b>						60	8	
Transportation as described in Terms of Reference, Section 4B- <b>clause 3.3.2 Additional vehicle</b>						5	1	
Transportation as described in Terms of Reference, Section 4B- <b>clause 3.3.2 Additional armoured vehicle</b>						5	1	
<b>Total Service Costs for TRANSPORTATION (exclusive of Applicable Canadian Taxes)</b>								

<b>TOTAL OF THE FINANCIAL PROPOSAL = FIN-1 + FIN-2+FIN-3A + FIN-3B</b>	_____ \$CAD
----------------------------------------------------------------------------	-------------

4. Section 4. Terms of Reference, SECTION 4B – SPECIFIC MANDATE OF THE CONSULTANT, clause 2.1.4 Logistical services:

**REPLACE** bullet point “g” **BY** the following:

*(g) providing real estate services, including but not limited to market research of available office premises in the Project Location, facilitation of negotiation with the real estate owners and assistance with lease/rent contract negotiations with the objective to satisfy any office space requirements of DFATD and other parties designated by DFATD.*

**ADD** the following bullet point at the end:

*(h) other logistical services as required.*

5. Section 4. Terms of Reference, SECTION 4B – SPECIFIC MANDATE OF THE CONSULTANT, clause 3.3 Transportation Services,

**REPLACE** the existing paragraph **BY** the following:

**“3.3 Transportation Services**

The Consultant must provide transportation services for the FSSP Personnel, the Technical specialists and other parties designated by DFATD for current working purposes such as local transportation to attend meetings and monitor projects, as well as for working missions outside or inside Port-au-Prince and throughout the Recipient country.

3.3.1 Vehicles

- i. Number : Eight (8) vehicles, two (2) of them armoured
- ii. Equipment :
  - a) Model: Nissan Path Finder, Toyota Land Cruiser or equivalent, DFATD reserves the rights to not accept the vehicles proposed
  - b) Year: vehicle must be a maximum of three years old at Contract signature; the vehicles must be insured, safe, clean, in good condition and inspected.
  - c) Class: 2 axle passenger vehicle, large SUV type or larger
  - d) Engine and transmission: each vehicle must have a 6 cylinders engine at minimum and a four-wheel drive transmission
  - e) Number of passengers: each vehicle must allow a minimum of five (5) persons including the driver
  - f) Equipment: air conditioning and heating systems
  - g) Accessories: heavy duty roof rack, Geo-positioning system, 1 full size spare tires
  - h) The two (2) of armoured must meet the category B6 requirements
- iii. Inspection of vehicles: The Consultant must ensure safety inspections are regularly performed by a certified mechanics confirming the vehicles meet the manufacturer's and local safety standards and vehicle are in good operating condition.
- iv. Drivers: Seven (7) qualified drivers with a valid driver's licence who can communicate in French and are available during business hours as specified in section 3.1, Office Space. Any driver may be occasionally required to work overtime on demand.
- v. Security: The Consultant must ensure security of persons designated by DFATD during some trips in armored vehicle with a bodyguard agent and in any other circumstances required by DFATD.

3.3.2 Additional Vehicles

At the request of DFATD, the Consultant will be responsible for providing additional vehicles to meet the needs of short-term transportation services (for an average of two months period). The Technical Authority may formulate a request at any given time during the contract duration, by sending a written notice to the Consultant. The Consultant will have 5 days to make available to DFATD, a vehicle that complies with his request.

- i. Number : Up to a maximum of two (2) vehicles one of them armoured
- ii. Equipment :
  - a) Model: Nissan Path Finder, Toyota Land Cruiser or equivalent, DFATD reserves the rights to not accept the vehicles proposed
  - b) Year: vehicle must be a maximum of three years old at the time of the request; the vehicles must be insured, safe, clean, in good condition and inspected.
  - c) Class: 2 axle passenger vehicle, large SUV type or larger
  - d) Engine and transmission: each vehicle must have a 6 cylinders engine at minimum and a four-wheel drive transmission
  - e) Number of passengers: each vehicle must allow a minimum of five (5) persons including the driver
  - f) Equipment: air conditioning and heating systems
  - g) Accessories: heavy duty roof rack, Geo-positioning system, 1 full size spare tires
  - h) The armoured vehicle must meet the category B6 requirements

- iii. Drivers: Two (2) qualified drivers with a valid driver’s licence who can communicate in French and are available during business hours as specified in section 3.1, Office Space. Any driver may be occasionally required to work overtime on demand.
- iv. Security: The Consultant must ensure security of persons designated by DFATD during some trips in armored vehicle with a bodyguard agent and in any other circumstances required by DFATD.”

**B. QUESTIONS AND ANSWERS**

<p><b>Question 1</b></p>	<p><b>Clause 14.c) (p.21) – Proof of Insurance</b>                  Regarding the Worker’s Compensation Insurance, the CSST is presently covering our employees.                   We would like to know if a certificate from the CSST is sufficient to meet the criterion?</p>
<p><b>Answer 1</b></p>	<p>As stipulated in Section 1. Instructions to bidders, clause 14.1 c) <i>“Upon request by the Point of Contact, the Bidder must provide a letter from an insurance broker or an insurance company rated as A++ to B+ by A.M. Best stating that the Bidder, if awarded a Contract as a result of the RFP, can be insured in accordance with the following insurance requirements. In the case of a consortium or joint venture, at least one Member must meet the insurance requirements”</i>                   A ++ and B + are the notes of insurance brokers or company ratings of AM Best Company who is a global credit rating agency providing an independent view of the financial position and ability to meet its insurance policies current obligations and contracts of the insurer. The AM Best guide on the financial strength can be found at: <a href="http://www.ambest.com/ratings/guide.pdf">http://www.ambest.com/ratings/guide.pdf</a></p>

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