

**Project Title:** Procurement of Management Services, Field Support Services project in Nigeria (2016-D000263-1)

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

1. **Section 1. Instructions to Bidders (ITB)**, paragraph 7. Submission and Receipt of Proposals, **ADD** the sub-paragraph 7.2 c) as follows:
 

“7.2 (c) Bidders are requested to present their Proposal on 8.5” X 11” or A4 paper. DFATD requests that a font size of Times New Roman 12 be used in Proposals.”
2. **Section 1. Instructions to Bidders (ITB)**, **DELETE** the paragraph 8.1 and **REPLACE BY** the following: “Proposals, as well as all related correspondence exchanged by the Bidders and DFATD, will be written in one of the official languages of Canada (English or French).”
3. **Section 4. Terms of reference**, sub-section 4B, **REPLACE** the paragraph 3. Service Requirements, 3.1 Office Space and Reception/Common Area, 3.1.1 General, i. Location **BY** the following:

*“Location: The office space must be located in a secured building and environment, within a maximum of 8 kilometres of the High Commission of Canada currently located at 13010G, Palm close, Diplomatic drive, Central Business District, Abuja and must include adequate parking space for at least 10 vehicles.”*

#### B. QUESTIONS AND ANSWERS

Q.1	Section 1. Instructions to Bidders, sub-section 14.1b, Procurement Business Number “Bidders must have a Procurement Business Number. Bidders must register for a Procurement Business Number in the Supplier Registration Information service online at the following website: <a href="https://srisupplier.contractsCanada.gc.ca/">https://srisupplier.contractsCanada.gc.ca/</a> .”
	Is this applicable to Nigerian bidders? If yes, how do we go about it?
A.1	<p>Bidders are not required to have a Procurement Business Number (PBN) at the RFP Closing Date. However, obtaining a PBN is a condition of contract award, as stated in Section 1. <i>Instructions to Bidders</i>, paragraph 14.1.</p> <p>The selected Bidder must obtain a PBN before being awarded the Contract. Upon request by DFATD, the Bidder must provide, within the timeframe stated by DFATD, documentation to support compliance.</p> <p>To obtain a PBN, the Bidder should first obtain a Business Number from the <i>Canada Revenue Agency</i> (CRA) by filling form RC1, available at: <a href="http://www.cra-arc.gc.ca/E/pbg/tf/rc1/README.html">http://www.cra-arc.gc.ca/E/pbg/tf/rc1/README.html</a>. CRA’s non-resident help lines are listed at: <a href="http://www.cra-arc.gc.ca/cntct/gsthstnrs/menu-eng.html">http://www.cra-arc.gc.ca/cntct/gsthstnrs/menu-eng.html</a>.</p> <p>For any further inquiries regarding PBNs, please contact <i>Public Works and Government Services Canada</i>’s help line (<a href="tel:1-800-811-1148">1-800-811-1148</a>)</p>
Q.2	Is the Administrative Mark-up Costs for Technical Specialists fixed or varies according to the amount of required specialists?
A.2	Section 1. Instructions to Bidders, paragraph 10.2 (b) states the following: “ <i>The envelope for Technical Specialists is fixed at \$1,420,100 Canadian dollars. The envelope for Technical</i>

	<p><i>Specialists covers such individuals' remuneration."</i></p> <p>As indicated in the Section 1. IS, paragraph 10.4.2, <i>"The Administrative Mark-up rate is to apply to the budget set aside for the Technical Specialists required during Contract execution as specified at paragraph 10.2 (b)."</i></p> <p>The Administrative Mark-up rate proposed by the Bidder using the form FIN-2 is firm for the duration of the contract.</p>
<b>Q.3</b>	What is the budgeted contract value?
<b>A.3</b>	The approved project budget for the FSSP in Nigeria is \$7 730 070 CAD. This includes FSSP contract amount as well as funding for monitoring and evaluation of the FSSP project.
<b>Q.4</b>	Do we need to indicate the precise location of the proposed office space in our bid?
<b>A.4</b>	At the time of proposal submission the Bidder is not required to indicate the precise location of the proposed office space in its proposal.
<b>Q.5</b>	Does the envelope for the Technical Specialists disclosed in the RFP include the Administrative Mark-up cost?
<b>A.5</b>	<p>No. Section 1. Instructions to Bidders, paragraph 10.2 (b) states the following: <i>"The envelope for Technical Specialists is fixed at \$1,420,100 Canadian dollars. The envelope for Technical Specialists covers such individuals' remuneration."</i></p> <p>As indicated in the Section 1. Instructions to Bidders, paragraph 10.4.2, <i>"The Administrative Mark-up rate is to apply to the budget set aside for the Technical Specialists required during Contract execution as specified at paragraph 10.2 (b)."</i></p> <p>Therefore, the Administrative Mark-up costs are not part of the envelope for the Technical Specialists.</p>
<b>Q.6</b>	The RFP requires the office space to be located within a maximum of 5 kilometers of the High Commission of Canada. Can you consider increasing the radius of location?
<b>A.6</b>	Yes, please see amendment A1 above.
<b>Q.7</b>	Does being a current or past recipient of Government of Canada funding affect my organisation's eligibility to bid?
<b>A.7</b>	<p>Being a current or past recipient of GoC funding does not, by itself, prevent an eligible organisation from bidding.</p> <p>However, Bidders are required to comply with the provisions of the RFP, in particular with the certification # 4, CONFLICT OF INTEREST - UNFAIR ADVANTAGE stated in the Section 2, Technical Proposal Standard Forms, FORM TECH-2 CERTIFICATIONS.</p> <p>As explained in the certification, it is within DFATD's sole discretion to determine whether a conflict of interest, an appearance of conflict of interest exists. This will be assessed on a case-by-case basis.</p>
<b>Q.8</b>	Do you issue confirmation to the Bidder upon receipt of Proposal?
<b>A.8</b>	A signature obtained by the Bidder's courier company upon delivery of the proposal (if

	requested by the Bidder) serves as a confirmation of Proposal receipt.
<b>Q.9</b>	Can we replace proposed Personnel prior to contract award or during contract execution?
<b>A.9</b>	<p>In accordance with TECH-2, Certification # 10. AVAILABILITY OF RESOURCES, <i>“The Bidder certifies that, if it is awarded a Contract as a result of this RFP, the persons proposed in its Proposal will be available to commence performance of the Services as requested by DFATD representatives and at the time specified in this RFP or agreed to with DFATD representatives.”</i></p> <p>Therefore, only in exceptional circumstances established in the Section 1, Instructions to Bidders, clause 16. Personnel Replacement prior to Contract Award will be allowed. <i>“Acceptance of the proposed replacement is not automatic and will be considered at the sole discretion of DFATD. If the proposed replacement does not, at a minimum, achieve the score of the individual named in the Proposal or is not acceptable to DFATD, DFATD may reject the Proposal and enter into negotiation with the next highest-ranking Bidder.”</i></p> <p>Furthermore, in accordance with the Section 6, Standard Form of Contract, clause 4.3 <i>“The Consultant must ensure that the Personnel assigned to an existing position provides the Services associated with that position unless the Consultant is unable to do so for reasons beyond its control and that the Consultant’s performance of the Services under the Contract will not be affected.”</i> Refer to clause 4.3 Replacement of Personnel for details.</p>
<b>Q. 10</b>	The equipment that the Consultant will be required to provide such as computers will very likely be renewed in the course of the project. Do you confirm that it belongs to the Consultant to foresee provisions to change the defective/damaged/obsolete equipment?
<b>A. 10</b>	<p>As stated in Section 1, Instruction to Bidders, clause 10.4.3 (b), Equipment</p> <p><i>“... Equipment costs, for each type of equipment, include but are not limited to: the purchase, maintenance and replacement of equipment... and any other cost to ensure readiness of equipment for requested usage...”</i>. The replacement costs of the equipment must be included in the firm all-inclusive monthly rate under the costs of services category "Equipment" as indicated in Form FIN-3 and thus will not be reimbursed as reimbursable expenses at the time of the contract.</p> <p>Therefore, it is the responsibility of the FSSP Consultant to maintain and replace equipment as necessary to ensure that he respects his contractual obligations.</p>
<b>Q. 11</b>	Do you confirm that it belongs to the Consultant to identify and budget for the costs of services that do not appear in the Terms of Reference but which appears yet important for an implementation that is consistent with the expectations of the Contracting Authority?
<b>A.11</b>	<p>The Terms of Reference define the obligations of the FSSP Consultant at the time of the contract. It is the responsibility of the Consultant to determine how he will organize his business affairs in order to be able to meet his contractual obligations.</p> <p>Also as stated in Section 1, Instruction to Bidders (ITB), clause 10.4, <i>Pricing Basis</i>, “Bidders must submit their financial proposal in accordance with the FIN forms...” and the pricing basis stated in the RFP.</p> <p>Please, refer to the Section 6 - Standard Form of Contract, in paragraph 6.2 Basis of payment which specifies how the Consultant will be paid for the services rendered. This section also describes what are the eligible direct costs (Reimbursable Expenses) and</p>

---

	distinguishes them from the indirect costs.
<b>Q.12</b>	Is it possible to present our bid in English and in French? For example, the methodology in French and the CVs in English?
<b>R.12</b>	Yes, please see amendment A2 above.

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