

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

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

none

B. QUESTIONS AND ANSWERS

Q.1	Section 5, B: Experience of the Bidder, Requirement 4 (Page 65) Experience providing Services similar to the FSSP indicates that experience of the Bidder should “have an average annual value of at least CAD\$800,000 per year”. Does “value” mean fees earned by the bidder, the total capital cost of the project or amount of the project of which the bidder was responsible?
A.1	As stated in Section 5. Evaluation Criteria, B) EXPERIENCE OF THE BIDDER, Requirement 4: Experience providing services similar to the FSSP, “ <i>For the purpose of this requirement, the term ‘project’ is defined as a contract, agreement or arrangement signed by the Bidder individually or in a consortium to provide the services.</i> ” Therefore, the average annual project value refers to the average annual value of a contract, agreement or arrangement signed by the Bidder individually or in a consortium to provide the services.
Q.2	Section 5, B: Experience of the Bidder, Requirement 4 (Page 65). With regards to Bidder’s experience, and demonstrating our experience with the provision of at least 3 of the 4 types of services (Administrative, Procurement, Logistical, Financial), can we include projects that encompass these services but while primary purpose is otherwise? E.g. An engineering design project generally requires all these services to be performed (and performed well to be successful), but they are not “deliverable” to client. Can we include these types of projects as Bidder’s experience and/or project experience for personnel. Similarly, when we establish our own operations in these countries, we must perform these services/functions (and perform them well to be sustainable and successful). Can we include these operations for our personnel experience?
A.2	As stated in Section 5. Evaluation Criteria, B) EXPERIENCE OF THE BIDDER, Requirement 4: Experience providing services similar to the FSSP, “ <i>For the purpose of this requirement, the term ‘project’ is defined as a contract, agreement or arrangement signed by the Bidder individually or in a consortium to provide the services.</i> ” The experience assessed under requirement 4 will be the experience in providing services similar to FSSP to a party (other the bidder) under a contract, agreement or arrangement. Not to be confused with an administrative function encompassed in any project.
Q.3	Section 4B: Section 4 (page 51) Consultant Personnel Implementing the FSS Project. Can we propose to change the division of responsibilities between the three staff differently from that specified in the RFP to better reflect the strengths of each proposed team member - for example, specific procurement responsibilities to be split between the Project Manager and the Finance Manager due to experience?
A.3	No, the Bidder cannot change the roles and responsibilities of the FSSP Personnel as prescribed by Section 4. Terms of Reference.
Q.4	Will the technical scores be publically released? If so, when?

A.4	<p>As stipulated in Section 1. Instructions to Bidders, clause 17. Notification/ Debriefing of Unsuccessful Bidders, <i>"Bidders may make a written request to DFATD to receive an oral or written debriefing on the strengths and weaknesses of their own Proposal and to receive the marks obtained by the Bidder for each requirement of the technical component published in the evaluation grid and the marks obtained for the financial component."</i></p> <p>Therefore, the technical scores of a Bidder can be obtained during such debriefing.</p>
Q.5	<p>What is the maximum number of technical specialists expected at any one time, at the project location?</p>
A.5	<p>Section 4. Terms of Reference, clause 4.6 Technical Specialists describes the areas of expertise required to be provided by the Technical Specialists. However, the maximum number of the technical specialists expected at any one time at the project location is not known at this stage and will be established on an as and when requested basis.</p>
Q.6	<p>Addendum 1, A, 3. Office location relative to High Commission. The Answer indicates that the office must be located within 8KM of the High Commission of Canada. Is that 8KM driving or 8KM radius?</p>
A.6	<p>Section 4. Terms of reference, sub-section 4B, paragraph 3. Service Requirements, 3.1 Office Space and Reception/Common Area, 3.1.1 General, i. Location states</p> <p><i>"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."</i></p> <p>Within a maximum of 8 kilometres refers to the distance between the High Commission of Canada and the acceptable location of the proposed office space. Therefore, 8 kilometres is the acceptable radius.</p>
Q.7	<p>Section 4, B: 3 Service Requirements - 3.1. Office Space and Reception/Common Area. How should potential renovations of the space be accounted in order to meet Project specifications?</p>
A.7	<p>Section 1. Instructions to Bidders, clause 10.4 Pricing Basis, sub-clause 10.4.3 Service Costs (Form FIN-3), (a) Office Space states that <i>"...Office space costs for each type of office space include but are not limited to: ... set-up and rehabilitation costs....and any other cost to ensure readiness of office space for requested usage..."</i></p> <p>Therefore, cost of potential renovation of the office space in order to meet specifications must be included in the Service Costs for the Office Space (Form FIN-3).</p>
Q.8	<p>Section 4, B: 3 Service Requirements - 3.1. Office Space and Reception/Common Area. If equipment and vehicles are to be sourced in Canada, how are import duties into Nigeria be handled?</p>
A.8	<p>Section 1. Instructions to Bidders, clause 10 Financial proposals, sub-clause 10.10 and 10.11, Taxes state that <i>"Bidders are requested to exclude all Applicable Canadian Taxes from the price."</i> and <i>"All other taxes, including but not limited to Local Taxes, must be included by the Bidders in the price."</i></p> <p>Furthermore, Section 1. Instructions to Bidders, clause 10.4 Pricing Basis, sub-clause 10.4.3 Service Costs (Form FIN-3), (c) Transportation states that <i>"Transportation services for each</i></p>

	<p><i>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.</i></p> <p>Therefore, any import duties into Nigeria are part of the Service Costs for Transportation (Form FIN-3).</p>
Q.9	<p>Section 1, 7.6. If the proposal is sent by courier, and the courier does not arrive on time due to their own fault or uncontrollable circumstances, can we submit the courier receipt at time of delivery to show we submitted on time with the intent for the proposal to arrive prior to closing.</p>
A.9	<p>Section 1. Instructions to Bidders, clauses 7.5 and 7.6 state that <i>"Bidders are solely responsible for the timely receipt of their Proposal by DFATD."</i> and <i>"A Proposal received by DFATD after the RFP Closing Date will not be considered"</i></p> <p>Therefore, under no circumstances late proposals will be accepted.</p>
Q. 10	<p>Kindly clarify what is required on the Form Tech- 6B. No. 2, The part where it says "Specify the activities of this RFP in which you will participate"</p>
A. 10	<p>As indicated in guidance to Bidders of Form TECH-6B, <i>"A copy of this form is requested to be completed and signed by each proposed candidate."</i></p> <p>Therefore, the duties and responsibilities listed under your position (project manager, project coordinator or financial officer) are to be described under this section.</p>

C. ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.