

**Project Title:** Field Support Services project in Senegal (2016-D-000351-1)

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

**1. In Section 1, Instructions to Bidders, Reimbursable Expenses, Clause 10.5 (e);**

**DELETE** point (e) below in its entirety:

*“(e) Actual and Reasonable Costs of any Third Party who may be contracted under the Project, including labour and materials”.*

**2. In Section 6, Standard Form of Contract, Clause 6.2.7 (e);**

**DELETE** point (e) below in its entirety:

*“(e) Actual and Reasonable Costs of any Third Party who may be contracted under the Project, including labour and materials”.*

**3. In Section 6, Standard Form of Contract, Annex A, Basis of Payment 5. Reimbursable Expenses table, e);**

**DELETE** point (e) below in its entirety:

*“(e) Third Party costs- labour and materials”*

**B. QUESTIONS AND ANSWERS**

<b>Question 1</b>	When two companies come together to establish a consortium is it necessary to appoint a lead (member in charge)?
<b>Answer 1</b>	As stipulated in Section 2. Technical Proposals Standard Forms, in the guidance to bidders provided under Form TECH-1 Acceptance of Terms and Conditions, <i>“if a Bidder is a consortium or joint venture, the Bidder’s Proposal must include a signed TECH-1 from each Member. DFATD requests that the Member in charge be identified by checking the appropriate box included in the form”.</i>  As defined in Section 1. Instructions to Bidders, under Definitions, (o), a <b>“Member in charge”</b> means a Member authorized to act on behalf of all other Members as the point of contact for DFATD in regard to this RFP. Any communication between DFATD and the Member in charge is deemed to be communication between DFATD and all other Members”.
<b>Question 2</b>	What will become of the Canadian Cooperation Support Bureau (“BACDI”).
<b>Answer 2</b>	The Canadian Cooperation Support Bureau (“BACDI”) is a non-profit organization that receives funding for the support project. At the end of the project, “BACDI” will cease operations as in any project that ends.
<b>Question 3</b>	Must the bidder provide interpretation and translation services?
<b>Answer 3</b>	In accordance to Section 4. Terms of Reference, Section 4B-Specific Mandate of the

	<p>Consultant,</p> <ul style="list-style-type: none"> <li>• in paragraph 2.1.1. Administrative Services, f) <i>the FSSP Consultant is required to provide interpretation and translation services.</i></li> <li>• in paragraph 4.3, numeral I, the Project Coordinator will be responsible to <i>“provide administrative services, including but not limited to document production and binding, translation and interpretation services”.</i></li> <li>• in paragraph 4.7, Language Requirements, <i>“the FSSP’s operating language is French. All briefings and reports described under item 8 that the Consultant must provide to DFATD and other partners must be in French. DFATD may request an English translation”.</i></li> </ul> <p>Please note that all the services indicated under Section 4, Terms of Reference, Section 4B-Specific Mandate of the Consultant, are part of the obligations of the FSSP Consultant.</p> <p>As stipulated in Section 1. Instructions to Bidders, clause 10.5 c) Reimbursable Expenses, c), as well as Section 6. Standard Form of Contract, clause 6.2.7 c), translation and interpreters costs directly related to the project will be recognized as reimbursable expenses by DFATD.</p>
<b>Question 4</b>	What are the documents used to verify the financial capacity of a company once the company has won the RFP?
<b>Answer 4</b>	<p>As stipulated in Section 1. Instructions to Bidders, 14. Conditions of Contract Award, clause 14.1 (a) Financial Capability, <i>“in order to determine the Bidder’s financial capability to meet the project requirements, DFATD may require access to the Bidder’s financial information. If the Bidder is a consortium or joint venture, DFATD may request financial information from each Member”.</i> Such financial information may include but may not be limited to the information further detailed under such clause. Please refer to clause 14.1 (a) for additional information.</p> <p>Before contract award, upon request by DFATD, the Bidder must provide, within the timeframe stated by DFATD, documentation to support compliance. Failure to comply with DFATD’s request and meet the requirement within that timeframe will not delay the award of the Contract and may result in the Proposal being rejected.</p>
<b>Question 5</b>	Who are the Bidders who attended the bidder’s conference in Canada?
<b>Answer 5</b>	The list of all participants and all documents presented at the Bidder’s conference on April 12, 2016 were published on Buy and Sell on April 13, 2016. Kindly refer to <a href="https://buyandsell.gc.ca/procurement-data/tender-notice/PW-16-00727826">https://buyandsell.gc.ca/procurement-data/tender-notice/PW-16-00727826</a> .
<b>Question 6</b>	In the particular case of a firm "X" established both in Canada and in Senegal who foresee submitting a proposal together, is it necessary to provide one or two forms TECH 1 signed?
<b>Answer 6</b>	<p>It depends on the form of association between the firms (i.e. sub-consulting, consortium or joint venture). To determine the number of signed TECH-1 forms to be provided, please refer to the definition of "bidder" and the definition of "member" included in Section 1, Instructions to Bidders, definitions;</p> <p>d) <i>“Bidder” means the person or entity (or, in the case of a consortium or joint venture, the persons or entities) submitting a Proposal to perform the resulting Contract for Services. It does not include the parent, subsidiaries or other affiliates of the Bidder.</i></p> <p>n) <i>“Member” means any of the persons or entities that make up a consortium or joint venture and “Members” means all these persons or entities.</i></p>

<b>Question 7</b>	During the bidder's conference, it was mentioned the bidder must certify being a "respectable person". What is meant by "respectable person"?
<b>Answer 7</b>	<p>During the bidder's conference, the term "respectable person" was used to reflect the intent of Form TECH-2.</p> <p>As stated in Section 1, Instructions to Bidders, clause 9.3, "<i>bidders, including each Member of a consortium or joint venture submitting a Proposal, must comply with the certifications in TECH-2 from the date of Proposal submission. Bidders have an obligation to disclose any situation of non-compliance with the certifications in TECH-2</i>".</p>
<b>Question 8</b>	<p>In what relates to the technical specialists and other DFATD-designated parties:</p> <ul style="list-style-type: none"> <li>a) Would it be possible to have an estimate of their number as well as their volume of work annually and throughout the contract duration?</li> <li>b) Will they be recruited full-time or part-time?</li> <li>c) For the purposes of the Senegalese tax legislation, the debtor of the Public Treasury or the employer of such specialists (and/or other parties) is the Consultant; the fiscal obligations of these technical specialists (including withholding at source 5% of the gross amount before tax of sums paid- article 200 of the General Tax Code) and, more generally, are the fiscal obligations of these technical specialists taken into consideration in the budget for the technical specialists or in that of the reimbursable expenses?</li> </ul>
<b>Answer 8</b>	<p>a) and b)- The number of technical specialists and their status (full time or part time) is not known at this stage and will be established on an as and when requested basis at the time of contract.</p> <p>c) The budgetary envelope for Technical Specialists is inclusive of any tax obligations imposed on the Technical Specialists.</p> <p>Therefore, the fiscal obligations of the Technical Specialists will not be considered an eligible reimbursable expense.</p>
<b>Question 9</b>	Could you confirm that Technical Specialist fee is out of consultant budget?
<b>Answer 9</b>	The cost of Technical Specialists is covered under the budgetary envelope for Technical Specialists as detailed in Section 1. Instructions to Bidders, clause 10.2 b).
<b>Question 10</b>	During the 180 day period during which the bids are valid, will bidders be notified via publications on Buy and Sell of which bidders have submitted bids and the outcomes of the different evaluation stages (for example, following the assessment of technical proposals). If not, can we request that this information is made available to bidders?
<b>Answer 10</b>	<p>The outcomes of the evaluation process are disclosed to the public once the evaluation process is completed. At that time, the bidders might request a debriefing on their proposal as indicated in Section 1. Instructions to Bidders, clause 17. Notification/ Debriefing of Unsuccessful Bidders.</p> <p>17.1 "<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. All costs related to oral debriefings, including but not limiting to communication and/or transportation costs, are the responsibility of the Bidder</i>".</p>

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