

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

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

- 1. The Request for Proposals (RFP) closing date has been extended to May 19, 2016 at 14:00, Eastern Daylight Saving Time (EDT) –** In page 1 of the RFP, **DELETE** the words “May 13, 2016 at 14:00, Eastern Daylight Saving Time (EDT)”, corresponding to the RFP closing date, and **REPLACE BY** “May 19, 2016 at 14:00, Eastern Daylight Saving Time (EDT)”:

B. QUESTIONS AND ANSWERS

Question 1	Would DFATD consider extending the closing date for submission of the proposal for the Field Support Services Project in Senegal (2016-D-000351-1)?
Answer 1	Yes, please see amendment A1 above.
Question 2	Is the consultant responsible for the Management Services excluded from the procurement processes for Technical Specialists even if the Consultant’s resources meet these requirements?
Answer 2	<p>Yes, the FSSP Consultant cannot be a “supplier” for Technical Specialists as stipulated in Section 6. Standard Form of Contract, clause 1.12. Conflict of interest, sub-paragraph 1.12.1, “<i>given the nature of the work to be performed under this Contract and in order to avoid any conflict of interest or appearance of conflict of interest, the Consultant acknowledges that it will not be eligible to bid, either as a consultant or as a sub-consultant or a contractor (including as an individual resource) or to assist any Third Party in bidding on any requirement relating to the work performed by the Consultant under this Contract. DFATD may reject any future proposal for which the Consultant would be the Bidder or may be otherwise involved in the proposal, either as a sub-consultant or a contractor, as an individual resource, or as someone (either itself or its employees) who may have advised or otherwise provided assistance to the Bidder. The Consultant must ensure that the terms of his contracts with his Personnel and Technical Specialists reflect this provision</i>”.</p> <p>In other words, the FSSP Consultant is not allowed to provide Technical Specialist services, in response to a procurement process launched under the FSSP.</p>
Question 3	Item 11.1. of the RFP in Section 1, Instructions to Bidders states: “ <i>Unless otherwise specified in this RFP, DFATD will evaluate Proposals solely based on the documentation provided as part of the Proposals. DFATD will not take into consideration any references in a Proposal to additional information not submitted with the Proposal</i> ”. We would like to know whether to include in the technical proposal certified true copies, by the appropriate authority, of all degrees and certifications for services rendered by the 3 retained individuals, namely, the project manager, the project coordinator and the financial officer. These documents are available and can be attached to the technical proposal, unless stated otherwise.
Answer 3	<p>No. The Bidder is not required to include with the technical proposal, certified true copies of all degrees and certifications for services rendered by the individuals proposed for the FSSP personnel positions (project manager, project coordinator and financial officer).</p> <p>However, as stipulated in Section 1. Instructions to Bidders, clause 11.4, Evaluation of Technical Proposals, “<i>In their technical proposals, Bidders are requested to</i></p>

	<p><i>address clearly and in sufficient depth the rated criteria specified in Section 5, Evaluation Criteria, against which Proposals will be evaluated. Simply repeating the statement contained in the RFP is not sufficient. Bidders are requested to provide supporting data (for example, description of past experience, degrees, description of the Bidder's facilities, when applicable), to demonstrate their capability. Not sufficiently addressing a rated criterion may result in a score of zero for that rated criterion".</i></p> <p>Additionally, please note that in accordance to Section 1. Instructions to Bidders, clause 9. Technical Proposal, by signing FORM TECH-1: Acceptance of Terms and Conditions, Bidders, including each Member of a consortium or joint venture submitting a Proposal, certify their compliance to the requirements mentioned in FORM TECH-2: Certifications. These requirements include, but are not limited to requirement 9. Education and Experience through which <i>"The Bidder certifies that all the information provided in the curriculum vitae and supporting material submitted with its Proposal, particularly information that pertains to education achievements, experience and work history, have been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that the individuals proposed by the Bidder for the RFP requirement are capable of satisfactorily providing the Services described in Section 4, Terms of Reference"</i>.</p>
<p>Question 4</p>	<p>Regarding the Reimbursable Expenses, at the Bidders Conference held on April 12, 2016, a concerned bidder asked a question regarding the translation and interpreters expenses to which in our opinion, a partial answer was provided. It concerns paragraph 10.5.c) of the RFP in Section 1. Instructions to Bidders: <i>"Reimbursable Expenses should not contain any elements of Fees, Administrative Mark-up costs, Service Costs, overhead/indirect costs or profit. DFATD recognizes the following categories of Reimbursable Expenses. a) Travel and living expenses....b) Project-related communication costs....c) Translation and interpreters costs directly related to the project;...."</i>. What should we understand? Are translation and interpretation expenses reimbursable and to what extent?</p>
<p>Answer 4</p>	<p>As stipulated in Addendum 2, Answer #3:</p> <p>In accordance to Section 4. Terms of Reference, Section 4B-Specific Mandate of the Consultant,</p> <ul style="list-style-type: none"> • in paragraph 2.1.1. Administrative Services, f) <i>the FSSP Consultant is required to provide interpretation and translation services.</i> • 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>. • 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>. <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>

C. ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.