

Project Title: Procurement of Management Services, Field Support Services project in Bangladesh
(2016-D000088-1)

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

- 1. The Request for Proposals (RFP) closing date has been extended to May 27, 2016 at 14:00, Eastern Daylight Saving Time (EDT)** – In page 1 of the RFP, **DELETE** the words “20/MAY/2016 at 14:00, Eastern Daylight Saving Time (EDT)”, corresponding to the RFP closing date, and **REPLACE BY** “May 27, 2016 at 14:00, Eastern Daylight Saving Time (EDT)”.
- 2. In Section 1, Instructions to Bidders, article 10.5 Reimbursable Expenses, item (e);**

DELETE the item (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, article 6.2.7, item (e);**

DELETE the item (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;”.
- 4. In Section 6, Standard Form of Contract, Annex A - Basis of Payment, item 4. Reimbursable Expenses, sub-paragraph e);**

DELETE the sub-paragraph e) below in its entirety:

“(e) Third Parties costs- labour and materials”.
- 5. In Section 6, Standard Form of Contract, Annex A - Basis of Payment, item 4. Reimbursable Expenses, sub-paragraph f);**

REPLACE “Sub-Total- f)” **BY** “Sub-Total- e)”.

B. QUESTIONS AND ANSWERS

Question 1	Is a Non- governmental Organization (NGO) eligible to participate?
Answer 1	<p>Any NGO, alone or in consortium or joint venture, that complies with the terms of the Request for Proposals (RFP) could submit a bid.</p> <p>Please refer to <i>Section 1. Instructions to Bidders</i>, under Definitions (d).</p> <p><i>“(d) “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>And also, please refer to <i>Section 1. Instructions to Bidders</i>, article 4. Bidders, paragraph 4.3.</p> <p><i>“4.3 Bidders must be eligible to participate in this RFP process.</i></p> <ul style="list-style-type: none"> (a) <i>A Bidder is eligible to participate in this RFP process if it, including each Member if a proposal is submitted by a consortium or joint venture, has the legal capacity to contract.</i> (b) <i>A Bidder, including each Member if a proposal is submitted by a consortium or joint venture, is not eligible to participate in this RFP process if it is a government entity or a government-owned enterprise.</i> (c) <i>Government officials and/ or civil servants are not eligible to bid.”</i>
Question 2	Can a Non- governmental Organization (NGO) and local private company form partnership for the services?
Answer 2	It is up to the Bidder to decide whether he wishes to form a consortium or not. Also, please refer to Answer 1 above.
Question 3	Are staff add on process acceptable? In fact, can a bidder propose only the key staff of the project which might be the Project Manager?
Answer 3	<p>Please refer to <i>Section 1. Instructions to Bidders</i>, article 9.8 and 9.9 - Content Presentation.</p> <p><i>“9.8 Only one curriculum vitae (CV) can be submitted for each Personnel position, using TECH-6: Personnel. DFATD will not consider any additional CVs in the Proposal evaluation.</i></p> <p><i>9.9 Bidders are not required to identify Technical Specialists as part of their technical proposals. DFATD will not consider the CV of any Technical Specialist submitted by Bidders in its evaluation of Proposals.”</i></p> <p>Also, please refer to article 10. Financial Proposals, paragraph 10.3.</p> <p><i>“The Bidder is not to add positions to FIN-1. Should the Bidder include any position other than those identified by DFATD, they will be deemed not included in the Bidder’s financial proposal. The costs associated with these positions will not be taken into consideration in the financial evaluation nor will they be included in the resulting Contract.”</i></p>

Question 4	Are vehicles tax exempt?
Answer 4	As per the provisions of <i>Section 1 - Instructions to Bidders</i> , article 10. Financial Proposals, paragraph 10.11 Taxes. "10.11 All other taxes, including but not limited to Local Taxes, must be included by the Bidders in the price." Therefore, DFATD cannot guarantee any tax exemption resulting from the Contract.
Question 5	Will the Consultant be required to sign a Memorandum of Understanding (MOU) with the Government of Bangladesh?
Answer 5	No, it is not the responsibility of the Consultant to sign an agreement with the Government of Bangladesh.
Question 6	Is bank guarantee allowed as a form of performance security?
Answer 6	Please refer to <i>Section 1 - Instructions to Bidders</i> , article 13. Performance Security, paragraph 13.1. "13.1 To guarantee the Consultant's performance, the Consultant or any Member of a consortium or joint venture will be required to provide performance security as follows: <i>Within 28 Days of the signature of the Contract, an ISLC in the amount of 5% of the total contract value of the Fees, maximum Administrative Mark-up costs and Service Costs issued or confirmed by an Approved Financial Institution. DFATD reserves the right to validate the presented confirmation. An ISLC must be in Canadian dollars. All costs related to the issuance of the ISLC, maintenance and/or confirmation by the Approved Financial Institution will be at the Consultant's own expense. The ISLC remains valid until 6 months after the expiration of the resultant contract.</i> "
Question 7	Can a form of the Irrevocable Standby Letter of Credit (ISLC) be provided to us?
Answer 7	No, this could be different from each Financial Institution. Please refer to <i>Section 6 – Standard Form of Contract</i> , article 6.5 Irrevocable Standby Letter of Credit (ISLC) and article 6.6 ISLC requirement.
Question 8	Is holdback allowed as a form of performance security?
Answer 8	No, please refer to Answer 6 above.
Question 9	Shall Value added Tax (VAT) be included in the price?
Answer 9	As per the provisions of <i>Section 1 - Instructions to Bidders</i> , article 10. Financial Proposals, paragraph 10.11 Taxes. "10.11 All other taxes, including but not limited to Local Taxes, must be included by the Bidders in the price."

Question 10	Can you suggest the source of information for the bidders to estimate the foreign exchange fluctuations?
Answer 10	<p>Please refer to <i>Section 6. Standard Form of Contract</i>, article 6.4 Currency of Payment, paragraph 6.4.1.</p> <p><i>“6.4.1 Payments by DFATD to the Consultant will be made in Canadian dollars.</i></p> <p><i>Expenses incurred by the Consultant in currencies other than the Canadian dollar must be charged to DFATD in Canadian dollars using the exchange rate published by the Bank of Canada on the day the invoice is issued by the Consultant. Consequently, currency exchange risks stemming from the Consultant’s expenses are the sole responsibility of the Consultant.”</i></p>
Question 11	Is there any provision on mobilization expenses?
Answer 11	<p>Mobilization expenses, if any, should be included in the overhead. In accordance with the <i>Section 1. Instructions to Bidders</i>, paragraph 10.4.1 Fees (Form FIN-1),</p> <p>“The following cost elements must be included in the Fees:</p> <p>iii) <i>Overhead/indirect costs – means the business operating costs originating from any of the Bidder’s offices, including but not limited to the cost of office space and equipment required by FSSP Personnel to execute its mandate under the resultant Contract;”</i>.</p>
Question 12	Are there page limitations?
Answer 12	Yes, the page limitations are indicated in <i>Section 5, Evaluation Criteria</i> .
Question 13	Will the presentation be on the website?
Answer 13	Documents presented to the bidders at the Bidders’ conference on April 19, 2016 were published on Buy and Sell on April 26, 2016. Kindly refer to: https://buyandsell.gc.ca/procurement-data/tender-notice/PW-16-00728520
Question 14	We request you to please extend the bid submission date by 2 weeks from 20/May/2016 to enable us to prepare and submit a responsive bid.
Answer 14	Please, see Amendment A1 above.
Question 15	As the proposal submission date was 6 th May, 2016 and RFP closing date is 20 th May, 2016. So can we submit the proposal now, because we didn’t submit the proposal yet due to facing some challenges?
Answer 15	<p>Please refer to <i>Section 1. Instructions to Bidders</i>, article 7. Submission and Receipt of Proposals, paragraph 7.3.</p> <p><i>“7.3 Proposals must be received by DFATD no later than the RFP Closing Date.”</i></p> <p>Also, please refer to Amendment A1 above.</p>

C. ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.