

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

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

1 In **Section 4B – Specific Mandate of the Consultant, article 3. Service Requirements under paragraph 3.2. Equipment, item vii. e.;**

DELETE the item vii. e. below in its entirety:

“vii. e. video conference equipment.” distincts

B. QUESTIONS AND ANSWERS

Question 1	We are a Bangladeshi consultant. Could we participate in proposal alone as Bangladeshi bidder?
Answer 1	<p>Please refer to <i>Section 1. Instructions to Bidders</i>, article 4. Bidders, paragraph 4.3. <i>“4.3 Bidders must be eligible to participate in this RFP process.</i></p> <p>(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></p> <p>(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></p> <p>(c) <i>Government officials and/ or civil servants are not eligible to bid.”</i></p>
Question 2	If we are to hire people who have previously worked with the Program Support Unit (PSU) Bangladesh, are working with PSU Bangladesh or are planning to work with PSU Bangladesh in the future, will that be regarded as a conflict of interest?
Answer 2	<p>PSU and FSSP are two different and distincted projects; That being said former PSU employees, as any other individual, may be proposed by a Bidder under the personnel section of its proposal.</p> <p>It is up to the Bidder to determine if the hiring of former PSU employees, as any other individual will allow him to comply with the certifications provided in the form TECH-2, para 4.</p>

Question 3	For Form Tech-4 of the proposal, are bidders only allowed to provide a maximum of 2 different projects details? Do bidders have the option of including details of more than 2 relevant projects within the total of 4 pages, and will these additional projects (i.e. Project No.3 and onwards) be marked when evaluating the Bidder's Experience?
Answer 3	Please refer to Section 5. Evaluation Criteria, <i>Instructions for Bidders</i> <i>"If more projects/assignments are included in the Proposal than the number stipulated in a requirement, DFATD will only consider the specified number in order of presentation."</i>
Question 4	There are some contradictory instructions in Section 4.5 <u>and</u> FORM FIN-1 of Section 2 of the RFP. <u>Section 4.5</u> states that the consultants must provide 5 support staff under the Contract, whereas according to <u>FORM FIN-1 of Section 2</u> , the bidders must provide fee rates for six support staff (the Communications Coordinator being the addition here). Must bidders propose a Communications Coordinator and their accompanying fees as part of the proposal?
Answer 4	No, the Bidder must not propose a Communications Coordinator. Please, refer to Addendum 2 Section A. Amendment to the request for proposals (RFP), item 1 and 2.
Question 5	Will the eventual agreement between the successful bidder and the five/six support staff (Administrative Assistant, Mission and Events Coordinator, Transport Coordinator, IT Consultant, Receptionist and/or Communications Coordinator) be in the form of a Consultancy agreement or an Employment agreement?
Answer 5	FSSP Support Staff is part of FSS Personnel. Section 1. Instructions to Bidders (ITB) of the RFP, Definitions (s) define the term Personnel as <i>"an individual assigned by the Consultant to perform services under the Contract. Personnel do not include Technical Specialists procured under the Contract."</i> It is to the Bidder to determine the type of contract for his personnel.
Question 6	Section 3.2 mentions video conference equipment twice: once in part iii and again in part (e) of vii. How many video conferencing facilities must the bidders provide in total?
Answer 6	Please, see Amendment A1 above.
Question 7	Please advise the level of security that the new Company will be expected to maintain as this will have a direct bearing on the cost of operation.
Answer 7	Please refer to article 3.4 Security Requirements in <i>Section 6. Standard Form of Contract</i> .
Question 8	With regard to the RFP in subject, would the Client please consider granting 10 days extension to the closing date?
Answer 8	Yes, the closing date has been extended to May 27, 2016. Please, refer to Addendum 1 section A. Amendment to the request for proposals (RFP), item 1.

Question 9	<p>In RFP docs it is observed that 4 hard copies should be submitted to Foreign Affairs, Trade and Development Canada, Distribution and Mail Services - AAG Lester B. Pearson Building, 125 Sussex Drive, Ottawa, Ontario K1A 0G2 CANADA.</p> <p>We will be grateful if you would kindly confirm the name and contact details in Dhaka Canadian High Commission to whom we can submit the hard copies.</p>
Answer 9	<p>The Bidder should submit 4 hard copies to Foreign Affairs, Trade and Development Canada, Distribution and Mail Services - AAG Lester B. Pearson Building, 125 Sussex Drive, Ottawa, Ontario K1A 0G2 CANADA.</p> <p>DFATD will not assume any responsibility for Proposals that are addressed to a location other than the one stipulated in the RFP at paragraph 7.1 and any such Proposals will not be accepted.</p>
Question 10	<p>Section 1, sub-clause 7.7 (a) Technical Proposal, page 9 of the RFP states that the 'RFP reference number' is to be marked on the sealed envelope of technical proposal.</p> <p>We come across the reference number "SEL.: 2016-D000088-1" as seen in the header of the RFP document. Is it the RFP reference number?</p> <p><u>Please confirm</u></p>
Answer 10	<p>Yes, it is the RFP reference number.</p>
Question 11	<p>Section 2, FORM TECH-2 Certifications, Guidance to Bidders, page 23 of the RFP states to 'fill in the appropriate spaces'</p> <p>It appears that there is no such space to fill in other than that in clause 11 for Canadian Bidders, Please advise us how to complete the form?</p>
Answer 11	<p>In Section 2. Technical Proposals Standard Forms, FORM TECH-2, you have to fill out article 11.</p>
Question 12	<p>Section 5, sub-clause 1.2.5, page 69 of the RFP, it is written as 'experience working in-country in a developing Country(ies)'</p> <p>Interpretation of the words 'in-country in a developing Country (ies)' is not clear to us.</p> <p><u>Please clarify</u></p>
Answer 12	<p>The in-country experience is defined as experience in a developing country. Also see Section 5 – Evaluation Criteria, Instructions for Bidders, under Definitions - Developing Country(ies).</p>
Question 13	<p>Page 73 of the RFP says that "Average Annual Project Value will be at least \$500,000 CAD per year on average, ideally \$2,000,000 CAD per year on average or more"</p> <p>Usually we prepare our Project Description Sheet (PDS) in the USD and BDT. Could you please let us know which date's and source of currency conversion we will consider to exchange the value from USD/BDT to CAD?</p>
Answer 13	<p>DFATD uses the rate on Bank of Canada and will apply an annual average of the year in which the project started. If the Country in not listed on Bank of Canada, DFATD will use the Oanda website.</p>

Question 14	<p>For FSS Project Manager, academic qualification on page 67 states that Undergraduate degree (i.e. bachelor or equivalent): 9 points per degree, up to a maximum of 15 points</p> <p>Does it mean that if a candidate has two under-graduate degree then he/she will get full score i.e. 15 points?</p> <p><u>Please confirm</u></p>
Answer 14	Yes
Question 15	<p>For the qualification of FSS Project Coordinator on page 70 sub-point 2.2.4, it is stated that Demonstrated relevant experience developing operational documents including but not limited to: manuals, procedures or templates (2 points per relevant activity, up to a maximum of 10 points).</p> <p>We have seen here Manuals, Procedures, and Templates. We would like to seek what other attributes will be treated in this category.</p> <p><u>Please inform</u></p>
Answer 15	<p>Section 5. Evaluation Criteria, sub-requirement 2.2.4 :<i>"The bidder should demonstrate relevant experience developing operational documents including but not limited to: manuals, procedures or templates"</i>.</p> <p>DFATD is expecting the bidder to list the names of the operational documents including manuals, procedures or templates he has developed within his assignments but not limited to those types.</p>
Question 16	<p>FORM FIN-1, page 34 says that the three experts input will be required for a total of 1100 days in 5 years.</p> <p>We would like to ask their engagement slot in each year i.e. in a year how many days (and preferably from which quarter) their input will be required.</p> <p><u>Please clarify</u></p>
Answer 16	Please see Addendum 2 – Section B. Questions and Answers, Answer 1.
Question 17	As we are one of the experts HR Consulting Firm in Bangladesh who provides Talent sourcing services and HR outsourcing services to our external stakeholders in accordance with the Law of Bangladesh. But the RFP says in the page 6 that contract must be interpreted by Canadian law, where we are facing challenge.
Answer 17	<p>Section 1. article 3. Governing Law, does mention that: <i>"The RFP and any resulting Contract must be interpreted and governed, and the relations between the Parties determined by the laws in force in the province of Ontario (Canada). The Parties irrevocably and unconditionally attorn to the exclusive jurisdiction of the courts and tribunals of Canada."</i></p> <p>You will also find in the provisions of Section 4B – Specific mandate of the consultant, <i>"To implement and manage the FSSP, the Consultant must:...ii. comply with and respect locally applicable laws, regulations and practices, including those for local human resources management and local contracting (for goods and services). The Consultant must also be aware of current and planned local laws and regulations that might affect the FSSP and their ability to function in the Project Location."</i></p>

C. ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.