

**Project Title:** Procurement of Management Services, Field Support Services project in Carribean (2016-D000049-1)

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

1. **Section 5.Evaluation Criteria, DELETE Criteria #1.2, 2.2, 3.2 and REPLACE BY** the following:

**1.2 Experience: Demonstrated project management experience**

In the context of each assignment presented to demonstrate this criterion:

- a) The proposed individual should have:
- performed management duties similar to those described in Section 4B – Specific Mandate of the Consultant, sub-section 4.2 FSSP Project Manager (Barbados) ; AND,
  - worked with an International Development Assistance Stakeholder(s) or on an International Development project(s); AND,
- b) *Assignments completed on or before January 1st 2000 will NOT be considered for evaluation;* AND,
- c) The assignment should be at least three (3) months in duration.

If the Bidder does not demonstrate that the assignment satisfies elements a) to c) above, no points will be allocated to the assignment. Only assignments which satisfy elements a) to c) above should be presented in the proposed individual's form TECH-6A.

**2.2 Experience: Demonstrated office administration experience**

In the context of each assignment presented to demonstrate this criterion:

- a) The proposed individual should have performed office administration duties similar to those described in Section 4B – Specific Mandate of the Consultant, sub-section 4.3 FSSP Office Administrator (Barbados); AND,
- b) The assignment should have been carried out by the proposed individual in-country, in a Developing Country; AND,
- c) *Assignments completed on or before January 1st 2000 will NOT be considered for evaluation;* AND,
- d) The assignment should be at least three (3) months in duration.

If the Bidder does not demonstrate that the assignment satisfies elements a) to d) above, no points will be allocated to the assignment. Only assignments which satisfy elements a) to d) above should be presented in the proposed individual's form TECH-6A.

**3.2 Experience: Demonstrated experience as financial officer**

In the context of each assignment presented to demonstrate this criterion:

- a) The proposed individual should have performed financial officer duties similar to those described in Section 4B – Specific Mandate of the Consultant, sub-section 4.4 FSSP Financial Officer; AND,
- b) The assignment should have been carried out by the proposed individual in-country, in a Developing Country; AND,
- c) *Assignments completed on or before January 1st 2000 will NOT be considered for evaluation;* AND,
- d) The assignment should be at least three (3) months in duration.

If the Bidder does not demonstrate that the assignment satisfies elements a) to d) above, no points will be allocated to the assignment. Only assignments which satisfy elements a) to d) above should be presented in the proposed individual’s form TECH-6A.

**2. Section 4B, 3.1.1.1. General, DELETE i. Location REPLACE BY the following:**

- i. Location: The Office Space must be located in a secure building and environment within walking distance (**3 km**) of the High Commission of Canada located at Bishop's Court Hill, St. Michael, Barbados and includes a parking space for at least 5 vehicles;

**3. Section 4. Terms of Reference, sub-section 3.0 SERVICE REQUIREMENTS , DELETE the sentence “The Consultant must provide the following services at the levels specified:” REPLACE BY the following:**

“The Consultant must provide the following services at the levels specified **no later than 60 days** from the effective date of Contract.”

**B. QUESTIONS AND ANSWERS**

<b>Q.1</b>	What is the total financial envelope available for the Caribbean FSS over the 5 year duration of the contract?
<b>A.1</b>	The total financial envelope available for the Caribbean FSS over the 5 year duration of the contract will depend on the value of the winning proposal.
<b>Q.2</b>	What are the positions are to be technically evaluated?
<b>A.2</b>	Only 3 positions in Barbados (FSSP Project Manager, FSSP Office Administrator and FSSP Financial Officer) will be technically evaluated. Only one CV per position, totaling 3 CVs shall be included in the Technical Proposal. CV for the rest of the positions are not required, although the positions shall be priced in FIN-1.
<b>Q.3</b>	Do you require transportation services in Barbados?

<b>A.3</b>	There is no transportation services required in Barbados. Transportation services requirement only exists for Guyana and Jamaica.
<b>Q.4</b>	Will we be excluded from the future opportunities with other development partners due to the Conflict of Interest clause in the RFP?
<b>A.4</b>	<p>It is not up to our Ministry to pronounce ourselves on the eligibility rules of other donors. The resulting contract will bind the consultant and DFATD only.</p> <p>There is no exclusivity requirement associated with the resulting contract. For more details, please refer to the provisions of Section 6 - Standard Form of Contract, Article 1.12 - Conflict of Interest which describes the Consultant's obligations with respect to conflicts of interest.</p>
<b>Q.5</b>	In the RFP, it is stated that the Office space must be located in a secure building and environment within walking distance (5km) of the High Commission of Canada. Can you reconfirm the acceptable distance?
<b>A.5</b>	Please see the amendment#2
<b>Q.6</b>	Do you require work stations in Barbados? If yes, how many?
<b>A.6</b>	There is no requirement for work stations in Barbados.
<b>Q.7</b>	In the RFP, the contract effectiveness date is the signing date of the contract. Expectations of immediate provision of the services under the contract are not realistic especially as it relates to the office, equipment and transportation which require some time to mobilize. Is there a way to address this reality in the definition of contract effectiveness date?
<b>A.7</b>	Please see the amendment#3
<b>Q.8</b>	Would Global Affairs Canada consider modifying the scope of the "Project Region" to include Haiti? In the Field Support Services RFP for Haiti, the relevant project region was considered to be all of the "Latin American and Caribbean" region, including Barbados and Jamaica. We would request that this standard regarding what constitutes the "Caribbean region" is also applied to RFP 2016-D000049-1.
<b>A.8</b>	For the purposes of this RFP, Haiti is not part of the Project Region.

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