

Project Title: Procurement of Management Services, Field Support Services project in West Bank and Gaza (2017-D000020-1)

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

This addendum 4 does not provide any changes to the RFP SEL: 2017-D000020-1.

B. QUESTIONS AND ANSWERS

Question 1	Can the Bidder be constituted of 2 companies?
Answer 1	<p>Yes, the Bidder can be a consortium made up of two (2) companies.</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 under clause 4. Bidder, paragraph 4.2</p> <p><i>“4.2 All Members of a consortium or joint venture must sign the resulting Contract and will be jointly and severally liable and responsible for the fulfillment and execution of any and all of the obligations of the resulting Contract.”</i></p>
Question 2	Is there a ceiling on the contract value?
Answer 2	Although there is an approved project budget, there is no fixed ceiling on the contract value. The bidders are advised to offer competitive price to increase chances of their success.

Question 3	<p>With respect to the Technical Specialists:</p> <ul style="list-style-type: none"> i) Who will identify the requirements? ii) Which sectors of expertise are expected? iii) Who will be responsible for the quality of their services?
Answer 3	<ul style="list-style-type: none"> i) The need for the technical specialists will be determined by DFATD and that might include the duration of the assignment, level of effort required (full-time, part-time) as well as the sector of expertise. ii) The program will require expertise in the following sectors: empowerment of women and girls, environment and climate change, clean sustainable economic growth including agriculture, and Gaza programming. These positions are expected to be part-time, although the Gaza specialist may require more hours once the fund for local initiatives is operational. Given that DFATD's development program sectors of focus can change over time, there may be a need to add or subtract technical specialists as the program evolves. Other potential sectors of expertise are listed in <i>Section 4-B Specific Mandate of the Consultant</i> under paragraph 4.4 Technical Specialists. iii) As stated under the second paragraph of <i>Section 4-B Specific Mandate of the Consultant</i>, paragraph 2.2 b. <i>Quality assurance</i>: <i>"(...) The Consultant is not responsible for the quality of deliverables produced by Technical Specialists. The Consultant's primary responsibility is to ensure fair and transparent procurement of such specialists and subsequent contract administration."</i>
Question 4	<p>On what portion of the Contract the Local Taxes will be applicable?</p>
Answer 4	<p>The Bidder is to determine which Local Taxes and on what portion of the Contract they are applicable. For the purposes of submitting their financial proposals, bidders must ensure that the Local Taxes are included in the price. Please refer to <i>Section 1. Instructions to Bidders</i>, paragraph 10.11.</p> <p>"10.11 All other taxes, including but not limited to Local Taxes, must be included by the Bidders in the price."</p>
Question 5	<p>Will the bank account for the project be under the Consultant's name or under DFATD's?</p>
Answer 5	<p>The bank accounts for the project will be the property and responsibility of the Consultant.</p>
Question 6	<p>Could you provide the Bidders with the TECH and FIN forms in WORD format?</p>
Answer 6	<p>Yes, please see Annex A attached.</p>

Question 7	How long will it take before Contract signature?
Answer 7	<p>We anticipate completing the evaluation and awarding a contract within the period of Proposal Validity. Please refer to <i>Section 1. Instructions to Bidders</i>, paragraph 5.1 Proposal Validity.</p> <p><i>“5.1 Proposals must remain valid and open for acceptance for the period of 180 Days after the RFP Closing Date.”</i></p> <p>Shall additional time be required; DFATD reserves the right to ask the Bidder for extension beyond the 180 Days.</p>
Question 8	Must an individual obtain all necessary local registration before submitting its proposal?
Answer 8	<p>Capacity to operate in the Recipient country and in the Project location shall be demonstrated before contract award but not necessarily at the time of the proposal submission. Please refer to <i>Section 1. Instructions to Bidders</i>, paragraph 14.1 d).</p> <p><i>“14.1 (d) Capacity to Operate in the Recipient Country and in the Project Location</i></p> <p><i>The Bidder must have the capacity to operate in the Recipient Country and in the Project Location for the purpose of providing the Services, including all permits, license, regulatory approvals and certificates required to perform the Services.”</i></p>
Question 9	Do we need to obtain a PBN?
Answer 9	Yes, but the Bidders are not required to have a Procurement Business Number (PBN) at the RFP Closing Date. Please refer to answer to Question 1 of the Addendum # 3.
Question 10	<p>Location of the Consultant: Reference to <u>clause 2.2 Project Location</u>, for logistical purposes, the FSSP Consultant will be based in the West Bank. Point 5 <i>“FSSP Organizational Chart”</i>, of <u>section 4B – Specific Mandate of the Consultant</u>, clarifies that the Project Manager is the person who has direct relationship with DFATD, and the Project Coordinator has direct relationship with the Project Manager. Our main office is located in the West Bank and we will propose a Project Manager from the West Bank. Can therefore the Project Coordinator be from Gaza?</p>
Answer 10	No, the Project Manager and Project Coordinator will be expected to travel to Gaza from time to time, to perform the duties but are expected to rely on technical specialist based in Gaza to be contracted. Please refer to answer to Question 5 of the Addendum # 3.

Question 11	Evaluation and/or audit of initiatives: Reference to the scope of services of the consultant, specifically point 2.1.5 of <u>section 4B – Specific Mandate of the Consultant</u> , the Consultant is responsible for coordination monitoring, evaluations and/or audit of initiatives. Are the costs of such evaluations or audits to be tolerated by the Consultant, or will such expenses be part of the technical expertise required from Technical Specialists?
Answer 11	It is envisioned that coordination of monitoring, evaluations and/or audit of initiatives is the direct service provided by the Consultant. However monitoring, evaluations and/or audit of initiatives may be undertaken by Technical Specialists.
Question 12	The maximum number of pages allowed for form TECH 5 is 8 pages according to the evaluation grid on page 63. Is the bidder allowed to add annexes to this TECH 5? Annexes could be in the form of charts.
Answer 12	No, as indicated in Section 5, <i>Evaluation Criteria</i> , the page limitation for Form Tech-5 is 8 pages.
Question 13	The term client has not been defined in the Instructions to Bidders. Whenever the term client is used in the RFP, does this mean DFATD?
Answer 13	The term client means DFATD or any parties designated by DFATD.
Question 14	The last addendum you posted on Buy and Sell was the second addendum dated February 27, 2017. Since you have not yet posted a new addendum, would it be possible to ask for one week extension of the RFP closing date?
Answer 14	No.

C. ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.