

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) :

- 1) **Section 1. Instructions to Bidders, clause 10. Financial Proposals, sub-paragraph 10.12 is replaced with:**

“The cost of the Contract is comprised of the total Fees, Remuneration of Technical Specialists, Administrative Mark-up cost, disbursements from the envelop for the local development initiatives and Reimbursable Expenses and Applicable Canadian Taxes, paid by DFATD for the provision of Services.”

B. QUESTIONS AND ANSWERS

Question 1	Being outside Canada, do we have to register and have a Business Number (BN)?
Answer 1	<p>Yes, but the Bidders are not required to have a Procurement Business Number (PBN) at the RFP Closing Date. However, obtaining a PBN is a condition of contract award, as stated in <i>Section 1. Instructions to Bidders (ITB)</i>, paragraph 14.1 (b) Procurement Business Number.</p> <p><i>“Bidders must have a Procurement Business Number. Bidders must register for a Procurement Business Number in the Supplier Registration Information service online at the following website: https://srisupplier.contractsCanada.gc.ca/. In the case of a consortium or joint venture, the consortium or joint venture as a whole does not require a Procurement Business Number but each Member must have a Procurement Business Number.”</i></p> <p>As such, the selected Bidder must obtain a PBN before being awarded the Contract. Upon request by the Department of Foreign Affairs, Trade and Development (DFATD), the Bidder must provide, within the timeframe stated by DFATD, documentation to support compliance.</p> <p>To obtain a PBN, the Bidder should first obtain a Business Number from the Canada Revenue Agency (CRA) by filling form RC1, available at: http://www.cra-arc.gc.ca/E/pbg/tf/rc1/README.html. CRA’s non-resident help lines are listed at: http://www.cra-arc.gc.ca/cntct/gsthstnrs/menu-eng.html.</p> <p>For any further inquiries regarding PBNs, please contact Public Works and Government Services Canada’s help line (1-800-811-1148).</p>
Question 2	<p>a) Is it possible to submit the proposal at the Canadian Representative Office in Ramallah?</p> <p>b) I want to ask about the final day of submitting the proposal, and what is your address in Gaza?</p>
Answer 2	<p>a) & b) No, as per the provisions of <i>Section 1, Instructions to Bidders (ITB)</i>, only the proposals received to the DFATD address in Canada as indicated in paragraph 7.1 will be considered.</p> <p>b) The RFP Closing Date is March 27, 2017 at 14:00, Eastern Daylight Saving Time (EDT). Please refer to the front page of the Request for Proposals (RFP) and Addendum #1.</p>

Question 3	Is the Quebec Sales Taxes (QST) number applicable to non-governmental organizations operating in Palestine who intend to submit a bid?
Answer 3	<p>It is the responsibility of the Consultant to determine the applicability of the Quebec Sales Taxes as per <i>Section 6. Standard Form of Contract</i> under paragraph 6.1.6 and provide QST number, if available. QST will be identified in the contract, if applicable.</p> <p>This will be determine at Contract stage and should not influence your financial proposal.</p>
Question 4	The envelope for the local development initiative is not part of the “cost of the contract” – clause 10.12 - of the <i>Section 1, Instruction to Bidders</i> . However the consultant will be advanced funds against cash flow projections to a separate bank account. On what basis will the Consultant receive the funds if this envelope is not part of the contract cost?
Answer 4	<p>The total contract value should include local development initiative envelope therefore <i>Section 1. Instructions to Bidders (ITB)</i>, paragraph 10.12 is amended. Please see Amendment A.1 above. Please also refer to the provisions of <i>Section 6. Standard Form of Contract</i>, clause 6.2 Basis of Payment and 6.7 - Mode of Billing and Payment under sub-paragraph 6.7.2.</p> <p>For the purpose of the financial evaluation only the total cost of fees and administrative mark-up cost will be considered. Please refer to <i>Section 1. Instructions to Bidders (ITB)</i>, paragraph 11.9.</p>
Question 5	<p>i) The envelope for the local development initiative will be used for small scale development projects in West Bank and in Gaza. The consultant therefore is expected to identify Technical Specialists in Gaza when the need arises as well as supervise the implementation of such initiatives after being selected. The tender document allows for only two team members; 1) <i>Project Manager</i>, and 2) <i>Project Coordinator</i>. In that sense:</p> <p>a) Do you expect that these same two team members will travel to Gaza to undertake their duties in Gaza? Or</p> <p>b) Since the bidder is not allowed to add positions to FIN-1, shall the bidder add the cost of a Gaza Project Coordinator into the cost of the main Project Coordinator position in Fin-1? Or</p> <p>c) Can the Project Coordinator position be divided into 2 positions; one for Gaza and one for West Bank, keeping the same Level of Effort indicated in the tender?</p> <p>ii) Can the team consist of more than a project manager and project coordinator? For example can a team of 4 work on this project instead of 2?</p>

<p>Answer 5</p>	<p>i) a) 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. One of these specialists is a Gaza project monitor, who should be based in Gaza, and will assist the Project Coordinator in the selection and monitoring of local initiative projects in Gaza, as well as with all other DFATD-funded projects in Gaza.</p> <p>b) Any overhead/indirect costs must be included in the all-inclusive fees. Please refer to the provisions of <i>Section 1. Instructions to Bidders (ITB)</i> under clause 10. Financial Proposals, sub-paragraph 10.4.1 iii) - Fees (Form FIN-1).</p> <p><i>“iii) 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> <p>c) No, the Project Coordinator position cannot be divided into 2 positions, however, the contract of the Gaza monitor technical specialist can/should include responsibility for assisting the Project Coordinator in the selection and monitoring of local initiatives. Please refer to the provisions of <i>Section 1. Instructions to Bidders</i> under paragraph 10.3 - Pricing Basis.</p> <p><i>“10.3 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> <p>ii) No, the Department of Foreign Affairs, Trade and Development (DFATD) is looking for a team of two (2) people for the implementation of this project. Please also refer to <i>Section 1. Instructions to Bidders</i>, under paragraph 9.8 Content presentation</p> <p><i>“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>and also under clause 10. Financial proposals.</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>
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Question 6	The Consultant shall provide a set of logistical and administrative services for which employees are needed. Do you expect the bidder to add such costs to the cost of the Project Manager and the Project Coordinator?
Answer 6	<p>The obligations of the Consultant are described under <i>Section 4-B Specific Mandate of the Consultant</i> under paragraph 2.1 Description of Services, the logistical and administrative services will be provided by the Project Manager and the Project Coordinator as listed under paragraph 4.2 Project Manager and 4.3 Project Coordinator.</p> <p>Bidders must submit their financial proposals in accordance with the FIN forms and the pricing basis described under <i>Section 1. Instructions to Bidders</i> under clause 10 Financial Proposals.</p>
Question 7	Can consulting firms apply on this bid, or you are only looking for individual consultants?
Answer 7	<p>The RFP is open to all eligible bidders.</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>, clause 4. Bidders under paragraph 4.3.</p> <p><i>“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> <p>Please note that the Bidder should demonstrate his experience as part of the technical proposal. Please refer to <i>Section 5 - Evaluation Criteria</i>.</p>
Question 8	Can you give us a more detailed description of what will be the daily activity and the milestone required through the project for the consultants?
Answer 8	<p>Services to be delivered by the Consultant for the Field Support Services Project are described under <i>Section 4. Terms of Reference</i>, more specifically under <i>Section 4B – Specific Mandate of the Consultant</i>, that includes timelines for submission of reports to DFATD. Additional milestones, such as reporting milestones for Technical Specialists, will be identified by the Consultant, in the Annual Work Plan following consultation with DFATD.</p>

Question 9	Can we assume that this project is time based not milestone based? How will the payment structures be, I mean how will our firm be reimbursed for the work on the project, monthly bases, quarterly bases?
Answer 9	<p>The Consultant will be paid for services rendered on a time basis for the Fees of the Personnel. The basis of payment for the Fees of Personnel and other cost categories is described in <i>Section 6. Standard Form of Contract</i>, under paragraph 6.2 Basis of payment.</p> <p>DFATD will pay the Consultant not more often than once per month. Please refer to <i>Section 6. Standard Form of Contract</i>, under paragraph 6.7 Mode of Billing and Payment.</p>
Question 10	How will our work be assessed?
Answer 10	<p>The consultant will be responsible to provide the services specified in <i>Section 4, Terms of Reference</i> and to meet its obligations under the Contract.</p> <p>Performance of the Consultant will be assessed based on these two elements. This includes but not limited to the delivery, the quality and the timeliness of the Services.</p> <p>Please refer to <i>Section 6. Standard Form of Contract</i>, under clause 1.1 Definitions, item (bb) Services, paragraph 2.4 Acceptance of Deliverables, sub-paragraph 2.4.2 and paragraph 2.5 Time of the essence, sub-paragraph 2.5.1 and to <i>Section 4. Terms of Reference, 4-B Specific Mandate of the Consultant</i>, sub-paragraph 2.2 b) Quality assurance.</p> <p><i>“(bb) “Services” means everything that has to be delivered or performed by the Consultant to meet its obligations under the Contract, including everything specified in Section 4, Terms of Reference.</i></p> <p><i>2.4.2 All Services rendered under the Contract must, at the time of acceptance, conform to the requirements of the Contract. If the Consultant is required to correct or replace the Services or any part of the Services, it must be at no cost to DFATD.</i></p> <p><i>2.5.1 The Services must be performed within or at the time stated in the Contract and in accordance with Annex B, Terms of Reference.”</i></p> <p><u>AND</u></p> <p>in <i>Section 4-B Specific Mandate of the Consultant</i>, sub-paragraph 2.2 b) Quality assurance.</p> <p><i>“b. Quality assurance</i></p> <p><i>The Consultant is responsible for systematic monitoring and assessment of the various services rendered under the FSSP and must ensure that services are performed in accordance with DFATD’s acceptable quality standards and with the contract requirement.</i></p> <p><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></p>

Question 11	a) Can the team be based in Jordan or Gaza and commute on weekly bases to the West Bank? b) Do we have choice on the location of the office, West Bank or Gaza, or do we have to have office in both the West Bank and Gaza? c) Can the project manager be located in Gaza and the Coordinator in the West Bank and vice versa?
Answer 11	No, the FSSP Consultant office must be based in the West Bank. The Project Manager and Project Coordinator must also be located in the West Bank. Please refer to <i>Section 4A- Project Description</i> , under sub-paragraph 2.2 Project location. <i>“2.2 Project location</i> <i>For logistical purposes, the FSSP Consultant will be based in the West Bank to ensure its proximity to the Representative Office of Canada in Ramallah. It may be located in an office building or in the Consultant’s home office. Project activities will be implemented throughout West Bank and Gaza.”</i>

C. ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.