

Project Title: Renewable Energy Program in Jordan

A. AMENDMENT TO THE RFP

1 At the *Instructions to Bidders, Data Sheet, Paragraph Reference, Definitions (ff)*:

REMOVE:

“The RFP Closing Date is June 13, 2018 at 14:00 hrs, Eastern Daylight Saving Time (EDT) (RFP Closing Date)”

REPLACE WITH:

“The RFP Closing Date is June 22, 2018 at 2:00 PM, Eastern Daylight Saving Time (EDT) (RFP Closing Date)”

B. QUESTIONS AND ANSWERS:

<p>Question 1</p>	<ul style="list-style-type: none"> In reference to the above mentioned subject (RFP SEL: 2018-D-002296-1 Renewable Energy Program Monitor in Jordan), could you please explain more about the needed scope? Are you looking for Renewable Energy consultants or looking for a list of suppliers?
<p>Answer 1</p>	<ul style="list-style-type: none"> Bidders should consult the Terms of Reference in Section 4 of the RFP for more details.
<p>Question 2</p>	<ul style="list-style-type: none"> Regarding the above-mentioned RFP, could you please confirm if a firm can submit a proposal for this monitoring mandate if they have participated as a sub-consultant for the implementation of a small component within the project.
<p>Answer 2</p>	<ul style="list-style-type: none"> By signing and submitting Form TECH 2 – Certifications with their proposal, bidders are certifying that they are not in a position of conflict of interest or have an unfair advantage. It is within DFATD's sole discretion to determine whether a conflict of interest, an appearance of conflict of interest or unfair advantage exists.
<p>Question 3</p>	<ul style="list-style-type: none"> In the “Use of Forms” section under Section 5: Evaluation Criteria, it sets out that Tech 4A is the CV for the proposed individual – while I don't see a specific form in the bid document for 4A, there is a form

	<p>TECH 6A that asks for the Curriculum Vitae for Proposed Personnel. Is filling out the TECH 6A sufficient?</p> <p>Further, in the "Use of Forms" paragraph it speaks to TECH 4B1 and TECH 4B2. In the forms provided TECH 4 asks for "Bidders Experience" and does not include a 4B1 or 4B2. Should I simply separate the experience given into these two criteria camps and create TECH - 4B1 and TECH - 4B2 headers for them?</p>
Answer 3	<ul style="list-style-type: none"> The correct forms have been provided please refer to https://buyandsell.gc.ca for attachments.
Question 4	<ul style="list-style-type: none"> What level of Security Clearance is required for the bidder? (Reliability status, Level 1, Level 2 or Level 3)?
Answer 4	<ul style="list-style-type: none"> As per Section 1 – Instructions to Bidders clause 13.1 (c) of the RFP, there is no security clearance required for this RFP.
Question 5	<ul style="list-style-type: none"> Should the contract template (page 64 to 104 including General Conditions of Contract and Special Conditions (SC) of Contract) be signed and submitted as well? (or it can be done in later stages).
Answer 5	<ul style="list-style-type: none"> The resulting contract will be completed at a later stage with the successful bidder.
Question 6	<ul style="list-style-type: none"> Does the consultant need to be registered in Jordan?
Answer 6	<ul style="list-style-type: none"> The consultant does not need to be registered in Jordan but must abide by local laws of the recipient country during the contract period of the contract.

Question 7	<ul style="list-style-type: none"> • Can I participate and apply for positions in the RFP? Should I provide my resume?
Answer 7	<ul style="list-style-type: none"> • All bidders must abide by the instructions of the RFP and proposals should be submitted as per the instructions of the RFP.
Question 8	<ul style="list-style-type: none"> • Is it possible to waiver the General Commercial Insurance for not less than CAD 2,000,000; as per the ToR SC3.3 and 13.1(d) - Instruction to Bidders?; especially as there is a 10% Performance Guarantee retention on the total fee as per article 6.4.1 (p.p. 92), If No: <ul style="list-style-type: none"> a) Can the cost of the insurance be considered as reimbursable expenses; and included in Form FIN-3 item 6?
Answer 8	<ul style="list-style-type: none"> • No, bidders must provide proof of insurance as per Section 1 – Instructions to Bidders clause 13.1 (d). <ul style="list-style-type: none"> a) Bidders should refer to clause 10.7 in Section 1 – Instructions to Bidders.
Question 9	<ul style="list-style-type: none"> • I recently have established a consultancy services company. Can I use my personal technical experience as a part of the company's portfolio, that is, include my personal experience in the technical forms and get full credit for that?
Anwer 9	<ul style="list-style-type: none"> • All bidders must abide by the instructions and criteria of the RFP and proposals should be submitted as per the instructions of the RFP.
Question 10	<ul style="list-style-type: none"> • Based on what are you going to rate the proposals? Does the consultant need to be registered in Jordan? Is there a set of local conditions that Global affairs is looking for or does the consultant bring the best fit?
Answer 10	<ul style="list-style-type: none"> • All bidders must abide by the instructions and criteria of the RFP and proposals should be submitted as per the instructions of the RFP.

Question 11	<ul style="list-style-type: none"> While preparing my RFP package I noticed the following mandatory requirement clause: "The Bidder's Proposed Individual must have at least an Engineering Bachelor degree in a relevant field of study to the scope of work (Energy, Renewable Energy/Energy Efficiency, Environment, Environmental Science and Technology) from a recognized university." <p>Considering I have Bachelor of Commerce from a Canadian university, would this still make my application non-compliant?</p>
Answer 11	<ul style="list-style-type: none"> All bidders must meet the criteria requested in the RFP as per Section 1 – Instruction to Bidders clause 11.6.
Question 12	<ul style="list-style-type: none"> Would an electronic submission of the RFP be acceptable?
Answer 12	<ul style="list-style-type: none"> Bidders should refer to clause 7.4 in Section 1 – Instruction to bidders.
Question 13	<ul style="list-style-type: none"> Do we have to resubmit the package again with the addendums, or do we only need to submit the addendum?
Answer 13	<ul style="list-style-type: none"> It is to the discretion of the bidder, it is their responsibility to provide proof that they meet the requirements being requested in the RFP including addendums.

C. MISSING FORMS

In Section 1 – Instruction to Bidders

DELETE:

In Section 1 – Instructions to Bidders

- 1) Clause 9.5
- 2) Clause 11.12

INSERT:

Section 1 – Instructions to Bidders

9.5 In addition to TECH-1, TECH-2 and TECH-3, Bidders are requested to submit the Standard Forms (Section 2 of this RFP) as part of their technical proposal:

- (i) TECH-4: Proposed Individual;
TECH-4A: Curriculum Vitae for Proposed Individual;
- (ii) TECH-4B1: Demonstration of Proposed Individual’s Monitoring Capabilities;
- (iii) TECH-4B2: Demonstration of Proposed Individual’s Technical Capabilities;
- (iv) TECH-5: Methodology;
- (v) TECH-6B: Commitment to Participate in the Project.

11.12 Where Form TECH-4A, 4B1 or 4B2, where applicable, is not provided with the Proposal, DFATD will, in its evaluation, treat the Proposal as though there was no one identified to carry out that specific element of the project. Where Form TECH-6B, where applicable, is not provided with the Proposal or is improperly completed, DFATD will request corrections and/or completion from the Bidder. Bidders must submit the completed TECH-6B within the timeframe specified in the notification. If the completed TECH-6B is not submitted within the specified timeframe, DFATD will treat the Proposal as though there was no one identified to carry out that specific element of the project. In this paragraph, “improperly completed” means:

- (a) There are one or more fields that are not completed; or
- (b) TECH-6B is not signed by the individual.

In Section 2 - Technical Proposal - Standard Forms

DELETE:

- FORM TECH-6A Curriculum Vitae for Proposed Personnel
- FORM TECH- 6C Description of Years of Experience

INSERT:

- FORM TECH- 4 - PROPOSED INDIVIDUAL
FORM TECH-4A - CURRICULUM VITAE FOR PROPOSED INDIVIDUAL
- FORM TECH- 4B1 - DEMONSTRATION OF PROPOSED INDIVIDUAL’S MONITORING
CAPABILITIES
- FORM TECH- 4B2 - DEMONSTRATION OF PROPOSED INDIVIDUAL’S TECHNICAL
CAPABILITIES

**ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION
REMAIN UNCHANGED.**