

Project Title: Field Support Services Project in the Democratic Republic of Congo (2021-P0009619-1)

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

1. On the Page 1 of the RFP, RFP Closing Date:

DELETE

“2021-08-23”

INSERT

“2021-09-07”

2. At Annex 1 – Bidders Checklist, 1. Mandatory Procedural Requirements, row 7:

DELETE

“No information related to Fees or Service Costs appears in the technical proposal.”

INSERT

“No information related to Fees appears in the technical proposal.”

3. At Annex 1 – Bidders Checklist, 2. Other Requirements, Financial Proposal, row 2:

DELETE

“Has the Bidder provided estimated Service Costs to be incurred in the realization of the project in Canada and in the Recipient Country by filling in the form Table 2 of Part 5?”

4. At Part 4 – Technical Evaluation, 4.5 Technical Evaluation Criteria, R1 - FSS Project Manager (Kinshasa):

DELETE

“Maximum 5 pages.”

INSERT

“Maximum 6 pages.”

5. At Part 4 – Technical Evaluation, 4.5 Technical Evaluation Criteria, R2 - FSS Administration and Finance Officer (Kinshasa)

DELETE

“Maximum 3 pages.”

INSERT

“Maximum 4 pages.”

6. At Part 4 – Technical Evaluation, 4.5 Technical Evaluation Criteria, R3 - FSS Gender Equality Specialist (Kinshasa)”

DELETE

“Maximum 3 pages.”

INSERT

“Maximum 4 pages.”

7. At Part 4 – Technical Evaluation, 4.5 Technical Evaluation Criteria, R4 - Experience Providing Services similar to the FSS:

DELETE

“Maximum 2 pages per project for a total of 4 pages.”

INSERT

“Maximum 3 pages per project for a total of 6 pages.”

8. At Part 4 – Technical Evaluation, 4.5 Technical Evaluation Criteria, R5 - Proposed Methodology:

DELETE

“Maximum 8 pages”

INSERT

“Maximum 9 pages”

9. At Part 5 – Financial Evaluation, 5.1.2 Scoring:

DELETE

“Fees and Service Costs will be considered in the financial evaluation. If specified under 5.2.4 below, the reimbursable expenses will be evaluated as part of the financial proposal.”

INSERT

“Fees will be considered in the financial evaluation. If specified under 5.2.4 below, the reimbursable expenses will be evaluated as part of the financial proposal.”

10. At Part 5 – Financial Evaluation, 5.2.1 Available Funding :

DELETE the currently table in its entirety

INSERT

Maximum available funding for the resulting Contract , excluding Applicable Taxes	6,940,000 CAD\$
Estimated financial envelope for Fees and Services Costs , excluding Applicable Taxes.	2,800,000 CAD\$
Estimated financial envelope for Technical Specialists Fees , excluding Applicable Taxes.	2,400,000 CAD\$
Estimated financial envelope for Reimbursable Expenses , excluding Applicable Taxes.	1 040 000 CAD\$
Estimated financial envelope for Local Development Initiatives (LDI) , excluding Applicable Taxes	500,000 CAD\$
Estimated financial envelope for Services Costs , excluding Applicable Taxes.	200,000 CAD\$

11. At Part 5 – Financial Evaluation, 5.2.5 Preparation:

DELETE the paragraph in its entirety

INSERT

“All information related to Fees will be considered in the financial evaluation and must only appear in the financial proposal. The financial proposal must be prepared using the information requested in the tables in 5.6 below. If a Bidder does not submit its financial proposal or does not comply with the provisions of paragraph 5.3, Pricing Basis, the Proposal will be rejected.”

12. At Part 5 – Financial Evaluation, 5.3.5 Provision for Multi-year Contracts:

DELETE the paragraph in its entirety

INSERT

“The Fees must be expressed as Firm All-Inclusive Per Diem Fee and Firm all-inclusive monthly Service Costs by year (i.e. Year 1, Year 2, Year 3, etc.).

The Cost of Personnel – Fees for Personnel Positions Identified by DFATD, is calculated by multiplying the average Firm All-Inclusive Per Diem Fee for the proposed individual and the level of effort expressed in person-days for the position occupied by such individual in accordance with paragraph 5.6, Table 1.

If the Personnel is added after Contract award, the Contractor must propose fixed annual fees for the remaining Contract period.”

13. At Part 5 – Financial Evaluation, 5.3.11 Irrevocable Standby Letter of Credit (ISLC):

DELETE

“5% of the total value of the Fees and Service Costs”

INSERT

“5% of the total value of the Fees”

14. At Part 5 – Financial Evaluation, 5.4.2 Service Costs:

DELETE this section in its entirety

15. At Part 5 – Financial Evaluation, 5.6 Financial Tables, Table 2 – Service Costs:

DELETE Table 2 in its entirety

INSERT

Table 2 – Summary of Total Cost

Tables	Sub-total Amounts (CAD\$)
Table 1 – Fees for Personnel Positions Identified by DFATD	
Total of the Financial Proposal Cost (exclusive of Applicable Taxes)	\$
Total Estimated Taxes	\$

16. At Part 5 – Financial Evaluation, 5.6 Financial Tables, Table 3 – Summary of Total Cost:

DELETE Table 3 in its entirety

17. At Part 8 – Resulting Contract, Appendix A – Financial Tables:

DELETE the Appendix in its entirety

INSERT

Appendix A – Financial Tables

To be completed as per the Bidder’s financial proposal

Table 1 – Cost of Personnel – Fees for Personnel Positions Identified by DFATD

Personnel Resource Name	Personnel Position	Firm All-Inclusive Per Diem Fee (CAD\$)					LOE Estimated by DFATD (person-days) (for evaluation purposes only)	Sub-total Estimated Cost [(average of years 1 to 5) x Total LOE]
		Year 1	Year 2	Year 3	Year 4	Year 5		
	FSS Project Manager						1,100	
	Administration and Financial Officer						1,100	
	FSS Gender Equality Specialist						1,100	
SUB-TOTAL-Cost of Personnel CAD \$ (exclusive of Applicable Taxes)								\$

IMPORTANT: The level of effort (LOE) specified above is only an estimate. DFATD reserves the right to decrease or increase the level of effort at any time during contract implementation depending on DFATD programming requirements.

Table 2 –Reimbursable Expenses

Indicative Reimbursable Expenses				
#	Description	Units	\$, per Unit	Sub-total, \$ CAD
a)	Travel and Living expenses *			
b)	Coûts de communication reliés au projet			
c)	Translation, interpreters and word processing, including reproduction costs			
d)	bank transfer fees related to the execution of the project			
e)	Expenses of counterpart Personnel			
f)	Transportation Costs (e.g. vehicle rental, private vehicle and/or taxi services, fuel cost, kilometric rates)			
g)	actual and Reasonable Costs of accommodation rental (conference room/training venue, etc.) exclusively for Project-related purposes as approved by DFATD			
h)	actual and Reasonable Costs of fuel for transportation exclusively for project-related purposes documented in the log book;			
i)	Actual, eligible and reasonable expenses incurred by recipient/beneficiary organizations that are directly related to the implementation of the Local Development Initiatives; and			
j)	Any other reimbursable expenses required to carry out the project			
SUB-TOTAL-Reimbursable expenses CAD \$ (exclusive of any taxes)				\$ 1,040,000.00

* All other actual and reasonable costs considered legitimate project expenses, in accordance with the provisions of the Directive referring to “travellers” rather than to “employees”. The Contractor is requested to provide a breakdown of these costs by identifying the nature and the estimated value.

Table 3 – Technical Specialist Costs

Financial Envelope for Technical Specialist Costs CAD\$, determined by DFATD	\$ 2,400,000.00
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Table 4– Local Development Initiatives disbursements

Financial Envelope for Local Development Initiatives CAD\$, determined by DFATD	\$ 500,000.00
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Table 5- Services Costs

Financial Envelope Services Costs CAD\$, determined by DFATD	\$ 200,000.00
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Table 6 - Summary of Total Cost

Tables	Sub-total Amounts (CAD\$)
Table 1 – Fees for Personnel	\$
Table 2 – Reimbursable Expenses	\$ 1,040,000.00
Table 3 – Technical Specialist Fees	\$ 2,400,000.00
Table 4 – Local Development Initiatives CAD\$	\$ 500,000.00
Table 5 - Services Costs	\$ 200,000.00
Total Cost of the Contract (exclusive of Applicable Taxes)	\$
Total Cost of Applicable Taxes	\$
Total Cost of the Contract (inclusive of Applicable Taxes)	\$

B. QUESTIONS AND ANSWERS

Question 1	We would like to know if DFATD could consider adding additional space for the technical proposal if the contractor decides to write the proposal in French rather than English. The maximum number of pages allocated in French and English is the same, while additional words are required to write a proposal in French. This request is consistent with other DFATD calls for proposals.
Answer 1	In order to remain fair to all Bidders, page limitations specified in each rated criteria will not be increased for the French version of the RFP only. All Bidders should be allotted the same number of pages. The page limitations have however been revised. Please refer to Section A of this Addendum.
Question 2	With respect to clause 1.2 b) and c) in the Personnel section, can DFATD please confirm that reference to January 1, 2001 is an error and should read January 1, 2011?
Answer 2	DFATD confirms that this is not an error. As it relates to criteria 1.2, January 1, 2001 is the correct date.
Question 3	With respect to 1.2 b), 2.2b), and 3.2b) in the Personnel section, can DFATD please confirm that relevant experience acquired from assignments which started prior to January 1, 2011 and continued after January 1, 2011 will be considered for evaluation, as long as the experience in question was acquired after January 1, 2011?
Answer 3	This is correct with the exception of criteria 1.2, for which the experience must have been acquired after January 1, 2001.
Question 4	With respect to 1.2 b) in the Personnel section, can DFATD please confirm that relevant experience which is less than 12 months, acquired from assignments which are over 12 months in duration, began before 2011 and were completed after 2011, will be considered for evaluation?
Answer 4	The months that are in the period starting in January 2001 will be considered.
Question 5	With respect to 3.2 c) in the Personnel section of the English version of the RFP document, can DFATD please confirm that the minimum duration of assignments, to be considered for evaluations is 3 months, and not 6 months, as stipulated in the French version of the RFP?
Answer 5	Yes effectively, the English version is correct. The minimum duration for assignments that will be considered will be 3 months. DFATD has amended the French version to correct the error.
Question 6	With regards to 2.1.2, can DFATD please confirm that relevant training will be considered for evaluation under this criterion?
Answer 6	As indicated, 1 point will be awarded for each professional certification, accreditation or designation in accounting or finance issued by a professional body, up to a total of 5 points.
Question 7	With regards to 4.6 "Language Requirements", can DFATD please clarify how these requirements will be evaluated within the technical proposal?
Answer 7	The onus is on the Bidder to verify and certify that information provided in the curriculum vitae is true and accurate, including the language requirements. Bidders should reference Part 6, article 6.2.1 Education and Experience for additional information.
Question 8	With regards to "FORM 2 – CV for Proposed Personnel", can DFATD please confirm that between two sub-sections "Education" and Academic Qualifications", only one needs to be completed as they require the same information?

Answer 8	No information is necessary in the row entitled “Academic Qualifications”.																																			
Question 9	With regards to FORM 2 – CV for Proposed Personnel, can DFATD please confirm that information provided under “budget managed by the person as part of the assignment (\$CAD)” will not be evaluated for the FSS Administration and Finance Officer (R2) and the FSS Gender Equality Specialist (R3), as this has not been specified as a rated evaluation criteria for R2 and R3.																																			
Answer 9	DFATD confirm that, as it relates to criteria R2 and R3, “budget managed by the person as part of the assignment (\$CAD)” will not be evaluated.																																			
Question 10	With reference to the Service Costs noted in the RFP and forming part of the financial evaluation, we request that Transportation be considered a reimbursable expense and therefore not evaluated. As currently structured, this puts all bidders at a comparative disadvantage to the current contractor as the current contractor is the only bidder with the knowledge to more accurately estimate the transportation needs. Furthermore, given that the transportation needs will largely be a function of the needs of DFATD (verses the contractor’s methodology or approach), we suggest making this a reimbursable cost is more appropriate.																																			
Answer 10	DFATD agrees to consider Services Costs as a reimbursable expense. Please refer to Section A of this Addendum for revisions to the RFP.																																			
Question 11	Would DFATD provide an extension to the project RFP Closing Date from 2021-08-23 to 2021-09-06 (September 6, 2021)?																																			
Answer 11	DFATD is agreeable to the request for extension to the RFP Closing Date. Please refer to Section A of this Addendum.																																			
Question 12	<p>1. On page 98-99 of the RFP, Table 6 is listed as:</p> <table border="1"> <thead> <tr> <th>Tables</th> <th>Sub-total Amounts (CAD\$)</th> </tr> </thead> <tbody> <tr> <td>Table 1 – Fees for Personnel</td> <td>\$</td> </tr> <tr> <td>Table 2 – Service Costs \$</td> <td>\$</td> </tr> <tr> <td>Table 3 – Reimbursable Expenses \$</td> <td>\$</td> </tr> <tr> <td>Table 4 – Technical Specialist Fees \$ 1,040,000.00</td> <td>\$ 1,040,000.00</td> </tr> <tr> <td>Table 5 – Local Development Initiatives CAD\$ \$ 500,000.00</td> <td>\$ 500,000.00</td> </tr> <tr> <td>Total Cost of the Contract (exclusive of Applicable Taxes) \$</td> <td>\$</td> </tr> <tr> <td>Total Cost of Applicable Taxes \$</td> <td>\$</td> </tr> <tr> <td>Total Cost of the Contract (inclusive of Applicable Taxes) \$</td> <td>\$</td> </tr> </tbody> </table> <p>However, we believe there is an error and that it should be :</p> <table border="1"> <thead> <tr> <th>Tables</th> <th>Sub-total Amounts (CAD\$)</th> </tr> </thead> <tbody> <tr> <td>Table 1 – Fees for Personnel</td> <td>\$</td> </tr> <tr> <td>Table 2 – Service Costs \$</td> <td>\$</td> </tr> <tr> <td>Table 3 – Reimbursable Expenses \$</td> <td>\$ 1,040,000.00</td> </tr> <tr> <td>Table 4 – Technical Specialist Fees \$ 1,040,000.00</td> <td>\$ 2,400,000.00</td> </tr> <tr> <td>Table 5 – Local Development Initiatives CAD\$ \$ 500,000.00</td> <td>\$ 500,000.00</td> </tr> <tr> <td>Total Cost of the Contract (exclusive of Applicable Taxes) \$</td> <td>\$</td> </tr> <tr> <td>Total Cost of Applicable Taxes \$</td> <td>\$</td> </tr> </tbody> </table>		Tables	Sub-total Amounts (CAD\$)	Table 1 – Fees for Personnel	\$	Table 2 – Service Costs \$	\$	Table 3 – Reimbursable Expenses \$	\$	Table 4 – Technical Specialist Fees \$ 1,040,000.00	\$ 1,040,000.00	Table 5 – Local Development Initiatives CAD\$ \$ 500,000.00	\$ 500,000.00	Total Cost of the Contract (exclusive of Applicable Taxes) \$	\$	Total Cost of Applicable Taxes \$	\$	Total Cost of the Contract (inclusive of Applicable Taxes) \$	\$	Tables	Sub-total Amounts (CAD\$)	Table 1 – Fees for Personnel	\$	Table 2 – Service Costs \$	\$	Table 3 – Reimbursable Expenses \$	\$ 1,040,000.00	Table 4 – Technical Specialist Fees \$ 1,040,000.00	\$ 2,400,000.00	Table 5 – Local Development Initiatives CAD\$ \$ 500,000.00	\$ 500,000.00	Total Cost of the Contract (exclusive of Applicable Taxes) \$	\$	Total Cost of Applicable Taxes \$	\$
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	Can you please confirm if our understanding is correct, or if the table published in the RFP is correct?	
Answer 12	Appendix A of the Part 8 – Resulting Contract has been amended, please refer to Section A of this Addendum.	
Question 13	Based on the information on Page 31 of the RFP, can you please confirm that costing is only provided for Table 1 and Table 2?	
Answer 13	DFATD confirms that costing is based on Part 5 – Financial Evaluation. Please refer to Section A of this Addendum for the various revisions to Part 5.	
Question 14	Based on the information on Page 33 of the RFP, under section 5.3.3, Reimbursables are determined by DTAFD. As such, do we need to fill out and submit Table 3, listed on page 98 of the RFP?	
Answer 14	For the purpose of the financial proposal, Bidders are only requested to provide the information necessary in 5.6 Financial Tables. The Tables listed in Appendix A of Part 8 – Resulting Contract do not need to be completed. Bidders should refer to the Section A of this Addendum for the revised article 5.2.5 Preparation.	
Question 15	The proposed amount of \$1,040,000, should we be splitting it up across the expense categories, or should it be across different areas? Do we need to include and fill out the reimbursables table if the amount is provided? And, since only tables 1, 2, and 3 are given on Pages 36 and 37, do we need to provide the other tables?	
Answer 15	The financial envelope for Reimbursable Expenses with a value of \$1,040,000.00 is for the expenses detailed in Table 2 - Reimbursable Expenses of the revised Appendix A of the Part 8 – Resulting Contract. However a completed Table 2 does not need to be provided with Bidders’ financial proposals. Appendix A of the Part 8 – Resulting Contract has been amended, please refer to Section A of this Addendum.	
Question 16	On page 36 and 37, only Tables 1, 2 and 3 are provided. Related to above, do we need to include and fill out the reimbursables table if the amount is provided? And, since only tables 1, 2, and 3 are given on Pages 36 and 37, do we need to provide the other tables – the Tables for Reimbursables, Technical Specialist, and LDI?	
Answer 16	No, only the Tables in section 5.6 Financial Tables need to be completed and provided as part of the Bidder’s financial proposal.	

C. ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.