



Clarifications

RFP23-5665 – Preferred Suppliers for MEL, Facilitation and Project / Programme design services

Date: 23/11/2023

Question: The Excel file provided with the RFP (Annex 5.1) lists positions and daily rates. Should the daily rates include indirect costs, such as fringe benefits? Should the daily rates be for one year only, or can they include merit increases / inflation escalations for future years?

Answer: The daily rates provided in annex 5.1 should include all your functioning costs. Please include your rates for 1 year. Rates can be revised annually, before the expiry of the contract, upon contractor's request, based on justification (inflation, higher labour costs, etc.).

Question: Bidders are required to submit CVs of proposed staff for the work areas they are bidding for. Please clarify if bidders can include a large table of proposed staff for short term technical assistance under specific work areas with corresponding daily rates (in the cost proposal), but only include CVs for a subset of staff to keep the technical proposal at a reasonable length.

Answer: SPC preference is to build a relationship with specific staff who will work with us regularly even if they propose to bring in others from time to time. We would like to avoid "body shop" of subcontractors. Please provide profiles that comply with the skills and qualifications from the RFP.

Question: Will successful bidders have an opportunity to submit new CVs for specific task orders or will they be limited only to proposed staff included in the technical proposal with corresponding daily rates in the cost proposal?

Answer: New CVs for specific tasks will be accepted on a case-by-case basis. The minimum qualifications from the RFP are to be respected in the new CVs.

Question: The RFP states that the financial component of the proposal will be scored on the basis of overall costs for the delivery of the services and financial incentives and benefits provided to SPC. Are Annex 5.1 and the Financial Proposal Submission Form (Annex 5 of the RFP) the only financial components to be submitted as part of the preferred supplier selection process, or does SPC expect to receive additional budget information at this stage? If SPC expects to receive additional budget information, what basic service delivery assumptions (duration, level of effort, location, travel, etc.) should be included for year one?



Answer: SPC only requires you to provide daily rates, as per annex 5.1. No additional budget information is expected at this stage. If any, travel will be arranged and paid for by SPC.

Question: Under point d) the RFP states that the technical proposal submission form can include the Template Preferred Supplier Agreement amendment, if required. Please clarify that this implies that bidders can include as part of the technical proposal the changes/amendments they would like to propose to the Preferred Supplier Agreement.

Answer: Yes, bidders can include the changes/amendments they would like to propose to the Preferred Supplier Agreement (PSA). Please use annex IV of the PSA if you would like to do so.

Question: Is SPC able to accept a cap on the limitation on liability equal to the amount paid for the specific Purchase Order? Additionally, that neither party shall be liable to the other for any indirect, special, incidental, punitive, or consequential damages whatsoever.

Answer: SPC's general terms and conditions are attached in the PSA template and also in the RFP document itself. The article in the case of services is the 8.6. If any bidder would like to propose changes to the general terms and conditions, this is to be done when making the submission (technical part).

Question: Is SPC able to provide a draft copy of a purchase order for review?

Answer: This being a procurement of services, the SPC standard process is to issue Implementation contracts. The Purchase order is issued in this case only internally as our accounting system requires to have one. When the specific needs are identified, specific terms or reference will be done and shared with the Preferred supplier(s) for a quote on the exact work that is to be done. A sample of the Implementation Contract has been uploaded.

Question: What is the contract type that will be used when issuing Purchasing (Task) Orders? Will SPC utilize Fixed Price, T&M, or CPFF?

Answer: Under your Preferred Supplier Agreement (PSA), for each specific task, SPC will issue an Implementation Contract (IC). The rates should be the same as the ones in the PSA. A sample of the IC is uploaded.

Question: What is the submission procedure for the relevant documentation to support and verify legal existence? Should our submission be added as a page to our proposal, or via separate submission?

Answer: Please refer to Annex 3 "information about the bidder and due diligence" for the submission requirements related to the verification of your legal existence. You can add it in the same document or attach it separately, which ever way works best.