

## **Procurement of experts for the Innovation Partnership Programme, Phase II, Vietnam**

### **Questions and answers 16.6.2017**

#### **Question 1:**

*Are we correct in assuming that for a fair and non-discriminatory treatment of all suppliers, the experts and companies who have been involved in the design and implementation of the activities in IPP2 shall be disqualified from this procurement process?*

Fair and non-discriminatory treatment of all tenderers is ensured during the bidding process. All the information from the preparation process is available to all tenderers and several service providers were involved in the planning process. Therefore an individual service provider has not had the possibility to influence the object of the procurement during the preparation process and the Involvement in design and implementation of IPP2 activities is not considered as a criterion for disqualification.

#### **Question 2:**

*Page 3 of the ITT, under Contents of the Tender, The technical Tender section, it is mentioned "coordination of services in the project". Can you please clarify the expectation of this term?*

Coordination refers to organization of expert services so as to enable the experts to work effectively and in a way that smooth project implementation is ensured. It also refers to coordination between implementing partners.

#### **Question 3:**

*Is a detailed workplan to be proposed and included in the 3 pages approach?*

Yes, it is included. However, a detailed matrix can be added as an annex.

#### **Question 4:**

*In IPP2 Exit Strategy, the TOT1 is about TOT approach within accelerator context and the TOT2 is about TOT approach within the higher education context. Page 10 of the TOR and page 5 of the ITT, it is the opposite. Can we edit the TOR and the terms accordingly?*

Yes, the tender should be made according to the ITT.

#### **Question 5:**

*Usually in MFA tender, the reimbursable costs are presented separated as part of non-competitive component. In this bid, Page 37, ITT, Price Tender Form, it is mentioned that "The price tender evaluation is based on the monthly expense (fees and reimbursable costs) of the international short-term experts" including fees and reimbursable costs. Please confirm that the reimbursable costs need to be included in the total unit fee.*

Yes, reimbursable costs are included in the unit fee.

#### **Question 6:**

*Page 37-38 of the ITT, Price Tender Form, the table shows one single unit fee per category of 2 experts. In case the fee is different per expert, can we present a separate unit fee per each expert?*

Yes, you can present a separate unit fee.

**Question 7:**

*Page 38 of the ITT, Price Tender Form, it is stated "All short-term consultancies are subject to the approval of the Project's decision making mechanisms." In case of winning, should the decision including all experts be approved by Steering Committee and Supervisory Board?*

The short-term assignments in the TOR have been already accepted in the Steering Committee however they may be subject to changes if the Steering Committee so decides. The approving of experts for these assignments will be primarily done during the bidding process however any changes will require an approval from the Steering Committee.

If any additional short-term expert services are needed in the project, the decision on specific expert is subject to the approval of the Steering Committee.

**Question 8:**

*The Home Office coordination is the only non-competitive component according to the Tender Price Form, page 27 of the ITT. However the Non-competitive component table is not included in the form.*

- a) Can you please confirm that the Home Office coordination cost is the only non-competitive component?*
- b) Do we need to present the non-competitive component? If yes, where do we present the only non-competitive component?*

- a) Yes, home office coordination is the only non-competitive component.
- b) No, it is not required to present non-competitive component.

**Question 9:**

*If the same expert is proposed for more than one expertise area/position, we understand that annex 4b needs to be filled separately regarding the requirement for the area in question. Question: Can the same reference be used for more than one expertise area/position (considering that it is relevant for both)?*

If the same expert is proposed for several assignments, the same reference can be used to show experience under different assignments.

**Question 10:**

*Annexes 4 A and 4 B: CV-form, The instructions of the CV-forms state the following: "Only 5 most relevant references of the expert shall be indicated under each evaluation criteria in the additional experience. If more references are given, only the first 5 references will be considered and the rest will not be considered." Our question is as follows: can the same reference be used several times in the same CV, i.e. can the same reference be used with regard to several criteria, because especially long term/permanent positions may cover many of the required criteria?*

See the answer to the question 9; yes, the same reference can be used more than once.

**Question 11:**

*We kindly would like to ask for more questions on CV-forms (Annex 4 A and 4 B). In the form it is requested that the candidate informs on the number of consultancy days per each assignment.*

- a) In the case of a permanent employment, is it sufficient to inform on the total duration of the employment?*
- b) Are there any page limits with regard to CVs?*

- a) Yes, information on total duration is sufficient.

- b) CV form (Annex 4 B of the ITT) is used and there are no page limits.

**Question 12:**

*Can a single expert be on two competitive bids?*

Yes, a single expert can be on two competitive bids.

**Question 13:**

*In the Annex8, Commitment, It is mentioned: "With this commitment, we confirm that our company's [what kind of resources] will be made available to the tenderer in the possible delivery [describe, how the resources will be available]."*

*a) Can you please clarify the meaning of "how the resources will be available"?*

*b) Does it refer to the position or to the timetable?*

- a) Availability of resources refers in this case mainly to availability of home office coordination and experts.
- b) It also refers to the timetable.

**Question 14:**

*Annex8, Commitment, is to be filled in by subcontractors.*

*a) Can you please confirm that the other proposed experts (without a company) do not need to fill in the Commitment or present a Statement of Exclusivity and Availability?*

The employees (all experts that have an employment contract) of the tendering service provider do not have to fill in the commitment however all others must sign.

**Question 15:**

*Page 3 of the ITT, Contents of the tender, it is stated that "the tender shall consist of two parts, the Technical Tender and the Price Tender, submitted together". The usual practice has been to submit them in separate envelopes. Can you please confirm that these tenders need to be submitted together in the same envelop?*

Technical tender and price tender are submitted together.

**Question 16:**

*According to the ITT ". The font and margins of the approach are as follows: Font: Arial 11 pt; Margins: top and bottom 2,5 / right and left 2.0? May the tables be presented in a smaller font?*

The tables can be presented in a smaller font provided that the readability does not suffer.