

Prot. N. AICSY-OUT-164-2019-03-20

**MRAUK U – Invitation to Bid**

**MINUTES of the CLARIFICATION MEETING and Q&A**

Dear Bidders,

Reference is made to the Invitation to Bid for the Specialized Technical Assistance to the Mrauk U DOA CIG N. 78118205CB published on February 25, 2019 in the framework of the Project AID 11292.02.4 - “Support to the Social and Economic Development of Rakhine State through the Safeguard, Management and Valorisation of the Mrauk-U site” funded by the Italian Agency for Development Cooperation – Yangon Office (hereinafter referred to as AICS Yangon).

This is to announce the release of the Minutes of the **Clarification Meeting** carried out on **March 8<sup>th</sup>, 2019 at 15.00pm** in the premises of AICS Yangon. Information regarding the Clarification Meeting date and time was indicated in the Invitation to Bid and Instruction to Bidders published in the AICS Yangon website ([www.aicsyangon.org](http://www.aicsyangon.org)) and in the Italian Embassy Website [www.ambyangon.esteri.it](http://www.ambyangon.esteri.it). Update on the possibility to participate in the Meeting remotely through skype call was also communicated with a relevant post on the AICS Yangon Website.

The Minutes of the Clarification meeting are presented here below and includes all the Queries raised during the meeting or sent by email to the address [aics.info@aicsyangon.org](mailto:aics.info@aicsyangon.org), together with relevant Replies.

The document is downloadable through the website [www.aicsyangon.org](http://www.aicsyangon.org) and [www.ambyangon.esteri.it](http://www.ambyangon.esteri.it).

Should there be any problem with downloading the documents or should there be any part missing or illegible, please notify immediately the AICS Yangon by sending an email to the address [aics.info@aicsyangon.org](mailto:aics.info@aicsyangon.org).

In any case, a copy of these minutes will be made available at the AICS Yangon premises and can be withdrawn at the following address during working hours:

**Italian Agency for Development Cooperation – Yangon Office**  
**41-7B, Inya Myaing, Shwe Taung Gone, Bahan Township, Yangon**  
**from Monday to Friday 9.00am – 5.30pm**

**MINUTES of the CLARIFICATION MEETING**

The Clarification meeting was held at the premises of the AICS Yangon on March 8, 2019 at 3.00pm. The meeting started at 3.30pm due to technical problems of internet connectivity. The meeting was carried out in presence of Ms. Anna Dal Maso and Ms Roberta Blandino, on behalf of AICS Yangon.

The present document summarizes all the information provided during the Clarification Meeting and gives replies to the queries raised during the meeting or sent by e-mail to the indicated address [aics.info@aicsyangon.org](mailto:aics.info@aicsyangon.org).

At the beginning of the meeting, the AICS representatives provided a brief introduction on the scope of work of the Project “Support to the Social and Economic Development of Rakhine State through the Safeguard, Management and Valorisation of the Mrauk U Site” clarifying the commitment of AICS in supporting the cultural heritage. Moreover, it was clarified that Mrauk U has an additional significance considering that the Government of Myanmar decided to submit for this monumental site the nomination to the World Heritage List.

The Project is implemented by AICS Yangon in partnership with the Ministry of Religious Affairs and Culture (hereinafter referred to as MORAC) and the Department of Archaeology (hereinafter referred to as DOA). It comprises three main components:

- Component 1 – Focusing on providing Technical Assistance to the DOA for protecting Mrauk U heritage and supporting the nomination to the World Heritage List;
- Component 2 – Aiming at fostering the Mrauk-U Civil Society engagement in Cultural Heritage protection and valorisation;
- Component 3 – Aiming at improving the Civil Society’s capacities towards socio-economic development (focus on tangible/intangible heritage, creative industries, heritage tourism, etc.).

The present Bidding procedure is related to the first Component, where the contribution of Italian Universities or academic institutions is deemed to be most valuable and effective.

Some preliminary indications on the area where Mrauk U is located was provided, clarifying that the site is in North Rakhine State. Mrauk U was the capital of Arakan Kingdom: the importance of the city is still reflected in the historical remains of this important civilization and in the architectural and religious sites. The Temples, shrines and monasteries of Mrauk U witness the Buddhist devotion: the heritage of Mrauk U shall thus be considered as cultural living heritage and the activities of conservation to be carried out on site shall duly respect this important aspect. Moreover, Mrauk U was known for the development of a highly skilled defensive system which used in a clever way the natural boundaries and for the extraordinary techniques of water management. For these reasons, the nomination to the World Heritage List will highlight the importance of Mrauk U as a cultural heritage site and as cultural landscape.

**This Bidding Procedure is aimed at identifying highly qualified Italian University or Italian Academic Institutions** to provide specialized Technical Assistance to the Mrauk U Department of Archaeology (DOA). The Technical Assistance to be provided will be meant to support the DOA in their daily commitment to protect and valorise the cultural heritage sites of Mrauk U but will be also meaningful to sustain the DOA in the elaboration of the dossier for the World Heritage List nomination.

The Technical Assistance is intended to be a **cooperative set of actions**, aimed at **transmitting know-how, best practices and up-to-date methodologies of conservation, restoration and management of cultural heritage sites**.

Being a development cooperation initiative, it is expected that the trainers proposed by the Bidders will show a certain degree of flexibility in understanding the contexts and the aspects of cultural diversity and will show adequate respect for the local religious values and traditional practices.

As clarified in the Annex A – Terms of Reference most of the Temples of Mrauk U are still object of religious worship and it is important to consider this aspect in analysing the conservation conditions and in addressing relevant measures or conservation treatments. The use and valorisation of local traditional skills and techniques is also considered an important added value.

Regarding the Procedures for submission and relevant eligibility criteria, during the clarification meeting it was provided an overview of the Bidding Documents.

All the Forms and Templates included in the Bidding Dossier, which are available for downloading - free of charge - on the AICS Yangon website ([www.aicsyangon.org](http://www.aicsyangon.org)) and on the Italian Embassy website ([www.ambyangon.esteri.it](http://www.ambyangon.esteri.it)) were duly presented.

More specifically, during the Clarification Meeting it was reminded to the Bidders the following:

1. Italian Universities, Academic Institutions, or other similarly competent organizations may be eligible for participating to this Bid, provided that:
  - a. they are accredited by the Italian Ministry of Education, Universities and Research (MIUR) as Public Universities (<http://www.miur.gov.it/web/guest/istituzioni-universitarieaccreditate>);
  - b. they can provide tangible evidence of educational activities, training and experiences relevant to the scope of the Services (e.g. Cultural Heritage Sciences, Conservation and Restoration) and compliant to the requirements provided in the present Document.
2. **The maximum available budget for the execution of the Specialized Technical Assistance to the Mrauk U DOA is 270,000.00 Euro.** This amount shall be **inclusive of all fees, expenditures relevant to travel, allowances, food and lodging for the Key Experts and Other staff involved in the Projects, insurances, salaries, materials etc needed to carry out the activities detailed in the Annex A – Terms of Reference.**
3. The language of the Bidding process is the **English language**: all documents, queries, etc. related to the present Bidding procedure shall be in English. No other language can be accepted. Wherever an original document is in a different language (*i.e.* Italian, Myanmar, etc.), a translation in English shall be attached;
4. **All documents included in the Bidding Dossier shall be signed by duly authorized person and stamped.**
5. **To facilitate the verification of the consistency of the documents provided by the Bidders with the requirements of the Administrative Envelope/Folder, a check list is included in the Annex D – Administrative Envelope Forms.**
6. **It was reminded that the present Minutes of the Clarification Meeting and Q&A shall be printed, signalized in each page, signed and included in the Administrative Envelope.**
7. Regarding **Annex B – Service Timeframe**, it was clarified that the file provides evidence of the mandatory document submission deadlines (dark blue colour) and of the rainy season period (diagonal blue stripes). **Based on that, Bidders are asked to propose a suitable workplan that enables them to deliver the requested documents and results on time.**
8. As updated in the AICS Yangon website, the Offers can be submitted also through **Certified Email (PEC)**. Bidders submitting their offers using the PEC shall take into due consideration the following recommendations:
  - a) The email shall be sent to [yangon@pec.aics.gov.it](mailto:yangon@pec.aics.gov.it);
  - b) The email containing the offer shall have the following subject: **MRAUK U – Bid AT to DOA CIG 78118205CB.**
  - c) Bidders shall send the Offers as **3 SEPARATE ZIPPED FOLDERS**, allowing the evaluation procedures to be carried out as per instructions provided in Par. 5 of the Invitation to Bid and Instruction to Bidders.
  - d) The email shall thus have the following attachments:
    - **N. 1 ZIPPED FOLDER for the ADMINISTRATIVE ENVELOPE,**  
(See information detailed in Instructions to Bidders 5 B.I p. 5)
    - **N. 1 ZIPPED FOLDER for the TECHNICAL ENVELOPE** and  
(See information detailed in ITB 5 B.II p.7)
    - **N. 1 ZIPPED FOLDER for the FINANCIAL ENVELOPE.**  
(See information detailed in ITB 5 B.III p.8)

**Offers not respecting these requirements may be disregarded.**

9. **It was reminded to the Bidders that evidence of the payment of the Bid Registration Fee to the Italian Authority for Anticorruption – ANAC, equal to Euro 20,00 shall be provided in the Administrative Envelope. Bidders shall register to Servizio Riscossione Contributi following the indications provided on page 6, point 5.B.I.14 of the Instruction to**

Bidders. The receipt of the payment shall be thus included in the Administrative Envelope. In case of offers submitted via PEC, the Administrative Zipped Folder shall include the scan copy of the Receipt of the Payment.

10. Bidders can however decide to send the offers by Courier or hand deliver them at the following address:

**Italian Agency for Development Cooperation – Yangon Office 41-7B, Inya Myaing, Shwe Taung Gone, Bahan Township, Yangon (Monday-Friday 9 am - 5 pm).**

In this case, Bidders shall apply the following indications:

- a) Bidders shall submit their Offers in an outer sealed envelope containing three inner separated and sealed envelopes.
- b) The inner and outer envelopes shall be sealed with adhesive tape and the Bidder must sign across the tape seal.

More precisely, the Outer Envelope shall clearly bear ONLY the following information:

- i. Address of the Contracting Authority as per Point 7 of the present Minutes;
- ii. Specialized Technical Assistance to MRAUK U DOA – CIG Code n. 78118205CB;
- iii. Name and address of the Institution/Bidder (including e-mail address);
- iv. the words “DO NOT OPEN BEFORE BID OPENING SESSION”

11. Offers shall be submitted as PEC or in hard copies, within the **deadline of April 1<sup>st</sup> at midnight Italy time**, and according to the above-indicated requirements.

12. In case of Bids hand delivered or submitted by Courier, Bidders shall consider that AICS Yangon office working hours are from **9:00 to 17:30 from Monday through Friday.**

During the clarification meeting, it was pointed out that in case additional clarifications may be needed from the Bidders, relevant queries shall be sent to the AICS Yangon e-mail address [aics.info@aicsyangon.org](mailto:aics.info@aicsyangon.org).

To facilitate Bidders, deadline for submitting request of clarifications was postponed to **March 18, 2019 at midnight Italy time.** The AICS Yangon has no obligation to provide additional information after the mentioned date.

### **QUESTIONS & ANSWERS**

The following represents the queries formulated by the Bidders during the clarification meeting or sent by e-mail in the following days and the corresponding replies made by the AICS Representatives:

1. **Query:** Our institution has consistent experience in South East Asia, we believe it is relevant to the present bidding process, how would this experience be evaluated?

**Reply:** The relevant experience of the Bidder is an important item for the evaluation of the Offer. As indicated in the *Invitation to Bid and Instruction to Bidders p. 5 par. B.I.6*, Bidders are invited to present the main outlines of their relevant experience in the **Administrative Envelope** by filling the *Table n. 6 – Bidder Experience in the Target Domain* provided in **Annex D – Administrative Envelope** p. 5. More specific information and details shall be submitted in the **Technical Envelope**: as clarified in the *Invitation to Bid and Instruction to Bidders, p. 7, par. B.II.1.2*, the *Previous Experience in the Organization of Training Courses out of Italy* will be evaluated by the Evaluation Committee with a maximum score of 10 points. Bidders are thus requested to provide a Brief Executive Summary of max. 4 pages of the previous experiences in organizing training activities carried out abroad. Clear indications in this regard can be found in **Annex E – Technical Offer Forms, p. 2, Par 1.2 – Previous Experience in the Organization of Training Courses out of Italy.**

2. **Query:** The Bids should include also training courses to be carried out in Mrauk U. How far is the heritage site from the place where theoretical classes will take place? Would it be possible to organize classes directly on site?

**Reply:** As indicated in **Annex A – Terms of Reference, page 23, Par. 4.3.3 - Facilities to be provided by the Contracting Authority and/or other parties**, it is clarified that “For the execution of the Theoretical Training Courses in Mrauk U, DOA agreed in making available two rooms within their premises.” The premises of the DOA are in the nearby of the archaeological area: some of the Temples are at a walking distance from this building. As an average Bidders may estimate that it takes at least 5 minutes by car and 10 minutes by walking. Classes directly on site are encouraged, especially when the targeted topics can lead to analyse direct examples on site. Practical exercises shall also be proposed by the Bidders. However, in the proposal of the training courses, Bidders are advised to consider the rainy season in their planning, when practical works on site will be necessarily limited.

3. **Query:** Is the Contracting Authority making available a specific place for the Key Experts to stay in Mrauk U?

**Reply:** No, the Contracting Authority does not have any available place in Mrauk U that can be utilized for this purpose. Bidders should consider identifying suitable place for accommodation for the Key Experts. In case the Bidder may need to set up an office, as indicated in **Annex A – Terms of Reference, page 23, Par. 4.3.3 - Facilities to be provided by the Contracting Authority and/or other parties**, “Upon the signature of the Contract, the Service Provider may agree with the DOA on sharing the use of office space within DOA available premises in Mrauk U for the purpose of the present Contract. However, the Service Provider shall be directly responsible for the setting up of office space/desk/working station suitable for the smooth implementation of the Contract’s activities and the achievement of the relevant expected results.”

4. **Query:** The expenditures for covering the Key Experts’ lodging should be included in the Offer’s amount, thus considered within the available budget of 270,000.00 Euro?

**Reply:** Yes, lodging expenditures for all the staff the Bidder intends to deploy in Myanmar (Key Experts, Non-Key Experts, other supporting staff, etc.) shall be covered by the Bidder and thus included in the Offer.

5. **Query:** Is there any specific place where it is advisable that the Key Experts and Project’s personnel may stay in Mrauk U?

**Reply:** As a general indication, it is preferred to consider hotel or similar accommodations since in some rural areas of Myanmar, foreigners are not yet entitled to rent apartments and in Mrauk U there may not be availability of flats.

6. **Query:** In the total amount of 270,000.00 Euro should be consider including also the supply of the laboratory items?

**Reply:** No, as clarified in **Annex A – Terms of Reference, page 21-22, Activity 4.3 - Identification of Field Stone Conservation Laboratory Technical Equipment**, “Following the site visit and the verification of the equipment already available in Pyu Laboratory, the Key Experts will support the DOA in identifying a list of the most suitable items to be supplied in Mrauk U. The list shall consider the specificity of the cultural heritage of Mrauk U e.g. the material (sandstone and bricks), the human resources that will be deployed to work in the Lab, the tools already available locally etc. Based on this evaluation, together with the DOA, the Trainers will prepare a list of equipment, tool and other relevant items. The Service Provider is requested to produce technical specifications for all the listed tools, providing a priority (from 1 the most needed to 3 the least needed), and indicating warranty or other related services that may be needed. The Service Provider is also asked to make a fair estimation of the items price to define a budget. The

Technical Specifications and all the relevant information described above shall be used by the Contracting Authority for launching a relevant selection procedure (tender) to supply all the items to the DOA. The supply of the equipment will be responsibility of the Contracting Authority and covered by other Project funds already allocated for the purpose. The Contracting Authority may ask the support of the Bidder/Service Provider in the verification of the compliance of the supplied equipment with the prepared technical specifications.

7. **Query:** How are the classrooms where theoretical training courses will take place equipped?

**Reply:** As indicated in **Annex A – Terms of Reference, page 23, Par. 4.3.3 - Facilities to be provided by the Contracting Authority and/or other parties**, “For the execution of the Theoretical Training Courses in Mrauk U, DOA agreed in making available two rooms within their premises. The rooms are equipped with tables and chairs. Only one of the rooms is equipped with projector. No internet connection (no wi-fi) is presently available in the building. It is the responsibility of the Service Provider to inspect the rooms in advance, making sure to adapt them to fit the purpose of the Training Program by providing appliances or tools that may be missing.” As a general lay-out, it may be added that the rooms are more conference type rather than classrooms.

8. **Query:** Is it mandatory to submit the offers by courier? If so, how long does it generally take for shipping from Italy to Myanmar Yangon?

**Reply:** As indicated in the **Invitation to Bid & Instruction to Bidders, par. 1 – Submission of Offers, page 3**, Bidders can submit their Offers by courier or hand-delivering them. In case of courier, it is estimated that for sending a parcel from Rome to Yangon it may take 2-3 days. It is the Bidders’ responsibility to verify this information with the selected courier. However, as it was duly notified on the AICS website on March 13, 2019 to facilitate the procedures for the Interested Institutions, **the Contracting Authority decided to allow the submission of offers for the “Specialized Technical Assistance to the Mrauk U DOA” also by Certified Email (PEC). Bidders shall send their Offers to the email address: [yangon@pec.aics.gov.it](mailto:yangon@pec.aics.gov.it).** The email containing the offer shall have the following subject: **MRAUK U – Bid AT to DOA CIG 78118205CB.**

In this case, the Bidders shall send the Offers as **3 SEPARATE ZIP FOLDERS**, allowing the evaluation procedures to be carried out as per instructions provided in Par. 5 of the Invitation to Bid and Instruction to Bidders. The email shall thus have the following attachments:

- A. 1 ZIPPED FOLDER for the ADMINISTRATIVE ENVELOPE,  
(See information detailed in ITB B.I p. 5)
- B. 1 ZIPPED FOLDER for the TECHNICAL ENVELOPE and  
(See information detailed in ITB B.II p.7)
- C. 1 ZIPPED FOLDER for the FINANCIAL ENVELOPE.  
(See information detailed in ITB B.III p.8)

**Offers not respecting this requirement may be disregarded.**

9. **Query:** The Technical Assistance and Training Courses will have to be targeted to the DOA professional. Which is the general background of the trainees? How many should we estimate?

**Reply:** As indicated in the **Annex A – Terms of Reference, page 11, Par 4.1.3 Target Groups**, “The Department of Archaeology and National Museum (DOA) of the Myanmar Ministry of Religious Affairs and Culture (MORAC) is the target group of the Services requested under this Contract. More specifically, the activities covered by this Service Contract will be dedicated to 15 professionals employed within Mrauk U DOA office and to other DOA’s experts responsible for other cultural heritage sites in Myanmar together with specialists involved in the WHL nomination dossier preparation for a total amount of maximum 50 people.” The DOA will select the participants to some of the courses based on the proposed topics, thus matching the DOA

professionals' profiles with the training classes targets. As general indication, DOA is composed by several profiles which include, among others, archaeologists, museum curators, historians, chemical experts, GIS experts, engineers, accountants etc. An indication of the organigram of DOA staff is provided in **Annex A1 – DOA Office Organization Chart**. It shall be clarified that the diagram is representative of a full staffed office. In the case of Mrauk U, some of the professionals indicated in **Annex A1** may not be available at present, but it is the intention of the Ministry of Religious Affairs and Culture to support the office as much as possible also in the perspective of the nomination of Mrauk U as World Heritage Site.

DOA in Mrauk U is also supported by local volunteers for ordinary maintenance or cleaning the sites: some of them have specific relevant profiles in archaeology or cultural heritage related disciplines and some of them with non-related background. Some of these volunteers may be included in the number of the mentioned 50 peoples.

With specific reference to the **Activity 4.2 – Site Visit to Pyu Laboratory**, as indicated in the **Annex A, page 21**, *"The estimated number of participants is 30 professionals from DOA. The Service Provider shall consider covering within the budget the renting of a bus, the coverage of food and lodging (hotel expenses and meals) for the group and for the trainers, etc."*

**10. Query:** How many hours of training should it be estimated for each day and week?

**Reply:** As indicated in the **Annex A – Terms of Reference, page 19-20**, the training courses including theoretical courses and practical exercises are foreseen to take place for an average of 40 hours per week, thus considering nearly 8 hours per day. The Bidder shall consider presenting a didactic program that may maximize the effectiveness of the proposed topics, lectures, practical exercises and on-the-job experiences.

**11. Query:** The cost for the Activity 4.2 – Site visit to Pyu Laboratory shall be also covered by the Bidders and thus included in the Offer?

**Reply:** As clarified in the **Annex A – Terms of Reference, page 21, Activity 4.2 – Site Visit to Pyu Laboratory** *"The estimated number of participants is 30 professionals from DOA. The Service Provider shall consider covering within the budget the renting of a bus, the coverage of food and lodging (hotel expenses and meals) for the group and for the trainers, etc."*

**12. Query:** For guidelines on the setting up of a Field Stone Conservation Laboratory (First Aid Station), is it possible to indicate a list of equipment that have been proposed for similar project carried out in a neighbouring country?

**Reply:** Bidders are encouraged to verify on site the real needs and constraints of Mrauk U heritage to identify the most suitable set of equipment for the First Aid Station. List of equipment successfully proposed for similar projects in the South East Asia may constitute a valid base for discussion, however the requirements of Mrauk U site and the proposal for specific equipment shall be in any case negotiated with the DOA, seeking for their agreement.

**13. Query:** How wide is the site of Mrauk U?

**Reply:** As indicated in the **Annex A – Terms of Reference, page 11, par. 4.1.2 Geographical Area to be covered, and page 24, par. 5.1 Location**, *"The Service shall be provided in Mrauk U, Rakhine State, in the Republic of the Union of Myanmar. The present Terms of Reference refers mainly to the area that is going to be protected of the nomination Dossier for the World Heritage List. As a general indication given by the DOA the extension of the area to be protected is estimated in 4,701 hectares whereas the buffer zone will reach up to 9197.17 hectares. A preliminary map of the area to be protected is attached as Annex A2A – Proposal Boundaries of Mrauk U Ancient City."* The activities will be carried out in this area.

**14. Query:** Concerning the A.1 Pilot Projects and namely the Activities A.1.1, A.1.2 and A.1.3 the diagnostic analysis and conservative restoration are referred to “pilot samples/area” or to the entire stonework manufacture?

**Reply:** As indicated in the **Annex A – Terms of Reference, page 11-16, par. 4.2 Specific Work and namely Activity 1.1, 1.2 and 1.3**, the Bidder is not asked to carry out the diagnostic analysis and conservative restoration in the same way for the three pilot projects. The **Activity 1.1 for Bodhi Shwegu** consider a more comprehensive intervention of a full monument presently not used for religious purposes. The temple has a variety of conservation issues that constitute a suitable case study for enabling significant exchanges of know how and techniques relevant to cultural heritage conservative measures that can be easily replicated in other monuments. The restoration plan for this temple shall be agreed with the DOA and may refer to the diagnostic analysis of the temple in its entirety and to relevant restoration activities. It is estimated that for this activity it may be required a longer period of investigation and relevant restoration treatments. **Activity 1.2 for Tay Zay Yar Ma Stupa and Library** is a “middle intervention” that includes both diagnostic and conservative measures to enable the DOA to have tangible example on how to treat monuments that were restored making a broad use of cement. In this case it is requested for the Bidder to execute diagnostic analysis and conservative restoration on specific samples/areas of the Stupa based on a plan jointly agreed with the DOA (see Expected Outcome and Results, page 14 of Annex A). Lastly, for Activity 1.3 for Anawma Temple, it is clarified on page 14 *“The activity foreseen for this site is meant to enable a general **diagnostic analysis** (in limited areas and for a limited extension of time) **that may link to the characterization of the most important stone weathering agents, in order to establish the causes of deterioration and the best conditions for a preventive conservation strategy. No specific restoration activity on the stone materials or interventions to substitute the present roof is requested. However, the results of the diagnostic analysis shall be used for elaborating reports, to provide practical recommendations and general guidelines, which will support the elaboration of the Conservation and Management plan of the Mrauk U sites.***”

**15. Query:** The archaeological area and surrounding landscape are clean/safe? Would it be possible for the Bidders to use equipment such as geo-radar – metal control?

**Reply:** Bidders shall consider that the archaeological area and surrounding landscape are mixed land, including agricultural plots, rice paddies, areas with ponds, places where old architecture items are scattered, hills and plots having trees and bush. The area is not contaminated by land mines and can thus be considered safe from this point of view. The use of geo-radar or metal control equipment is possible, provided that their use will be previously agreed with the DOA, seeking for the necessary internal approval from Myanmar relevant authorities.

**16. Query:** With reference to the preparation of the three different envelopes for the Offer, the documents in the Administrative Envelopes shall be all signed and stamped?

**Reply:** Yes, all the documentation provided in the Administrative, Technical and Financial Envelopes shall be signed and stamped.

**17. Query:** Why is it necessary to submit the Official Bank Statement and the Audited Financial Statement of the last 3 years?

**Reply:** These two documents are part of the Administrative Envelope and are necessary to prove the financial capacity of the Bidder to manage Contracts having a value similar to the one of the present Bidding Procedures. More specifically, as explained in detail in **Invitation to Bid & Instruction to Bidders, page 5, par 5.B.1.4**, Bidders shall provide evidence that the *“average annual internal budget for the last 3 years exceeds EUR 100,000 and therefore it has the economic and financial capability to carry out the requested Technical Assistance and qualified services relevant to the Service hereby described. (Please see in Annex D, 4. Economic and*



*Financial Capacity, and fill it with relevant updated information)*”. Information regarding the Bank Statement and the Audited Financial Statement of the last 3 years are important supporting documents and shall thus be included in the Administrative Envelope as requested in ***Invitation to Bid & Instruction to Bidders, page 6, par 5.B.I.12 and 5.B.I.13.***

18. **Query:** The provided Contract template shall be filled with the Bidder information?

**Reply:** No, the Contract template shall be only signed and stamped on the last page and each page shall be initialled. This procedure is needed to provide the evidence that the Bidder read and understood the terms of the Contract that will be proposed for signature to the successful Bidder. **Bidders shall refrain from including any other information such as the amount of the offer. Contracts bearing the Offer price or providing information other than the signature and stamp are not accepted and may result in the Offer being rejected.**

19. **Query:** When is the Performance Guarantee needed?

**Reply:** As indicated in the ***Invitation to Bid & Instruction to Bidders, page 12, par 9 Signature of the Contract***, it is clarified that “*To sign the Contract, as per Art. 103 of the Italian Law n. 50/2016, the awarded Institution shall provide the Contracting Authority within ten (10) calendar days from the Contract’s notification date, a Bank Guarantee [see Annex D, Template - Performance Bank Guarantee] or a certified check for good performance amounting to at least 10% of the Contract Price and issued by a Bank established in Italy or Myanmar and acceptable to the Contracting Authority or by a primary International recognized bank. The guarantee shall be released and returned to the Company within 30 days upon the issuance of the Final Acceptance Certificate by the Contracting Authority.*” The format of the Performance Guarantee is thus included as a Template for Bidders’ easy reference. **The Template of the Performance Guarantee shall be signed and stamped and included in the Administrative Envelope as evidence that the Bidder read and understood this clause.**

20. **Query:** In Annex A – Terms of Reference the Key Experts profiles are described in detail. Would it be possible to submit a CV of one of the Key Experts providing a profile having a different University Degree? For example, should the Key Expert 1 not have a University master’s degree in Conservation Science specialized in Chemistry/Geology, would him/her be acceptable?

**Reply:** The profiles of the Key Experts have been identified based on the Service needs and requirements. However, in detailing the background and academic experience it has been clarified that equivalent master’s degrees showing evidence of professional experience in the subject referring to the specific actions the Key Expert is requested to implement are also acceptable. In this case, the Bidder is asked to provide evidence of the compliance of the profile proposed to the experience requested by the Terms of Reference. Using the same example: for Key Expert 1, at page 25 it is clarified that the Qualification and Skills should be “***University master’s degree in Conservation Science specialised in Chemistry/Geology, University master’s degree in Chemistry or Geology specialised in Conservation Sciences or equivalent master’s degree showing evidence of professional experience in Conservation Sciences***”; **Evidence of professional experience in Conservation Sciences shall be thus provided in the CV of the proposed Key Expert.**

21. **Query:** In case the Bidder deems advisable to provide more experts than those indicated as Key Experts, would it be possible?

**Reply:** The Bidder is free to include offers considering more experts than those indicated as Key Experts. In the **Annex A – Terms of Reference** it is in fact stated that “*According to the present Project, it is foreseen that additional expertise may be helpful for the execution of this Service: the expertise may comprehend, among others, scientific and technical related subjects such as*

*Physics (dealing with environmental monitoring and diagnostic analysis) or Architecture and Engineering or human sciences, such as Archaeology, Economics, etc.”*

The CV of these experts will not be evaluated as Key Experts, but these aspects will be considered in the evaluation of the Personnel and Organizational Aspects, as indicated in the ***Invitation to Bid & Instruction to Bidders, page 8, par 5.B.II.3.2.*** Brief description of the profiles proposed and the rationale of their contribution to the objective of this Technical Assistance shall be provided.

**22. Query:** Is it necessary to provide specific documents for the Key Experts?

**Reply:** Yes, for the Key Expert it is necessary to submit a CV using the templates provided in ***Annex E – Technical Offer Forms p 6-7.*** Kindly note that also **forms on page 4-5 shall be filled** with the details of the Key Experts. Furthermore, it is mandatory that all the Key Experts proposed by the Bidders sign the ***Statement of Exclusivity and Availability*** provided on p. 8-9 of Annex E – Technical Offer Forms.

**23. Query:** Regarding the Annex F and the preparation of the Financial Envelope, what are the documents that should be submitted?

**Reply:** **Annex F – Financial Offer forms** shall be duly filled, signed and stamped by Bidders. Furthermore, as indicated in the ***Invitation to Bid & Instruction to Bidders, page 8, par 5.B.III,*** “*The Financial Offer shall include documentation of the estimation made by the Bidder and thus provide evidence of the human resources, materials and logistics foreseen to carry out the Service of the Contract.*” An Excel file shall be thus provided with clear indication of the budget considered by the Bidder. The Financial offer shall be in EURO currency and included of any taxation relevant to the execution of the Service object of the present Bidding procedure.

**24. Query:** Which are the taxes that should be considered in the offer?

**Reply:** Relevant taxation applicable as per Italian relevant law shall be considered in the calculation of the offer. No taxes will be paid by the Contracting Authority. For the sole part related to the training courses, Bidders may consider that as per Art.10, clause 1, letter 20 of DPR 633/72 there is a specific exemption on VAT for training courses and educational activities. It is the responsibility of the Bidder to verify whether this exemption may be applicable to their specific case. However, the other services, such as the restoration activities and similar actions cannot be considered exempted and VAT or any other relevant Italian taxation shall be thus calculated accordingly.

Best regards,

AICS Yangon