

**Subject:** “Capacity Development of Donor Coordination (CAD-MM)” funded by the Italian Agency for Development Cooperation – Yangon Office. AID 11087

**Reference:** Clarifications and Questions & Answers to the Bidding Procedure AID 11087 – CIG 74443453D5 dated April 10<sup>th</sup>, 2018

This is to announce the release of the clarifications and of the answers to the queries formulated by the Bidders. This document was prepared by AICS Yangon office staff.

### Clarifications

AICS-Y office found a discrepancy between Section 5 of the Invitation to Bid (Required Documents, Sealing And Marking Of The Proposal), clause 3.1, stating that “The management fee, that is the Organization’s remuneration, cannot exceed 14.5% of the total gross amount”; and Annex E “ECONOMIC OFFER”, where the management fee ceiling is 13% of the gross total. Please note that the correct figure is the one stated in Annex E and thus the management fee cannot exceed 13% of the total gross amount.

### Questions & Answers

According to Section 3 of the Instruction to Bidders, queries had to be sent to the Contracting Authority, to the dedicated e-mail address yangon@aics.gov.it. Deadline for submitting request of clarifications was set on 04/05/2018 at 5:00 pm (Yangon time).

Following find queries sent by the Bidders and the relevant clarifications issued by the AICS Yangon Office:

1. **Query:** The invitation to bid states that INGOs operating in Myanmar are eligible to bid and that the International Expert to be recruited is expected to work at least 10 days per month for the duration of six months and to be flexible as needed. Is it possible for INGOs to propose an Expert who is already contracted by the applicant (INGOs) for the position required?

**Reply:**

The Invitation to Bid in its section 5, clause 2.3, clearly states that the Expert shall not undertake the position offered in case of conflict of interest with any of the activity he/she is already carrying out. Moreover, as indicated in the Annex A “General Terms of Reference”, “[...] *expert will sign a Statement of exclusivity and availability, he/she will be obliged to remain available to start the assignment as foreseen and all through the assignment execution. The Statement of exclusivity and availability to be used is the latest form published in Technical Offer (Annex D). The Bidder/Contractor has also to take appropriate measure to ensure the availability of the expert all throughout the assignment. Failing so, the offer may be rejected, the award of the contract cancelled, and the contract may be suspended or terminated.* The Expert is thus required to confirm that he/she has no engagement as expert in any other professional activity incompatible in terms of capacity and timing with the position he/she is applying for and that he/she shall avoid such conflicting assignments. Annex D contains such a Statement of Exclusivity and Availability, that the Expert is obliged to sign.

2. **Query:** In ‘ANNEX G - Evaluation Grid Technical Offer’ it is stated that the Technical and professional capacity of the organization based on description of similar contracts performed represents 30% of the evaluation scoring. How can the applicant best describe its experience in such a specific field and/or its ability to perform the function required?

**Reply:** As explained in section 5, c 1.1.3 of the Invitation to Bid, “[...] the first (sealed) envelope, marked as “Administrative Documents and the name of the Bidder” shall contain: [...]. Specific experience of the organization & areas of specialisation listing and describing the experience of the Organization in carrying out similar Services, relevant tasks and assignments with specific reference to Myanmar. The list shall be provided with duration of assignments, organizations funding the Contracts, specific expertise provided and (if possible) reference letters of performance; the areas of specialization shall be also detailed clearly”. Moreover, section 6 para 6.1 states that “In order to prove the technical and professional capacity, the Bidders must proof their specific experience of the organization & areas of specialisation. If any of the requirements, are not met, the bid will be rejected. The information requested must be given on the bid submission form (Annex B, point 5). The Bidder must comply with the following criteria:

a) The bidder shall have performed at least 3 certified activities covering two of the following areas:

- Aid effectiveness
- Coordination of International Donors or International Organisations
- Capacity building
- Strategic planning and analysis
- Public policy.”

All information regarding the specific experience of the applicant shall be indicated according to the instruction contained in section 5 of Annex B “Bid Submission Form”.

3. **Query:** In Annex A “General Terms of Reference”, it is stated that AICS-Y has already provided Technical Assistance (TA) services to the Cooperation Partners Group (CPG) for a period of 6 months, and that an assessment was conducted at the end of this period to evaluate the performance of the services already provided. Are the findings of this assessment available for sharing?

**Reply:** The assessment mentioned it is not available for consultation, as it is an internal CPG document. Nevertheless, as stated in Annex A, CPG members have expressed their satisfaction with the Expert’s performances confirming the relevance of the ToRs and reviewing them in line with activities needed for improving coordination among donors and with the Government of Myanmar.

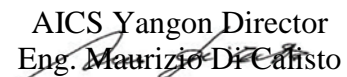
4. **Query:** Annex A “General Terms of Reference” states that the Italian Agency for Development Cooperation in Yangon (AICS-Y) has already provided Technical Assistance services to the Cooperation Partners Group (CPG) for a period of 6 months. At the end of this period an assessment has been carried out to check if the local context had changed and to evaluate the services already provided. The CPG facilitators expressed their satisfaction about the services provided and found them essential for the correct functioning of the coordination forum: AICS-Y declared its availability in providing further Technical Assistance services for another 6-month period. Why has the previous contractor not been confirmed for the next six months? Or, alternatively, if no contractor was engaged

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during the previous period and AICS-Y was delivering TA services directly, why a different set-up has been chosen going forward?

**Reply:** AICS Yangon did not deliver technical assistance directly but contracted a firm through an open tender. However, the two tenders and the ensuing contracts are not the same – i.e. the personnel to be hired is partially different and the ToR needed to be verified in light of the CPG six-month experience with the previous expert and considering the relevant tasks regarding the Institution of Governmental Coordination Bodies and the issuance of new policy documents: DACU, DER, MSDP, ecc. Thus, AICS Yangon had to carry out a new bidding procedure.

The Responsible of the Procedure

AICS Yangon Director  
Eng.  Maurizio Di Calisto