

Ufficio di Yangon

Prot. N. AICS-OUT-324/2017-06-29

MINUTES of the CLARIFICATION MEETING and Q&A

Dear Bidders,

Reference is made to the **Bidding Procedure AID 10725 –CIG 7099405656 launched on June 9, 2017** within the Project “Tourism and Cultural Heritage – Phase I” funded by the Italian Agency for Development Cooperation – Yangon Office.

This is to announce the release of the Minutes of the **Clarification Meeting** carried out on **June 21, 2017 at 10.00am** in the premises of the Contracting Authority – AICS Yangon. Information regarding the Clarification Meeting date, time and venue was clearly indicated the Invitation to Bid & Instruction to Bidders published on June 9, 2017 in the Italian Embassy Website.

The Minutes of the Clarification meeting are provided here below and make available to all Bidders through the website www.ambyangon.esteri.it and www.aicsyangon.org. Should there be any problem with downloading these documents or should there be any part missing or illegible, please notify immediately the Contracting Authority by sending an email to the address aid10725bid1@aicsyangon.org. In any case, a copy of these minutes will be made available at the Contracting Authority premises and can be withdrawn at the following address during working hours: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 – 4.30pm**

Please note that the minutes of the clarification meeting shall be considered as part of the Bidding Documents and shall be signed and submitted with your Offer (Administrative Envelope).

MINUTES of the CLARIFICATION MEETING

Clarification meeting was held at the premises of the Contracting Authority on June 21, 2017. The meeting started at 10.00 am in presence of the representative of the Italian Agency for Development Cooperation, Ms. Anna Dal Maso.

The present document summarizes all the information provided during the Clarification Meeting and gives replies to the queries received by the Bidders through the dedicated e-mail address aid10725bid1@aicsyangon.org.

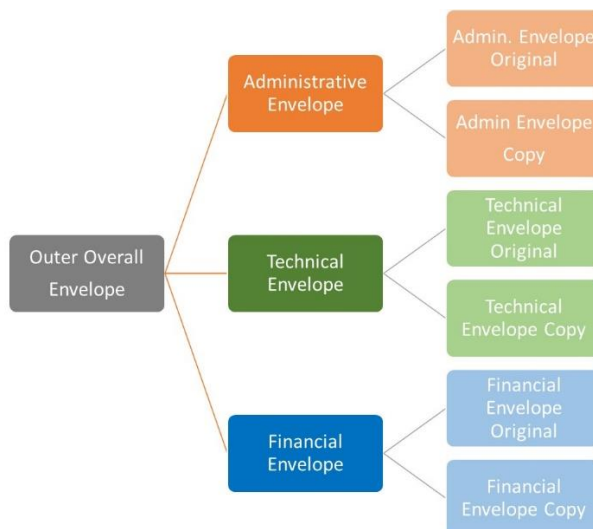
At the beginning of the meeting, the AICS representative provided a brief introduction on the scope of work of the Service, origins and background. Notably, it was clarified that this Service shall be provided in the framework of a Development Cooperation Project. The features of this Service are therefore aimed at supporting the sustainable development of Yangon, providing qualified Technical Assistance to the Yangon Region Chief Minister Office according to the specific request of H.E. the Chief Minister. The main objective is in fact to assist and support the Yangon Region Chief Minister Office to be prepared for duly and effectively handling the challenges of carrying out the necessary interventions and reforms to safeguard, conserve and valorise the historical heritage of Yangon City.

Regarding the Bidding Procedures, during the clarification meeting it was provided an overview of the Bidding Documents. Forms and Templates included in the Bidding Dossier, which are made available, free of charge, on the Italian Embassy website (www.ambyangon.esteri.it).

More specifically it was reminded to the Bidders the following aspects:

1. The **maximum available budget for the Services of TA** to be provided within the present Bidding Procedure is established in **180.000 Euro (one hundred and eighty thousand Euro only)**;
2. The quoted prices shall be expressed in Euro only and be inclusive of any tax due as per Myanmar regulations. The Contracting Authority will not be liable for any taxation relevant to the execution of the requested services;
3. The language of the Bidding Procedure is the English language: all documents, queries, invoices etc. related to the present Bidding Procedure and Contract shall be in English. No other language can be accepted. Wherever an original document is in a different language (i.e. Myanmar, Italian etc.), a translation in English shall be attached;
4. As indicated in Par. 8 – Awarding of the Contract, the criterion of awarding the Contract will be the best value for money, weighing the Technical Offer for the 70% and the Financial Offer for the 30%;
5. In terms of Eligibility, all Organization, NGOs, Companies etc. can equally apply provided that they are registered in Myanmar and they can present tangible evidence of experience relevant to the scope of Services, as indicated in the Instructions to Bidders and relevant Annexes;
6. Some of the TA indicated in the Annex A – Terms of Reference (i.e. TA 1.1, TA 3.1, TA 5.1) shall be provided within the Technical Offer. Bidders shall duly check that all documents requested as per Instruction to Bidders are duly included in the relevant Envelopes;
7. **The indication in the Instruction to Bidders stating the deadline is on July 14, 12.00am was inaccurate. Please consider that the deadline is on July 14, at 12.00pm (not am), meaning at noon, Yangon time.**
8. Offers shall be presented in hard copies (e-mail submission is not accepted), within the **deadline of July 14, at 12.00pm (noon) Yangon time**, and according to the indicated requirements: the instructions regarding the submission of the Offers with relevant Envelopes shall be carefully followed. **Late bidders will not be considered.**

The following diagram intends to help the Bidders in preparing the Offers for submission:



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 Contracting Authority to the dedicated e-mail address aid10725bid1@aicsyangon.org. Deadline for submitting request of clarifications is **27/06/2017** at 12.00am (Yangon time), as indicated in Par 3 of the Instruction to Bidders. The Contracting Authority has no obligation to provide additional information after the mentioned date.

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

1. **Query:** The deadline for submitting the Offers is established in July 14, 2017 at 12.00 (noon), is there any possibility that the deadline may be extended?
Reply: For the time being, it is not foreseen to postpone the deadline for submitting the Offers. The Contracting Authority may evaluate the proposal of extending the available time for submitting the Offers, provided that at least 3 Bidders request an extension by sending an official email to the address aid10725bid1@aicsyangon.org, no later than 1 week before the set deadline. In case the extension may be granted by the Contracting Authority, official notification of the new deadline will be promptly published on the Italian Embassy website www.ambyangon.esteri.it.
2. **Query:** The Invitation to Bid states the following: “Non-Governmental Organizations, Companies or other competent organizations may be eligible for participating to this Bid, provided that: (i) they are duly registered and operational in Myanmar according to the competent national regulations and can therefore carry out relevant activities in the Country; (ii) they can provide tangible evidence of experience relevant to the scope of the Services and according to the instructions provided in the present Document”. Would it be acceptable if the Bidder provide a statement committing itself to register in Myanmar in case of awarding of the Contract?
Reply: No, the possibility of providing a statement declaring that the Bidder Organization will register only in case of awarding of the Contract cannot be accepted.
3. **Query:** Regarding the registration of the Organization in Myanmar, in case of a Joint Venture or Association of Organizations, does this condition apply to all the Members? Could it be sufficient to have only one member registered?
Reply: In case of Joint Venture or Association of Organization it is acceptable for the Contracting Authority that at least one (1) member is registered, provided that the registered one is the leading member of the Joint Venture/Association of Organization. All relevant documentation indicating such relations among the members shall be duly provided as indicated in p.2 of the Invitation to Bid and in par.B.I.7, p. 5.
4. **Query:** Are all NGOs eligible to present an Offer?
Reply: As indicated in the Invitation to Bid and Instructions to Bidders “Non-Governmental Organizations, Companies or other competent organizations may be eligible for participating to this Bid, provided that: (i) they are duly registered and operational in Myanmar according to the competent national regulations and can therefore carry out relevant activities in the Country; (ii) they can provide tangible evidence of experience relevant to the scope of the Services and according to the instructions provided in the present Document”. All NGOs fitting in these requirements are eligible to participate in the Bidding Process and present an Offer.
5. **Query:** In absence of an Audited Financial Report, would it be acceptable for the Bidder to present a statement that this document will be provided in case the organization may be awarded with the Contract?
Reply: No, the absence of the Audited Financial Report for the last 3 years, constitutes ground for exclusion from the Bidding Procedures.

6. **Query:** With reference to the request to present an Audited Financial Report and Official Bank Statement for the last 3 years, and considering that the Myanmar fiscal year goes from April to March year-round, is it acceptable to submit the mentioned documents for the period 2013-2014, 2014-2015, 2015-2016?

Reply: It is acceptable, provided that all the figures indicated in the Audited Financial Reports, those in the Official Bank Statement and those indicated in B.I.4 Economic and Financial Capacity form (Annex D4) are consistent and matching to one another.

7. **Query:** In Par. B.I.9 (g) and in Annex D, No. 6 (h), it is mentioned that a certificate stating that the Organization has no criminal record shall be provided. Considering that in Myanmar, there is not a standardize procedure for requesting the police to issue such a document, is it acceptable to provide a document confirming that there is no affiliation to criminal organizations?

Reply: For the Bidding Process, it is considered acceptable to include in the Administrative Envelope the Self-Declaration provided in Annex D.6 duly filled, signed and stamped. In case of awarding, the Contracting Authority reserves the right to verify that the information provided is reliable and true also through the diplomatic channels, before proceeding with the signature of the Contract.

8. **Query:** With reference to Annex E, No. 4 Performance Bank Guarantee, at the clarification meeting, it was understood that for the submission of the Offer it is acceptable to provide Current Bank account information with a statement where the Bidder commits to open a euro account, if awarded with the Contract. When is the Performance Bank Guarantee needed?

Reply: For the submission of the Offer, it is sufficient for the Bidder to clearly indicate in the Financial Offer all the data referring to the Bank Account according to the provided Bank Account Form provided within Annex G – Financial Offer Form. In case of Bidder having Bank Current Account in currency different from Euro, it is requested to submit a declaration, duly signed and stamped (see Annex g – Financial Offer – Bank Account Form) where the Bidder commits to open a Euro Account in case of awarding of the Contract.

The **Performance Bank Guarantee**, as indicated in the Instruction to Bidders, par.9 - Signature of the Contract, is requested from the Organisation that will be awarded with the Contract, before signing the Contract. This is a mandatory requirement for the awarded Organisation according to Art. 103 of the Italian Law n. 50/2016. Failure of submitting the Performance Guarantee may constitute ground for annulling the decision of awarding the Contract.

9. **Query:** In B.I.9, point g of the Instruction to Bidders it stated that: "Italian Bidders must provide a declaration to be not in one of the conditions as referred to in the Italian Legislative Decree 06.09.2011, n. 159 (Antimafia). Italian bidders must provide the evidence thereof by the "certificato antimafia", issued by the competent Italian authorities". Since 01/04/2016 the "certificato antimafia" is not released anymore but it is the Contracting authority that is due to access to the "Banca dati nazionale unica della documentazione antimafia (Bdna)" to obtain the relevant information. According to this, could you clarify which evidence are Bidders required to provide? May a self-declaration issued according to Italian DPR 445/2000 be satisfactory?

Reply: For the submission of the Offer, it will be considered sufficient to include in the Administrative Envelope the Self-Declaration provided in Annex D.6 duly filled in, signed and stamped. In case of awarding, the Contracting Authority reserves the right to verify that the information provided is reliable and true, also through the diplomatic channels, before proceeding with the signature of the Contract.

10. **Query:** In the Instructions to Bidders, Par. B.I.5 it is requested to submit the following: "Bidder Specific Experience and the areas of specialization listing and describing the experience of the

Organization in carrying out similar Services, relevant tasks and assignments with specific reference to Myanmar.” Could it be confirmed that only references in Myanmar will be evaluated for the Technical Score or could be considered eligible also experiences in similar countries and conditions?

Reply: Technical experiences relevant to the Scope of the Service of the present Bidding Process will be considered eligible also if carried out in similar countries and conditions. Nevertheless, similar tasks and assignments carried out in Myanmar will be considered an added value, and therefore weighed more in the Technical Evaluation.

11. **Query:** With reference to the Power of Attorney, can you clarify when it is mandatory to present this document?

Reply: The Power of Attorney is requested whenever the person with power of signature for the Bidder is delegating someone else to represent the organization. In this case, the Template provided in Annex E.2 - Power of Attorney for Individual Bidder or, alternatively, 3. Power of Attorney for Association of Organization shall be duly filled, signed and stamped. The Power of Attorney shall be accompanied by the copy of the ID or passport of the person delegating and of the person delegated, together with the document certifying that the person delegating is entitled to do so (being the Director, General Manager or similar position in the Company/organization). Wherever these documents are not in English, translation shall be duly provided and included. In case the Bidder person with power of signature is directly signing the documents presented in the Offer, it is not necessary to submit a Power of Attorney. In this case, it is nevertheless mandatory for the Bidder to provide a copy of the document certifying that the person has power of signature (official certificate/evidence that the person is the owner of the Organization, President of the NGO etc.). Bidders shall be also reminded that, if the document is not in English language, relevant translation shall be provided. Copy of the ID or passport of the person with power of signature shall in any case be included.

12. **Query:** What is the role of Yangon Region Chief Minister Office? Is it the Client? Is there any relation with the Yangon City Development Committee (YCDC)? Does YCDC play a role in this?

Reply: As indicated in the Invitation to Bid, the Technical Assistance Services (purpose of the present Bidding Process) are a component of a Development Cooperation Project (Tourism and Cultural Heritage – Phase I – AID 10725) funded by the Italian Agency for Development Cooperation – Yangon Office (AICSY). AICSY is therefore the Contracting Authority for the Bidding Process and relevant Contract. Moreover, as indicated in Annex A – Terms of Reference Par. 2.2 Purpose, *“The YRCMO is the Governmental Institution responsible for all matters related to the management and development of the Yangon Region, with particular regards to the City.”* *“The present Service is aimed at providing qualified Technical Assistance to the [...] YRCMO in order to proceed with the necessary interventions and reforms to safeguard, conserve and valorise the historical heritage of Yangon City.”* The Yangon Region Chief Minister Office (YRCMO) is therefore the beneficiary, and not the client of the qualified Technical Assistance that shall be provided by the Organization awarded with the Contract.

The specific tasks indicated in the Bidding Documents and Terms of Reference are compliant to the precise requests made by the Yangon Region Chief Minister (Letter n. 3/5 – 8 (4)/ General of December 14, 2016) to provide suitable indications, guidelines and recommendations to effectively increase its capacity to lead the process of making Yangon heritage more protected and Yangon a more liveable city.

Regarding the Yangon City Development Committee (YCDC) it is acknowledged that this institution shall be considered as a reference for getting state of the art information on the sector as indicated in Annex A – Terms of Reference, Par. 3.3 - Detailed Indications. Moreover, in Annex A – Terms of Reference, Par. TA 3.4 it is clearly stated as follows: *“The proposed task may include, among others, the following activities: consultation with the YRCMO and with the Yangon*

City Development Committee (YCDC) representatives in order to duly understand the priorities and ideas regarding the cultural assets, constraints, challenges on the protection of the Yangon Heritage[...].”

13. Query: What are the CSOs?

Reply: CSOs is the acronym for Civil Society Organizations.

14. Query: Can you clarify the scope of work? Is it Yangon Heritage or only Downtown Area?

Reply: The Service is intended as qualified Technical Assistance to the YRCMO regarding the overall aspects of the Yangon Heritage. As stated in Annex A – Terms of Reference, Par. 3.1.2 – Geographical area to be covered, p. 7, *“The area to be covered by the Service is the City of Yangon, keeping a comprehensive approach, but mainly targeting the area of Downtown where most of the culturally valuable and historical heritage buildings of public ownership are located. As per the formulation phase, the identified area to be targeted for the requalification proposal was the part of Downtown Yangon around Strand and Pansodan Street. The Bidder will clarify in the Bidding Application (Technical Offer), the specific area that will be targeted by the detailed survey of historically significant buildings.”* Considering that the Technical Assistance shall have a comprehensive knowledge of the dynamics, challenges and development constraints of the city it is important to have an overall understanding of the City, whereas the scope of work and area of intervention for some specific tasks (e.g. TA3 or TA5) have been focused to Downtown Area.

15. Query: What is meant by Corporation Partners? Public, Private, International?

Reply: In Annex A – Terms of Reference, 3.1 General Par 3.1.1 Description of the Assignment, point ii, the reference is to Cooperation Partners and not Corporation Partners. In the attempt to have a coordination among all the countries and official agencies that cooperate with Myanmar as “Cooperation Partners”, in 2016 it was created the Cooperation Partners Group (CPG). The Cooperation Partners Group is constituted by (I) the resident UN agencies, (II) the resident International Financial Institutions, (III) the resident bilateral members of the Organisation for Economic Co-operation and Development - Development Assistance Committee (OECD-DAC members) and (IV) the resident bilateral non-OECD-DAC members. Each of these constituencies has a facilitator and an alternate facilitator (selected by them) having the task of representing each group and assuring effective and transparent communication between the CPs and the Government of Myanmar. The facilitators serve for a period of 12 months. At present, the facilitators are (I) UNFPA (with UNDP as alternate), (II) WB (with ADB), (III) Australia (with Sweden), but no facilitator has been selected so far for the resident bilateral non-OECD-DAC members. Furthermore, it shall be mentioned that as of February 2017, the Development Assistance Coordination Unit of the Myanmar Government, due to the volumes of development assistance and high priority, supported the institution of a non-formal Sector Coordination Group for Yangon Urban Development, chaired by the Yangon Region Chief Minister.

16. Query: Which Agency will be responsible of the upkeeping and maintenance of the database? Regarding the possibility to make the inventory publicly available, would there be budget for making it available online etc.?

Reply: As previously clarified, the beneficiary of the qualified Technical Assistance of the present Bidding Process is the YRCMO. YRCMO is *“the Governmental Institution responsible for all matters related to the management and development of the Yangon Region, with particular regards to the City”*. All the documents and deliverables requested to the Service Provider as per the present Bidding Process, will be officially handed over by the Contracting Authority to the YRCMO, that will be responsible for the future usage, control, upkeeping and maintenance of the database. Regarding the possibility to make the inventory publicly available, as indicated in Annex

A – Terms of Reference p.10 “More points would be given during the evaluation of Technical Offer to the Bidder proposing to organize the information collected through the survey into a database that can be continuously updated and, at least partially, consulted by the public. [...] The utilisation of open sources tools for GIS based inventories would be considered as an asset.” At present no specific budget has been allocated by the Contracting Authority for this purpose. This indication is given to the Bidders to shape the format of the data sheet and inventory according to this aspect, preparing the ground for the future utilization the YRCMO may foresee for this resource.

17. Query: Which Agency would be responsible for issuing/enforcing the regulations?

Reply: As previously clarified, the beneficiary of the qualified Technical Assistance of the present Bidding Process is the YRCMO. YRCMO is “the Governmental Institution responsible for all matters related to the management and development of the Yangon Region, with particular regards to the City”. All the documents and deliverables requested to the Service Provider as per the present Bidding Process, will be officially handed over by the Contracting Authority to the YRCMO. Also regarding the regulatory framework, the YRCMO will be responsible for further elaboration of the legal recommendations and for the following step of endorsement/issuance/enforcement of the regulations that may be needed as per Myanmar governmental procedures.

18. Query: In Annex A – Terms of Reference, 3.1 General, 3.1.1 Description of the Assignment part iv refers to the regulatory framework as well as to sustainable tourism policies, Public Private Partnership and community engagement. Aren’t they different things that can also be conflicting in nature? How should they be connected to the regulatory framework?

Reply: The mentioned part of the Annex A – Terms of Reference is intended to give a general description of the assignment, with reference to the aspects that have been indicated as high priorities for the YRCMO. Bidders should refer to the full document where all these aspects are further clarified. The rational of linking the regulatory framework to the aspects of sustainable tourism, PPP and Community engagement is intended to enable the YRCMO to better understand the legal weaknesses, gaps or available legal resources that may challenge (or otherwise support) the objective of protecting the cultural heritage of Yangon and its social values. All this with the purpose of making Yangon a more liveable city. The descriptions provided in TA 4 is consistent to this approach. However, in case the Bidders wish to improve this part, they can argument their perspective in the Organization and Methodology Document, providing evidence of their clear understanding of the challenges identified for the execution of this Service and namely to TA4, while providing effective and consistent solutions. (See Instruction to Bidders Par II – Technical Envelope, II.1.1 Organization and Methodology and Annex F, 1.1)

19. Query: In Annex A – Terms of Reference, 3.1 General, 3.1.1 Description of the Assignment part v, what is a requalification plan and what is the envisaged level of intervention? Building, building plus public space/infrastructure, street or block? Is it meant to be targeting property owned by YRCMO, line ministries or privately-owned properties?

Reply: As indicated in Annex A – Terms of Reference, 3.1 General, 3.1.1 Description of the Assignment part v, the requalification plan is meant to select within Yangon Downtown “a significant area of intervention (i.e. Strand, Pansodan) encompassing a colonial building to restore, requalify and re-use for public/artistic/social use.” The concept of requalification plan as conceived for the present Service is in compliance with the Sustainable Development Goal n. 11 and therefore “Make cities and human settlements inclusive, safe, resilient and sustainable” and Target 11.4 “Strengthen efforts to protect and safeguard the world’s cultural and natural heritage”. It is thus meant to propose suitable solutions for conservation and re-use of historical buildings for public and social purposes.

Regarding the level of intervention, it is clearly indicated in Annex A – Terms of Reference, 3.2 – Specific Activities and Deliverables that for TA5 it is referred to Building whereas for TA6 it is requested to propose areas according to certain recommendations. More in details, in TA5.1 and in TA5.3 it is clarified that the building, among other requirements, shall “a) *Be of historical value (clear indication of the building period, features, artistic value, social aspects etc. shall be provided in the document); b) Be of public ownership (ministry or relevant institution);”*. To this aim, it shall be clarified that no privately-owned property will be considered for the present Service. Similarly, regarding TA6, point TA6.1 provides a list of requirements that are meant to clarify the area to be proposed for requalification. This aspect will be used for future programming and/or interventions.

Query: How are the PPP aspects indicated in the present Bidding Dossier linked to the current Technical Assistance to YRCMO on PPPs funded by ADB, where cultural heritage does not have the highest priority?

Reply: The Technical Assistance requested for the present Bidding Procedures is explicitly targeting the aspects of cultural heritage preservation and valorisation. There is no direct link to the TA funded by Asian Development Bank on PPP. However, coordination and exchange with the identified stakeholders is clearly encouraged in the TOR of the present Service. As explained in the Annex A – Terms of Reference, TA 2, p. 8, considering that many Cooperation Partners are involved in the process of upgrading and modernizing Yangon and that a Coordination Group on Yangon Urban Development has been created, it is considered a precise task to provide guidelines “*on how to coordinate, on a technical level, the various CPs available to fund (or already funding) projects for upgrading and modernizing Yangon city*” (TA2). For the same purpose, it is also requested to organize a coordination meeting/workshop among CPs within the duration of the assignment (TA2.2)

20. Query: Is the request to identify for priority areas as per TA 1.1 included in the budget or is this an additional requirement? Isn't the choice of priority affecting the identification of the team composition requiring expertise and skillset not necessarily covered by the field of expertise of the Key Experts?

Reply: All the tasks indicated in Annex A – Terms of Reference, 3.2 Specific Activities and Deliverables are included in the budget. TA 1.1. is clearly identified as part of the present Service and cannot be considered an additional requirement. Additional evidence of this fact can be provided by Annex C – Contract Template, where Art.5 – Terms of Payment clearly lists the Deliverables to be submitted. Moreover, the narrative description of TA 1.1 states “*Identification of priority challenges and issues in Yangon City and elaboration of a list of tasks based on priorities, with specific regards to cultural and historical heritage, and a list of challenges to be tackled and interventions to be prioritized (with relevant justifications and argumentation).*” Bidders can argument their choices in the Organization and Methodology part, providing evidence of their understating of the scope of work and of the values they may add to the Service. Regarding the team composition, the identification of the Key Experts was made according to the comprehensive aspects of the Service of TA, whereas flexibility in the choices of Other Experts is given to the Bidders. The capacity of the Bidders to duly address the tasks and provide suitable expertise can be evidenced in the II.1 – Implementation Approach and namely in II.1.1 Organization and Methodology, as well as in II.2 Personnel and Organizational Aspects. These elements will be evaluated as Technical Aspects of the Offer.

21. Query: In Annex A – Terms of Reference, TA2 when it is mentioned that the Service Provider shall actively participate in all the CPs meetings regarding to Yangon City, does it refer to the urban sector group set up by UN Habitat? Does it also involve the private sector?

Reply: As previously clarified in Reply 15, the Coordination Partners meetings that is the target of TA2 is the Sector Coordination Group for Yangon Urban Development, chaired by the Yangon

Region Chief Minister where UN-HABITAT participates together with other international partners. Private sector is not included.

- 22. Query:** With reference to Annex A – Terms of Reference and namely to TA 2.2, Organization of 1 coordination meeting, would the YRCMO or the Project be the host of the meeting?

Reply: The Project will not be the host of the meeting. As indicated TA 2.2 the Service Provider shall be responsible of *“the logistics and technical organization of at least 1 coordination meeting among CPs regarding the proposal of a joint strategy to upgrade and modernize Yangon City, protecting the cultural heritage, improving the living conditions of the inhabitants and engaging the local multi-cultural communities.”* In this regard, the Service Provider may agree with the YRCMO to find suitable venue among the buildings being under the property of the YRCMO, whereas it should be taking charge of the full logistic of the event. The Bidders shall consider all these elements and factors in preparing the financial offer and estimate TA2 accordingly.

- 23. Query:** In Annex A – Terms of Reference, TA5 it is mentioned that the Contracting Authority, in agreement with YRCMO, will identify one property, out of the 6-8 proposed ones, for the possibility to proceed with relevant requalification plan, and in TA 5.5 it is indicated that there might be the opportunity to utilize part of the available space for the promotion of the Italian Culture. What is the objective of the remaining selected properties?

Reply: As indicated in the mentioned part of TA5, this task is aimed at providing a short list of buildings that can have *“characteristic that can effectively contribute at setting up case-studies/methodology to properly approach the urban heritage protection and upgrade of Yangon Downtown Area”*. Among them, one will be selected to proceed with a consistent conservation/requalification intervention, but also considering the opportunity to dedicate part of the premises for the promotion of Italian Culture and Italy and Myanmar relations, in partnership with the Italian Embassy. The remaining selected properties will be kept in the pipeline for future investments in requalification that will be carried out either by the Italian Agency for Development Cooperation (AICS) in the framework of a wider Project, or by other Coordination Partners in agreement with the YRCMO.

- 24. Query:** Regarding the Feasibility Study mentioned in Annex A – Terms of Reference, TA 6.2, is it possible to assume the upgrading of infrastructure/public space as a responsibility of YRCMO or should it be included as a budget component?

Reply: As indicated in the TA 6.2, the feasibility study is aimed at clearly presenting *“elements useful for supporting an informed decision from the YRCMO and the Contracting Authority on the possibility to proceed with relevant requalification plan for the area selected among the presented ones; and fitting in the available financial resources”*. It is therefore advisable, in the process of providing TA to YRCMO, not to consider this element as an assumption, but to indicate the financial resources needed as well as the importance of the YRCMO having the responsibility over such aspects.

- 25. Query:** In terms of reporting, it is clear that the awarded Organisation will have to submit two reports. However, to clarify, is it necessary to submit the progress of each task completed as well - or is it something to include only in the final report?

Reply: The awarded Organisation will have to submit an inception report as well as a final report. However, as indicated in the Instruction to Bidders - Contract Details and Payments, p. 12 and in the Contract Template, Art. 5 - Terms of Payment, it is requested to submit deliverables and documents relevant to the various tasks as evidence of the progress of works. The submission of deliverables as per proposed schedule and as indicated in the Annex A – Terms of Reference for

each tasks will in fact be linked to the execution of the relevant payments. Annex B, Indicative Project Schedule provides also evidence of this aspect.

26. **Query:** In the case of the project needs a no cost extension, how should the Service Provider address this request and how early should this request be sent to the Contracting Authority?

Reply: The Contracting Authority may grant a no cost time extension of the Contract provided that the Service Provider duly send a request, motivating the reasons why such an extension shall be needed. This request shall indicate the additional time needed and be submitted no later than 2 months before the expiry of the Contract.

Best regards

The Responsible of the Procedure

Eng. Maurizio Di Calisto

The Director of AICS Yangon Office