

CLARIFICATIONS

Contract title: Framework contract for the provision of consultancy services to conduct organizational capacity assessment of grant applicants in Enabel in Uganda.

Reference: UGA22005-10037

Please note that the contracting authority will not further respond to any other question as provided for under point 5.3 “Information”. As a reminder, tenders must be received **before 12th June, 2024 at 11:00 am Kampala time**. Late bids shall not be accepted.

N°	Issue / question raised	Response
1.	Concerning the costs related to security measures for traveling to the four regions, will these costs be included in the incidental expenditure, or do they have to be included in the fees?	The travel cost shall be included in the fees as provided for in the table under 6.3.3 Financial proposal on page 57.
2.	Could you please clarify if external experts for the position of team leader and individual experts are considered subcontracting?	No, the experts that the tenderer shall propose shall not be considered as subcontracting.
3.	Concerning the items included in the price we take note of the elements mentioned on page 37. Could you please clarify if under this FWC we need to provide training? Our understanding is that the team needs to propose capacity-building recommendations but not perform the training.	Organising training is not within the scope of the FWC, the tenderer shall only propose concrete capacity building elements based on the assessment.
4.	Do the reports have to be submitted <u>only</u> electronically and no submission on paper is foreseen?	Yes, the reports shall only be submitted electronically.

5.	Could you please clarify what you mean by “lump-sum unit prices exc. VAT”? Is it the total amount (unit price*quantity)?	This is the total price per item described in the table under the financial form on page 57 of the tender document.
6.	In case of being awarded, our invoices should be addressed to Belgium or Uganda? Do you have an EU VAT number? We checked on EU’s VIES and it seems not.	<p>The invoice shall be addressed to Uganda, to the officer indicated in the tender document under section 4.15.3 Invoicing and payment of services of the tender document.</p> <p>No, Enabel in Uganda does have an EU VAT number.</p>
7.	Objective 1 on page 7 of the RFP states that there is a need to confirm the information in the application and assess the capacity of the involved organisations. Kindly clarify if the applications have already been screened by Enabel or if this is part of the scope of the work on this assignment.	Applicants that will undergo the organisational assessment are at the final stages of the selection procedure. Their proposals have already been evaluated at that stage by Enabel. The organisational assessment will indicate and confirm if the respective applicants indeed have the capacity to implement the elements that they proposed.
8.	Under the Composition of the team, It is indicated - (1 coordinator/ team leader and 1 Individual expert.) - I wish to confirm if we are required to share only two Persons along with our tender - i.e 1 coordinator and 1 Individual expert. Are required allowed to add more people.	The tenderer shall be required to present the two experts stated under selection 1.2.1 Human Resources in the tender document.
9.	Kindly advise whether the performance bond is also a requirement for this contract which is for the provision of a service and not goods or construction. I ask because	Given that this is a framework contract, a performance bond shall be required

	we provide similar services to UN Agencies for their IPs and a number of International NGO IPs.	where the LPO value of the purchase order exceeds 50,000 Euros.
10.	Kindly also clarify whether the performance bond is only required for successful tenderers and not required of all tenderers at the time of bid submission.	The performance bond shall only be required from the successful tenderer.
11.	Our firm takes Professional Liability Insurance Policy of up to UGX 100 million annually from a reputable insurance company. Can this be a substitute for the performance bond?	No, Professional Liability Insurance Policy can not substitute a performance bond.
12.	The Terms of Reference on page 10 says “The Contractor shall identify a coordinator/team leader within its organization who will represent the single point of contact for all administrative and operational communication with the Contracting Authority”. Could you please clarify if this person must be an in-house staff (i.e. on Altair payroll)?	It is not a must for a tenderer to propose in-house experts. In accordance to section 5.5.2 Evaluation of Tenders (Selection criteria); a tenderer may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which he has with these entities.
13.	I’d like to ask for clarification about the contract duration: could you kindly confirm the duration is 4 years as indicated on page 20 of the Tender Specifications?	The contract duration is 4 calendar year as stated under section 3.5 Duration of the contract in the tender document.
14.	Qualification Relevance: The announcement mentions that applicants should hold a Master's Degree in Organisation Development, Development Studies, Social Sciences, Education and Training, Skills Development Management,	Yes, MBA (Master of Business Administration) also qualifies as it falls under the other relevant fields for the assignment.

	<p>Human Resources Management, Management Studies, or other relevant fields. Could you please confirm whether an MBA (Master of Business Administration) qualifies as a relevant field for this position/program?</p>	
15.	<p>Project Experience Requirement: Additionally, the announcement states a requirement concerning capacity assessment projects. Specifically, I would like to clarify whether applicants need to have completed a capacity assessment project within the last five years, or if the requirement is for having continuously engaged in such projects over the past five years.</p>	<p>The requirement is for tenderers to have totally and successfully completed assignments in the last 3 years.</p>