29TH Aug 2016

F.A.Q

Tender for Support for Standardization, Strengthening and Setting up of model IPRFC for MSMEs

Q1. **We understand that the Phase I of the project is of 4 months (Page 10 of the RFP document) and Phase II of 7 months (Page 12) which adds up to 11 months. However, on page 13 under Deliverables ad Time Schedule (both Phase 1 & 2 together), it is mentioned that that overall time period of the project is 12 months. Shall we consider 12 months for final deliverables while the ground work for phase 2 be completed by 11 months?**

Answer:

This is in view of preparation of final report, presentation of findings to stakeholders in some roundtable/workshop etc.

Q2. **On page 15, in the expected man-days section, it is mentioned that "Consultants are free to propose shorter /longer man-days as deemed fit by them; however any deviation in man-days would lead to proportional deviation in points during evaluation of technical proposal". Does it mean that proposing longer man-days will lead to additional points?**

Answer:

On the contrary! Proposing longer man-days will lead to lower points.

Q3. **Section 3.3 of the Data Sheet (Page no 6 of RFP document) mentions that "Training is a specific component of this assignment". Could this point be elaborated further to clarify what kind of training is referred to here?**

Answer:

This is just to reiterate that handholding/capacity building is an inbuilt component of initiative and bidders are expected to consider this in outlining its approach and methodology in Technical Proposal.

Q4. **It is mentioned that suitability matrix will be a part of overall Technical proposal, shall the bidder submit its experience and qualification against suitability matrix separately in the Technical proposal in addition to Annexure I? Or the suitability matrix is only a part of the Relevant Experience to be provided in Annexure I**

Answer

It is not mandatory to submit experience and qualification against suitability matrix separately. The information will be culled out from the "technical proposal".

Q5. The suitability matrix (related to experience and qualification of the firm) has a maximum achievable score of 60 while the Technical Assessment Grid (which is not related to experience and qualification of firms) has a maximum achievable score of 100 marks. Shall a combination of both the scores (160) be used for evaluation of the technical proposal?

Answer

No it is not a combination of the two score. Suitability matrix would be used to shortlist the proposals which would be assessed on technical assessment. (The bidder must score above 30 points in the suitability matrix)

Q6. Suitability Matrix (Annexure A) provides required experience and qualification criteria along with score against each criteria. It is also mentioned that "evaluation matrix that will be devised to score on above points and it will be in a manner that the companies with limited experience and expertise will score lower points as against a company with diverse experience on the required expertise and skill set"

a. **Is there any requirement/limitation of the minimum/maximum number of relevant projects a bidder has to submit?**
b. **How many projects shall be sufficient to get the highest marks?**

Answer

Please keep the information within the limits (only 5) as mentioned in the "Technical Proposal" format.

Q7. In the Relevant Experience section of Technical Proposal- Standard Formats of the Bidding Conditions, it is mentioned that "this section should mention 5 most relevant experiences and must not exceed 5 pages".

a. **Does it mean a bidder has to provide only 5 most relevant experiences in the Technical proposal?**
b. **Shall these 5 projects be considered for suitability matrix**
c. **It may not be possible to provide supporting documents as well in 5 pages as some contracts used as supporting documents are much larger. Shall the supporting documented be annexed.**

Answer

- **Yes preferably 5 relevant experiences needs to be captured and presented in a crisp manner!**
- **Yes**
- **Completion certificate/ appropriate document (1 pages) can be put as annexure.**

Q8. We would like to have certain changes / modification some clauses of General Terms & Conditions?

Answer

The General Terms & Conditions (GTCC) attached with tender package are non-negotiable and will be integral part of Contract.

Q9. Whether prior permission from GIZ is required for joint venture , if yes, please advise on the process and the documents required?

Answer

Kindly provide the following documentation/information in Technical Proposal;

(a) Name of Lead Partner (first party)
(b) Name of the Firm with whom the consortium is formed
(c) Letter from 2nd party accepting the terms of consortium

Q10 : In case of profile of international expert, could the experience be related to IPR facilitation in any EU country or it should specifically be of working in an European IPR Facilitation Centre?

Answer

Experience of IPR facilitation in any European Country