



IMPLEMENTING SUSTAINABLE LOW AND NON-CHEMICAL DEVELOPMENT IN SMALL ISLAND DEVELOPING STATES (ISLANDS)

(Antigua and Barbuda, Barbados, Belize, Dominican Republic, Guyana, Saint Kitts and Nevis, Saint Lucia, Suriname and Trinidad and Tobago)

APPENDIX 6 – DOCUMENTATION OF CLARIFICATIONS AND ADDITIONAL INFORMATION

LEGISLATIVE AND INSTITUTIONAL FRAMEWORK CONSULTANCY (Reference: BCRC ISLANDS+_2022_002)

The following information was provided as a response to requests for clarification on the RFP package for the above-mentioned consultancy. This document will be updated as needed.

Question 1:

In the absence of audited accounts, can you advise what must the bankers report contain?

Response 1:

Please note that in the absence of Audited financial statements, consultants are required to produce Banker's reference letters for the last 3 years or at least a reference letter for every year of operation if it is less than 3 years. The letter must speak to credit worthiness and should not be older than 1 month from the date of submission.

Question 2:

Who would be responsible for covering travel costs for the participants for the regional workshops?

Response 2:

For the regional workshops (x2), the BCRC-Caribbean will be responsible for covering the travel costs for all selected project country participants at the chosen location.



Question 3:

In forming a partnership or consortium is each partner expected to provide a separate eligibility form or is it only the lead organization that is required to do so?

Response 3:

One (1) eligibility form can be submitted for the partnership/consortium from the lead organisation.

Question 4:

Are all partners involved in a consortium expected to provide financial statements for the past three years or is it only the lead organization required to do so?

Response 4:

The financial statements for the past three (3) years can be provided by the lead organisation.

Question 5:

Are there specific templates required for the following: Curriculum Vitae, Client references, Statement of Availability, Statement of Validity, or will the consultant be required to formulate their own templates for presenting the relevant information?

Response 5:

There are no specific templates for the listed documents/statements. The bidder is expected to present the relevant information in the Eligibility Form and Technical Proposal as detailed in Appendix 4: Instruction for the preparation of the technical and financial proposal.

Question 6:

With respect to client reference are the provision of names and contact information adequate for each entity?

Response 6:

For the client references, the provision of name, organisation, phone number and email address will suffice. However, please note that Annex III Schedule of Work Experience of the Eligibility Form requires the bidder to list the major contracts (s) executed over the past three (3) years, including current contracts.



Question 7:

Is there an opportunity for an extension of the deadline to be granted?

Response 7:

Based on the receipt of a few requests for extension of the deadline, we have agreed to extending the deadline to **Sunday November 06, 2022 at 11:59pm (GMT-4)**.

Question 8:

Would it be acceptable to submit financials for our head office that currently manages the project finances for our Caribbean regional sub-office?

Response 8:

The submission of audited financial statements from the main office that manages the project finances for the Caribbean sub-office is acceptable.

Question 9:

Would there be consideration for proposals that do not include all 12 jurisdictions?

Response 9:

Due to the synergized approach among the twelve (12) project countries to inform the development of some of the regional deliverables (such as the regional model policy), we would prefer engaging a consulting team that can perform the full scope of works across all twelve (12) project countries.

Question 10:

Do you request a breakdown of overheads and other direct administrative costs? If yes, where should this be covered in the financial template?

Response 10:

The breakdown of all costs, including administrative and overhead costs that contribute to the total value of the financial proposal should be included in the Bill of Quantities template provided at Appendix 5 of the Request for Proposals (RFP) package. An additional line can be added to support the inclusion of administrative costs.

Question 11:

Is there an indication of a budget ceiling for this tender?

Response 11:

In accordance with the BCRC-Caribbean's Tender Evaluation Process associated with this RFP, the project budget for the activity cannot be disclosed. We encourage applicants



to submit their most cost effective and competitive financial bid as this is accounted for in the evaluation process outlined in *Section 9 of Appendix 4 Instructions for preparation of Technical and Financial Proposals*.

Question 12:

Could you please indicate if there are any financial reporting requirements according to the “Draft Contract”?

Response 12:

Section 2.6 Deliverables/Reports outlined in the Sample Contract will be finalised based on the engagement process with the successful bidder. This section will outline the main deliverables and progress reports based on the approved approach to work. Payments will be actioned upon submission and approval of key deliverables based on the determined payment schedule. Reimbursable expenses will be included in the payment based on the provision of an invoice with accompanying evidence of expenditure. There are no defined financial reporting requirements at this stage.

Question 13:

Regarding the financial proposal and the breakdown of costs per activity according to the provided template, would it be acceptable to set up Pools of experts? These pools would then be defined in the Technical Proposal with CVs and names.

Response 13:

The breakdown of costs in the financial proposal can include pools of experts, however details regarding the identification, roles and responsibilities of the team allocated to the work must be provided in the Technical Proposal. The rate and quantity of hours per pool of expert must also be clear in the Financial Proposal.

Question 14:

Should travels and other expenses be listed under each task/activity or is it acceptable to have a general section for the travels?

Response 14:

The travel and other expenses should be included under each task/activity section in the financial proposal to supplement the approach to work, demonstrating where and when the consulting team expects to travel, estimated number of persons, timeframe of travel, etc.

