

**Additional information for the Procurement of Consultancy for  
 Package 1: Strategic Planning and Project Cycle Management Training  
 Package 2: Communication Training Course  
 (RFP 10-027)**

5 March 2010

No	Questions	Answer
1	Are International Airfares costs allowances for Business Class travel or Economy Class travel?	According to the MRC policy, only economic class travel is allowed
2	Per Diem allowances rate of 75% on the UNDSA rate - What items does MRCS include in this Per Diem amount? Is it Accommodation as well as the daily rate for meals and cost of taxis/local transport within Vientiane?	<p>DSA includes</p> <ul style="list-style-type: none"> <li>- Accommodation</li> <li>- Breakfast</li> <li>- Lunch</li> <li>- Dinner</li> <li>- incidental expenses which account for 9% of the DSA</li> </ul> <p>MRC will arrange transportation during the training period, this include airport transfer for the trainer. Personal local transportation is excluded.</p>
3	What items can be included under “Other” in the financial breakdown.	Any additional cost that supplier/consultant feel necessary to include in their financial proposal in order to successfully implementing the work as per TOR
4	The TOR’s indicate that the training venue will be provided, could you please indicate whether the following items will be available at the venue? Data projector, Whiteboards, Display Flip charts Tea/coffee for morning and afternoon tea breaks	All necessary items required for the training will be prepared/provided e.g. LCD projector, flip chart, pin board, white board. Refreshment breaks will be arranged by the project team (morning and afternoon).
5	Is lunch provided by MRCS at the venue, do participants make their own arrangements for lunches, or should organisations tendering add in costs of providing lunches to participants in our proposal?	Lunch is not provided during the training and participants subject to make their own arrangement.

12 March 2010

No	Questions	Answer
1	<p>Other than Form TECH-1 (RFP page 7), is there a required or preferred format for the Technical Proposal?</p> <ul style="list-style-type: none"> <li>a. Is there a length limit? If so, should we assume Times New Roman 12 font, single spacing, and one-inch margins?</li> <li>b. Is there a preferred outline for the Technical Proposal? For example, RFP page 5, paragraph 1 says “Proposals should contain details of the criteria for selection mentioned below.” Should the outline of the Technical Proposal follow these categories?</li> <li>c. Are the “training course outlines with the associated session plans” referenced on pages 11 and 14 required components of the Technical Proposal?</li> <li>d. Based on RFP page 23, Article 3, are we required to submit curricula vitae for all Trainers and their Assistants?</li> </ul>	<p>There is no required or preferred format for the technical proposals:</p> <ul style="list-style-type: none"> <li>a. The invitation to bidders makes no mention of the length of the proposal nor on the specifics of the font size and margin size, this is at the discretion of the bidders.</li> <li>b. The criteria for selection are set out in Section 9, the assumption is that bidders will respond to these criteria.</li> <li>c. The selection criteria refer to work programme and schedule. Reference to session plans is not made in the selection criteria.</li> <li>d. The selection criteria specifies the “Personnel/Trainers - General qualification/ professional background &amp; experience in similar capacity building assignments” – assumed that CVs are required to respond to this criteria.</li> </ul>
2	<p>At what stage should we fill out the sample contract? (E.g., at the time of proposal submission, or post-award?)</p>	<p>Bidders are not required to fill out the sample contract.</p>
3	<p>RFP page 4, bullet 1 says “the proposal shall consist of two separate files i.e. one technical proposal and one financial proposal.” If we bid for both Package 1 and 2, should we still submit two files, i.e. one Technical Proposal for both Packages and one Financial Proposal for both Packages?</p>	<p>The RFP consists of two packages; the bidders may bid for one or more packages, and the bid evaluation will be carried out package-wise.</p> <p>As the fact that, the bidders need to prepare one technical proposal may consisting of package 1 and/or 2 and <b>separate financial proposal for each package</b></p>
4	<p>RFP page 9, footnote 1 says that for the per diem, “MRCS’ DSA rate (75% of the UN DSA rate) of the month of mission shall be applied.” Should we calculate the MRCS DSA rate based on the UN DSA rate for Vientiane? If so, should it be “Vientiane 122 USD” or “Vientiane Settha Palace 175 USD” (<a href="http://icsc.un.org/resources/getData.asp?id=Lao_Democratic_republic">http://icsc.un.org/resources/getData.asp?id=Lao_Democratic_republic</a>)</p>	<p>MRC DSA rate in March 2010</p> <ul style="list-style-type: none"> <li>- Vientiane, Lao PDR           USD 92</li> <li>- Phnom Penh, Cambodia    USD 103</li> <li>- Bangkok, Thailand        USD 164</li> <li>- Hanoi, Viet Nam            USD 116</li> </ul>
5	<p>Was training on strategic planning, project cycle management, and</p>	<p>Training on SP, PCM and Communication was</p>

	<p>communication provided to JRP Batches 1-3?</p> <p>a. If yes, is MRC able to disclose who provided those trainings?</p> <p>b. Was there a training evaluation report they can share?</p>	<p>provided to the JRP Batches 1-3. MRC will disclose the relevant information on previous trainings to the successful service provider, it is not considered necessary for the bidding process.</p>
6	<p>Are training providers from Batches 1-3 invited to bid for this RFP?</p>	<p>Yes, training providers from Batches 1-3 are invited to bid for this RFP.</p>