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To: **To Whom It May Concern.**
Date: **09/03/18**
Attn:
Fax:
From: **UNDP Bosnia and Herzegovina**

Subject: **Consolidated Reply to clarification requests for RFP/BIH/012/18 EE Study for 800 Public Buildings in FBiH and RS**

Dear Sir/Madam,

Please find below a consolidated reply to all received clarification requests related to RFP/BIH/012/18;

Comments/feedback on the following questions:

Question –

Could you just provide me with an information whether a consultancy registered in France and having person who speaks the local language could reply onto the call? Or it has to be a local enterprise?

Answer –

*On 22nd February 2018 Notice on Amendment of RFP documentation was sent to all companies who picked up RFP documentation and it was posted on UNDP website. Following amendments were stipulated:
It is not mandatory that Service provider must be a company/local organization registered in BiH, but it must be Officially registered legal entity or consortium of legal entities.*

It is not mandatory that the service provider must have Experience in implementation of similar programmes/projects/consultancies in the area of in energy efficiency in building sector of BiH, but in the area of energy efficiency in building sector in general.

It is mandatory that language requirement for the expert team is BHS language and English, considering that consultation with local stakeholders will be done in BHS language. Review of existing data, national regulations and other relevant local documentation, reports etc. will be done in BHS language since there is very little or none available in English language.

Question –

Kako razmatramo slati ponudu za Studiju energetske učinkovitosti za 800 javnih ustanova, možete li mi odgovoriti na pitanje: Možemo li ići u konzorcij sa poduzećem koje ima minimalno 5 godina iskustva u području energetske učinkovitosti, ali je registrirano u drugoj državi? Naglašavam da bi lokalna kompanija bila vodeći član konzorcija.

Answer –

It is up to Service provider whom they want to enter into Consortium/JV. There are no limitations for Consortium members to be companies from outside of BiH.

Question –

Please for clarification of the deadline for executing the service from this public call. The tender documentation states that the deadline for execution is 80 days, for 800 public buildings.

Answer –

The deadline for service provision is 80 calendar days as stipulated in tender documentation. Please check, page 19 of tender document with stipulated deliverables and given timelines.

Question –

U delu Criteria for the Award of Contract and Evaluation of Proposals, na strani 5 se navodi: *The service provider must be a company/local organizations registered in BiH.*

Pitanje: da li je dozvoljeno da Ponuđač (service provider) bude grupa ponuđača, to jest konzorcijum više pravnih entiteta? Ako to jeste slučaj, da li je dozvoljeno da neki pravnih entiteta iz grupe ponuđača bude strano pravno lice, koje nije registrovano u BiH?

Answer –

Consortium/JV are eligible to apply. There are no limitations for Consortium members to be companies from outside of BiH.

Question –

U delu Criteria for the Award of Contract and Evaluation of Proposals, na strani 5 se navodi: *The service provider must provide evidence of performance of at least two studies of this kind (of same scope and complexity).*

Pitanje: šta znači, da referentne studije, na osnovu kojih će se Ponuđač prihvatiti ili eliminisati, treba da budu istog obima i kompleksnosti. Istog obima i kompleksnosti kao šta? Kojeg obima i kompleksnosti moraju biti referentne studije, koje trebaju biti dokaz da Ponuđač ima pravo da učestvuje na ovome RFP?

Answer –

You should provide evidence of performance of at least two studies of this kind (of same scope and complexity as studies that are subject to this ToR).

Question –

Da li je 26.02.2018. rok u kojem treba predati samo dokaze koji su bitni za Evaluation stage 1, ili je do tog roka potrebno pripremiti i dokaze definisane u delu RFP-a Evaluation stage 2 –technical evaluation of the proposal, te takođe i pripremiti finansijsku ponudu, kako je opisano u delu RFP-a Evaluation stage 3?

Answer –

The deadline for submission of complete proposals has been extended to 12th of March 2018.

Question –

U delu Evaluation stage 2 –technical evaluation of the proposal, na stranici 7, navodi se da Ponuđač mora posedovati sledeće:

Experience in implementation of similar programmes/projects/consultancies in the area of in energy efficiency in building sector in BiH as well as previous experience in execution of the studies on energy efficiency, energy audits proven through reference letters and/ or contracts for implementation of at least 2 studies and 100 energy audits of public buildings within the last five years in total value of 200,000 BAM (references must include investors' contact details, project values etc.);

Iz teksta je nejasno, da li 2 studije i 100 energetskih pregleda, kojima klijent dokazuje stručnost, mogu biti izvršene na javnim objektima u bilo kojoj državi, ili se stručnost dokazuje isključivo ako je Izvođač izvodio energetske preglede i studije samo na javnim objektima u BiH. Molim za pojašnjenje i odgovor na pitanje, da li objekti na kojima su izvršene 2 studije i 100 energetskih pregleda, kojima se dokazuje stručnost Ponuđača mogu biti objekti u bilo kojoj državi?

Answer –

Please note that Evaluation Stage 2-technical evaluation form is not eligibility criteria, but evaluation scoring sheet. At the same time, in accordance with ammended tender document, the references relatated to at least two studies and energy audits can be from outside of BiH.

Question –

On page 3 of the RFP it is stated that the expected duration of work is 80 calendar days.

Does "calendar days" refer to all days in a month, including weekends? Or does it refer to just working days, excluding weekends?

Answer –

80 calendar days refers to calendar days, not working days. Therefore, it includes all days in month.

Question –

Throughout the RFP it is mentioned that proposal of the bidder should include the methodology for preparation of the Study/Studies, and that the outputs delivered by the bidder who will be granted the contract are 2 studies on energy efficiency in 800 buildings. However, on page 4 of RFP, in the section "Payment terms" it is stated that first payment tranche of 30% will be released after the first output, Methodology, is received and accepted. The deadline for the Methodology handover to the UNDP is April 25.

Is this Methodology expected to be any different than the methodology that the bidder is submitting in the application to the RFP? Is it expected to be just a more detailed document, but essentially the same as the methodology delivered in the application?

Answer –

Proposed Methodology, Approach and Implementation Plan must be submitted as integral part of your Technical Proposal. This Methodology will be subject to evaluation within Evaluation stage 2.

Please familiarize yourself with all details related to this within tender documentation under; Section 2: Instruction to Proposers/ C. PREPARATION OF PROPOSALS/15. Technical Proposal Format and Content/ 15.2 Proposed Methodology, Approach and Implementation Plan

As for second part of your question, please note that in case of Contract Award, a detailed Methodology needs to be developed as Deliverable 1.

Question –

On page 6 among the documents to be submitted to establish eligibility it is required to provide "positive financial statement from the bank".

What is this document exactly, what should it testify about the bidder? Could you provide us with the draft content of this document, since it is not widely used document/certificate.

Answer –

Positive financial statement from the bank - is a statement issued by the bank on their memo confirming that the Service provider is solvent (has not had its account frozen nor restrained from access to its assets...)

Question –

On page 5 among eligibility criteria it is required that "The service provider must provide evidence of performance of at least two studies of this kind (of same scope and complexity)". Does "the same scope" mean that only previously performed studies for at least 800 buildings make the bidder eligible? Or are the studies for 10-20-30 buildings also »of the same scope«?

Answer –

Same scope/size and complexity, for at least 300 and more buildings since expected Study for Republika Srpska is 350 buildings and for Federation of BiH is 450 buildings. Studies for 10-20-30 buildings would not be considered as same scope to the subject of the ToR.

Question –

Could you change the eligibility criteria "having performed at least 2 studies of 300 and more public buildings" into "having performed xy number of energy efficiency studies for public buildings" or perhaps into "having performed 2 studies for at least 10 public buildings"?

Answer –

Since number of buildings in a study does not necessarily reflect its complexity, please disregard previous answer with indicated number of buildings. In that regard, your qualification and eligibility will be subject to evaluation as per RFP stipulations.

Question –

On page 7 of RFP, the minimum required number of energy audits performed by the bidder should be 100 within the last five years, in total value of 200.000 BAM (or 150.000 m2 audited). How does this correspond to the requirements mentioned under the question 4 of this letter?

Why is it required that the bidder has also performed the studies, besides the energy audits?

Answer –

Please note that Evaluation Stage 2-technical evaluation form is not eligibility criteria, but evaluation scoring sheet. Since the subject of this ToR is development of two studies, and not performance of the energy audits, it is a requirement for service provider to prove that he has completed two studies as an "eligibility" criteria.

Question –

In the ToR (RFP, page 16) it is stated that a separate study for each canton should be produced, whereas on page 3 the delivery of 2 Studies is expected, one for Republika Srpska (350 buildings) and one for Federation of BiH (450 buildings). Could you please clarify?

Answer –

Please disregard canton studies. Subject of this ToR is delivery of 2 Studies, one for Republika Srpska (350 buildings) and one for Federation of BiH (450 buildings).

Question –

There is a list of documents that need to be submitted for the eligibility check provided on page 6 of RFP. Can you please clarify if each member of the consortium should provide these documents or only the lead partner?

Answer –

Please note that all entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP. However, it is expected that JV/Consortium fulfills the eligibility check, and not its members solely.

Best regards,

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