**Questions and Answers No. 1**

**RFQ “A Mobile Delivery Facility (MDF)”**

**Q.1** **Is the contractor expected to present a layout of the interior customization of the vehicle?**

**A.1** *The contractor should prepare a layout proposing the interior customization of the vehicle that will meet all the requirements as specified in the technical specifications for the vehicle interior. A layout is also required for the exterior with the deployed tent and ramp for disable access.*

**Q.2. Is entrance and exit expected to take place through the same door, or back door exit is preferred?**

**A.2** *The proposed layout will need to take into consideration the movement inside the MDF. Considering that this is a service delivery office, albeit mobile, counter service standards apply as much as possible, including minimal interference with the work of the clerks and easy entrance-exit for the citizens.*

**Q.3** **Can the offer include two options for the vehicle, for example one that matches more minimally the technical requirements, and an additional one that we believe would be more appropriate considering its usage in remote areas and challenging road conditions?**

**A.2** *Yes. Submission of options is welcome, provided in all cases that the technical specifications are met in full.*

**Q.4** **Is the quantity of the MDF vehicle required only one?**

**A.4** *Yes. One (1) vehicle is to be purchased under the RfQ. This MDF will be a pilot, the first such in Albania. In the future more may be required for deployment.*

**Q.5** **Instruction to proposer, Technical Proposal Evaluation, Documents to be submitted pg. 3**

Certificate of Exclusive Distributorship in the country.

***Please clarify if a copy of the certificate is enough?***

**A.5** *A copy of the document submitted as part of the proposal would suffice.*

**Q.6** **Instruction to proposer, Technical Proposal Evaluation, Documentation indicating compliance with requirements under ‘*Note: Requirements for the vehicle’* and marked with asterisk for designs/renders in Annex 1, page 3**

***Please clarify.***

**A.6** *The reference is to the following accompanying vehicle documentation in the proposal:*

* *Regarding vehicle documentation and adaptation as a mobile office.*

*Conversion and furnishing according to the specifications must be performed by the manufacturer or an operator certified for the execution of such works. The vehicle must be equipped with all the required documentation and comply with the conditions in accordance with the Albanian legislation.*

* *Regarding the safety of the vehicle*

*The adapted vehicle must provide the Albanian legislation specified safety for people and equipment, both in motion and during the service delivery period.*

*In addition, interior and exterior layouts (notes marked with asterisk within the Technical Specifications) must be included in the documentation submitted with the proposal.*

**Q.7 Should delivery time be specified?**

**A.7** *The specification of delivery time is important, and will be taken in consideration during the evaluation of proposals.*

**Q.8 An extension of the deadline for submission of the proposal would be preferred given the holiday season. Would this be considered?**

**A.8** *The deadline is extended until 11 January 2019.*