



Empowered lives.
Resilient nations.

To: **To Whom It May Concern.**
Date: **27/11/19**
Attn:
Fax:
From: **UNDP Bosnia and Herzegovina**

Subject: **Consolidated Reply to clarification requests for RFP/BIH/022/19 Performance of Energy Management Trainings in Bosnia and Herzegovina**

Dear Sir/Madam,

Please find bellow a consolidated reply to all received clarification requests related to RFP/BIH/022/19;

Comments/feedback on the following questions:

Question –

Could you please advise the training program and material should be delivered in which language?

Answer –

The training program and material should be delivered in local BHS languages, as it is stipulated in tender document under Section 5 - Terms of Reference, Page 42;

All communication, correspondence, training delivery and training material with stakeholders (training's target group) and other different levels of government will be conducted in local BHS languages.

Question –

One criteria provided in RfP is that the team must have knowledge of BHS languages. We would like to propose a team with a mix of local and international experts. The local expert will be verse with BHS languages and international experts will deliver training in English with language support from local team. Kindly requesting you to relax the criteria of knowledge of local language for every expert.

Answer –

Please note that subject of this RFP is performance of highly specialized trainings which cover specific topics that can only be lectured by experts in that particular area of expertise and in line with existing rulebooks, curricula and adopted agendas by different level of Government in B&H, as indicated in the RFP document. Since all communication, correspondence, training delivery and training material with stakeholders (training's target group) and other different levels of government will be conducted in local BHS languages, local language qualification criteria is indicated in scoring table.

However, knowledge of BHS languages is not eligibility criteria that would lead to disqualification but has weight in the evaluation stage where each of the proposed lecturers/experts would be awarded 5 points for language qualifications.

Therefore, taking everything above mentioned into consideration, we are not in position to amend the RFP criteria.

Question –

Could you please send us information and clarifications for questions below:

1. Do we need to include the cost of transportation for the participants who attending the training ?
2. Do we need to plan accommodation costs for participants who attending the training?

Answer –

On page 34 under D. Outputs/Tasks within Section 5 – Terms of reference, it is clearly stipulated that; *All activities shall be undertaken each year in up to 10 localities in FBIH and RS (in total up to 20) in such a way to assure training programme events/sites are in short reaching distance of participants.*

Therefore, there is no need to include transportation costs or plan for accommodation costs for participants in your proposal.

Question –

After each of the agendas there is note for responsibilities for GIZ and UNDP.

Could you please send us information regarding the agenda „Training for Energy Associates/end-users implementation“, will GIZ and UNDP be engaged here?

If yes, please send us information in which volume.

Answer –

UNDP will be engaged in “Energy Management System (EMIS)” trainings marked as T31 in agenda „Training for Energy Associates/end-users RS and FBIH“. Total duration of trainings planed from UNDP is total 7 hours for these sessions. GIZ will not be engaged in this agenda.

As indicated on page 35 under D. Outputs/Tasks and on page 38. Under I. Institutional Arrangement within Section 5 – Terms of reference;

UNDP CO BiH will provide its staff / additional consultants to deliver the “Energy Management System (EMIS)” training part of each training. However, the facilitation and logistics of those training parts are within Contractors tasks.

Question –

The education agenda states that participants should use computers during their education.

Could you please send us information do we need to plan the cost of renting this laptops / PCs to all participants, about 5500 people?

Answer –

Selected contractor must cover all logistical requirements for each session which also include providing laptops/PC for training participants

As indicated on page 38. Under I. Institutional Arrangement within Section 5 – Terms of reference;

The Contractor is required to develop, organize and deliver required on-site events for various training programmes with targeted groups and stakeholders. The Contractor must provide logistical support during the training programme delivery in terms of organizing and covering all logistical costs of all of the trainings (training venue, refreshment, coffee breaks, catering etc.). The Service Provider will be in charge for the preparation of all training materials that will be used during the trainings and shared with participants, as well as and not limited to preparation of invitation letters, communication with participants etc.

Question –

Please provide us clarification related Section 5. Terms of Reference;

I. Professional Qualifications of the Successful Contractor and its key personnel.

Considering that professional requirements for the Lead Mechanical expert and Mechanical expert related minimum years of experience are not the same (i.e. for the Lead Mechanical expert minimum 10 years of experience and for the Mechanical expert minimum 7 years of experience), is it possible that the same requirements to be applied on Lead Architect/Construction expert and Architect/Construction expert related minimum years of experience?

Lead Architect/Construction expert - Key Expert 4: *University graduate: architecture/civil engineer, with minimum 10 years of experience;*

- *Specific experience in:*

- *Experience in the field of energy efficiency and relevant EE education delivery programmes,*
- *Experience on EE in public sector buildings – experience in conducting detailed energy audits and calculations of energy performance characteristics of public sector buildings,*
- *Experience in work with representatives of municipalities, cantons, entities and state level representatives in BIH or Region,*
- *Experience in preparation of buildings construction characteristics, heat losses, Renewable sources of energy and preparing of BoQs.*

- *Language Qualifications BHS languages*

Architect/Construction expert - Key Expert 6: *University graduate: architecture/civil engineer, with minimum 10 years of experience;*

- *Specific experience in:*

- *Experience in the field of energy efficiency and relevant EE education delivery programmes,*
- *Experience on EE in public sector buildings – experience in conducting detailed energy audits and calculations of energy performance characteristics of public sector buildings,*
- *Experience in work with representatives of municipalities, cantons, entities and state level representatives in BIH or region,*
- *Experience in preparation of buildings construction characteristics, heat losses, Renewable sources of energy and preparing BoQs.*

- *Language Qualifications BHS languages*

Answer –

The stipulated minimum professional requirements for key experts cannot be amended.

Question –

Please provide us clarification related to Section 5. Terms of Reference; d. Outputs/ tasks

Considering that Agenda for “Energy management training for end-users on BIH state level” is not provided within Annex 3, can you confirm that Agenda for “Energy management training for end-users in RS” is applicable on “Energy management training for end-users on BIH state level” too?

Answer –

The Agenda for “Training for Energy Associates/end-users RS” is not applicable on “Training for Energy Associates/end-users on BIH state level”. The applicable Agenda is “Training for Energy Associates/end-users FBiH”.

Question –

Please provide us clarification related to Section 3. Bid Data Sheet; BDS 14; Deadline for Submission Given the complexity of the project "Performance of Energy Management Trainings in Bosnia and Herzegovina" that includes a large number of stakeholders as well as long project duration period of 3 years, the preparation of proposal is very demanding and requires a lot of effort in completion of all documents/requirements from the Bidder. In this regard, can you please extend the deadline for submission of proposal, for a minimum seven (7) days from the initial deadline date?

Answer –

We are not in position to extend the deadline for submission of proposals, considering that the tender document was advertised from 04th of November to 02nd December 2019 which provides all potential offerors sufficient time to prepare proposals.

Best regards,

UNDP BIH

Tel: + 387 33 293 400

Fax: + 387 33 552 330

registry.ba@undp.org