

OSCE Project Co-ordinator in Ukraine

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Clarification Note # 1

Request for Proposal – RFP UKR/01/2009

**LOGISTIC SUPPORT IN ORGANIZING OF THE TRAINING CAMPAIGN INCLUDING THEORETICAL
AND COMPUTER WORKSHOP TRAININGS ON MAINTAINING THE VOTER REGISTER DATABASE
FOR RMB'S REPRESENTATIVES FOR THE OSCE PROJECT COORDINATOR IN UKRAINE**

In accordance with paragraph 8.2 of the Instructions to Bidders, the OSCE would like to provide the following clarifications to the bidding documents:

Question 1: Is it obligatory that the 4 teams of trainers work simultaneously, i.e. start and finish their trainings at the same time? Or it is possible to schedule Team 1 and Team 2 to conduct their trainings first and afterwards Team 3 and Team 4 to conduct theirs?

Answer 1: Yes, it is obligatory that the bidders allow for the possibility for all four of the teams to conduct trainings simultaneously. This is required in order to shorten the time in which all trainees can be trained.

Question 2: Regarding Article 5 (a) of the Terms of Reference could you please specify the amount of the training materials.

Answer 2: One set of training materials will include: one training manual (approx. 30-40 pages) and 1 CD with training materials per each participant, plus the standard set of utensils (notepad, pen, and folder). The ultimate number of sets of material for each training depends on the number of prospective trainees in that training, i.e. between 50-70 sets per each training.

Question 3: Please also specify the number of OSCE staff and trainers in each team.

Answer 3: Each team consists of 2-3 trainers. The number of visiting OSCE staff will vary from training to training, but will not have any impact on the work of logistic support.

Question 4: Article 11.1 of the ITB lists a number of items that Bidders are expected to include into the Financial Proposal, e.g. remuneration for staff, subsistence, transportation, services and equipment, office rent, insurance, printing of documents etc. The Terms of Reference does not describe such items. Please let us know if we should follow the Terms of Reference in this case and not include the items into the Financial Proposal.

Answer 4: The items listed in Article 11.1 of the Instructions to Bidders are examples of possible costs that could be incurred by the Bidder when providing the services, and should be included in the price schedule *where appropriate*. The point is that Bidders should include absolutely all costs associated with the provision of the services in Section IV – B Summary of Costs table (note point 6 “Other costs please specify”). On no account will the OSCE pay any costs that were not listed in the Summary of Costs table in the Bidder’s proposal.