



Organization for Security and Co-operation in Europe
Spillover Monitor Mission to Skopje

Date: 24 October, 2008

Clarifications Note No. 1

**Invitation to Bid – Capacity Building Service Provider
SPILLOVER MONITOR MISSION TO SKOPJE
RFP REFERENCE CBSP 1008**

The OSCE Spillover Monitor Mission to Skopje held a pre-proposal meeting on 24 October 2008 for all prospective Bidders for RfP no.CBSP1008.

In accordance with paragraph 8 “Clarification of Bidding Documents” of Section I, the OSCE would like to provide the following clarifications:

Question 1: What should be considered as “in-kind contribution?”

Answer to Question 1: Materials or venues/equipment which will not be charged by the Provider during the trainings will be considered as in-kind contribution. **(it should be mentioned in your Proposal)**

Question 2: What Financial offer should consist?

Answer to Question 2: Section IV –A and Section IV-B should be filled (page 20 and page 21) and packed in separate envelope. One original and one copy have to be provided in different envelopes and marked: ORIGINAL and COPY on the outer with the text: “Do not open, with the Technical Proposal”

Question 3: How the offer/Proposal should be packed? How many copies/envelopes should be submitted?

Answer to Question3: Two copies of each proposal: Financial (ORIGINAL and COPY in separate envelopes) and Technical, (ORIGINAL and COPY in separate envelopes). All Financial and Technical together packed in bigger envelope and marked as explained as per Section I paragraph 14.4

Question 4: Which documents should be submitted which will represent the Agency and show their official statute and existence?

Answer to Question 4: Copy of the Court Registration document for the Company and statute.

Question 5: What is the minimum experience for One Company to apply?

Answer to Question 5: As mentioned in the ToR at least two years of existence.

Question 6: Is a consortium of agencies eligible to apply, national and international?

Answer to Question 6: Yes consortium of agencies may apply either National or International, but with in respect to Section I paragraph 6.1, pp.5 from the bidding documentation).
Proposed staff from all involved agencies should sign the format of CV (Section III-F, pp.19 from the bidding documentation)-verifying their availability.

Question 7: Intellectual property issue?

Answer to Question 7: One of the agencies would include the intellectual property (selling knowledge fee per participant) in the final calculation.

For this purpose, the agency wanted to know the number of people that will be trained and the volume of work they will be required to do.

As a general capacity building service provider to the Mission, the agency would be occasionally engaged by different programmes, in relation to their needs, therefore the board could not answer this concern, and replied that the numbers are relative and the need for the provider will vary and can not be estimated in advance.

NOTE 1: One of the agencies noted that the budget lines do not include fee for consultancy and mentoring, which was required as a service in the ToR.

New, amended table will be attached to these minutes.

NOTE 2: All Bids must have the number of this Request for Proposal (CBSP 1008).

Section IV – B Summary of Trainer / Consultant Costs (pp 21)

Cost Component	Unit Price (EUR)
Daily cost for senior trainer/consultant related to preparation of the capacity-building intervention;	
Daily cost for mid-level trainer/consultant related to preparation of the capacity-building intervention;	
Daily cost for junior trainer/consultant related to preparation of the capacity-building intervention;	
Daily cost for senior trainer/consultant related to implementation	
Daily cost for mid-level trainer/consultant related to implementation	
Daily cost for junior trainer/consultant related to implementation;	
Daily cost for senior trainer/consultant related to reporting;	
Daily cost for mid-level trainer/consultant related to reporting	
Daily cost for junior trainer/consultant related to reporting;	
Daily cost for senior trainer/consultant related to conducting needs assessment	
Daily cost for mid-level trainer/consultant related to conducting needs assessment	

Daily cost for junior trainer/consultant related to conducting needs assessment	
Daily cost for senior trainer/consultant related to facilitation;	
Daily cost for mid-level trainer/consultant related to facilitation	
Daily cost for junior trainer/consultant related to facilitation;	
Daily cost for senior trainer/consultant related to conducting consultation/mentoring	
Daily cost for senior trainer/consultant related to conducting consultation/mentoring	
Daily cost for mid-level trainer/consultant related conducting consultation/mentoring	
Daily cost for senior trainer/consultant related to conducting evaluation of projects/ programmes;	
Daily cost for mid-level trainer/consultant related to conducting evaluation of projects/ programmes	
Daily cost for junior trainer/consultant related to conducting evaluation of projects/ programmes	

Signature of Bidder: _____

END OF TEXT