

## E-mail

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TO:	All Bidders FAO Sales Managers	FROM:	Courtney Linley Chief, Procurement Section
DATE:	1 March 2018	REF.:	RFP No. 2018-0009/RAHMAN
FAX NO.:			
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SUBJECT:	<b>Clarifications No. 3 – RFP No. 2018-0009/RAHMAN</b> “Provision of Software Engineering Services for Atmospheric Transport Modelling (ATM), Data Acquisition, Processing and Dissemination”		

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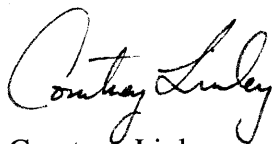
Dear Sales Manager,

Please find attached responses to queries raised by interested bidders in respect of RFP No. 2018-0009/RAHMAN (“Provision of Software Engineering Services for Atmospheric Transport Modelling (ATM), Data Acquisition, Processing and Dissemination”). Please note that the lines in grey have already been answered in previous requests for clarifications and are reproduced here for ease of reference only.

Please take these responses into account in the preparation and submission of your proposal.

We are looking forward to receiving your proposal prior to the submission extended deadline on 14 March 2018, 17:00 hours, Vienna (Austria) local time.

Kind regards



Courtney Linley  
Chief, Procurement Section

Item#	Question	Answer
1	With reference to Section III (Provision of Software Engineering Services), part III.1.1 (ATM Software Engineering Support - Requirements) of Annex B (Terms of Reference), is a present certified experience on previous use of FLEXPART a mandatory/absolute condition to enable an offer presentation?	As stipulated in Section III.1.1 of the Terms of Reference, a present certified experience on previous use of FLEXPART is a mandatory requirement.
2	Additionally, we would like to ask the Commission for an extension of the deadline for submission of proposals by two weeks, i.e. until 14 March 2018.	The deadline for submission of proposal is hereby extended to 14 March 2018.
3	Are the bidders allowed to submit the proposal (with the packaging as detailed in the text [two sealed envelopes in an envelope]) directly in person to the Chief, Procurement Section, Room E0524?	Bidders may submit their proposal directly in person to Valerie Clementson in Room No. E0917.
4	The financial proposal should follow Attachment 2. However, it is unclear what table should be provided and based on what information. Our understanding is that we should use the "Attachment 2: Format of Financial Proposal" (with date at the bottom of the page January 2018) with an estimated number or man-days in total for each of the three phases and not according to individual tasks. Is our understanding correct? Is this the only table that should be provided in the financial proposal? If not, please be so kind to clarify which one.	Yes this is correct. Please do not quote work for individual tasks. Tasks described in the ToR are only provided as an example of the type of work envisaged to be performed under this project, but they may change during the implementation period. Attachment 2 "Format of Financial Proposal" is the only price table to be included in the financial proposal.
5	The RFP states that the price quoted shall be net of taxes, however, below the table in Attachment 2, page 18 of the RFP and with date January 2018, it is stated (item 4), "The fees shall ..... and include allowances, management and remuneration of the personnel, national income tax, etc." How should this then be handled?	Please note that the instruction provided on page 6 of the "Instruction for Preparation and Submission of Proposals" refer to taxes, such as the VAT, for which the Commission may be exempt and the exemption may vary from country to country. On the other hand, the instructions provided in Attachment 2, page 18 of the RFP, aim at ensuring that the proposed prices provide fully transparent payments due by the bidders participating in this RFP.
6	In the aforementioned table (labeled January 2018, Attachment 2) there is no differentiation between on- and off-site rates. Should we make an estimate of the on-site dates and provide the corresponding rates for our staff and also our subcontractors?	Bidders are expected to quote flat man-day rates without differentiating between off and on-site days. As shown in Attachment-2, Travel Costs shall be added for the on-site days. Daily Subsistence Allowance (DSA) will be reimbursed at the applicable rate of the United Nations (and UN EUR/USD exchange rate, if applicable). You should not quote for DSA. Costs for DSA will not be taken into account in the tender evaluation
7	Do we need the subcontractors to fill in and submit the vendor profile?	The Commission does not require bidders to submit vendor profile forms of their subcontractors.