

Questions and Responses

RFP23-5665 Preferred Suppliers for Monitoring Evaluation and Learning (MEL), Facilitation and Project / Programme design services

Information Session 1, November 23, 2023

Can an organization submit a bid and technical offer that comprises multiple experts and individuals

Yes, yes, you can. The bid just needs to contain the details of each individual, years of experience and daily rate for each of those individuals who are included.

Can we clarify what we are able to include alongside case studies? Eg. are we able to provide a pdf document that includes some description of our approaches alongside these example case studies requested to support your considerations in selection?

We can accept a range of evidence of your other examples of work, appropriate to the work area(s) that you are bidding for. We are leaving it fairly open for you as suppliers to provide us with the best evidence of your work.

Do we need to submit a completed preferred supplier agreement along with our proposal?

No. The preferred supplier agreement on the Request for Proposal landing site is provided as an example to potential bidders only

Is it necessary for the qualification to be specific to MEL background OR a mathematics and statistics graduate with vast experience apply?

We're looking for qualifications which are relevant to the work area(s) and a range of qualifications and experience will be considered

Can we clarify if the rates we provide need to name individuals, or can present simply our agreed rates noting we have many individuals in our organisation who may be part of individual projects should we be successfully listed on the panel?

In your financial proposal, you can put the position, qualification and the associated rate with this qualification

Can a single proposal be submitted for the 3 work areas, or do we need to submit one per work area?

You only need to submit one proposal, and clearly indicate in your proposal which work area(s) you are bidding for.

Are Indian organisations eligible to apply?

Yes, the request for proposals is open to organisations globally.

I manage a MEL cohort in my organization and we are about 30 members who are full time staff but get deployed based on request. Does this create any impediment for contracting (we want to be contracted as an organisation). If that is acceptable, would you require all the CVs of the cohort members.

We are looking to build relationships with the preferred suppliers, and request that you indicate which specialists are most likely to be available to SPC on a regular basis. SPC may allow for successful suppliers to substitute personell on a case-by-case basis, based on need and capability.

In the instance that a bid is submitted for all 3 work areas, and following evaluation is found to only meet the tech requirements for 1 work area, would the supplier still be considered?

A technical panel will evaluate each of the work areas separately, so if you applied for multiple work areas the panel may deem that you meet the requirements of one or more of those areas.

Can sole proprietors or individuals submit their proposals or just organisations?

Individuals and sole proprietors are welcome to submit a proposal provided they have the necessary registration in your country of exercise.

Specific to the number of days on assignment - would there be an indication on how many are these on average?

We are not able to specify the number of days we may contract any supplier for at this stage. However, we are committed to providing the successful preferred suppliers with an annual overview the anticipated pipeline of work.

Can you confirm- will providers be able to initiate consortium and partnership arrangements with other providers (either listed on the preferred provider list, or others) as RFTs are received via the panel- even if they submit as a single organisation for this response?"

This may be considered on a case-by-case basis for successful preferred suppliers.

Is there a form of licencing that may be required for bider's? For example a registered consultant?

You need to demonstrate registration in your country of exercise, meaning you need to provide evidence that you are a company or sole trader, or that you pay your taxes in the in your country, etc.

In regards to the submission of evidence/ case studies, how can we go about the confidentiality component of those relevant evidence of work to the areas we're bidding for? Is there another alternative?

Any documents submitted will be treated as confidential and viewed only by the technical committee which has been formed evaluate the proposals. We also expect suppliers submitting proposals to uphold ethical standards and expectations of the locations of their work.

Earlier in the slide deck/RFP document it mentioned that Financial proposals should be password protected. Should we include the password in our submission email, or should we send it to you in a secure way?

The procurement team will reach out to you for the password to your financial proposal if the technical panel determines that your technical proposal qualifies.

Information Session 2, November 28, 2023

Will this presentation be provided to those that joined the call?

The presentation and links to the recording will be posted to the RFP landing page.

Is there a template for the technical proposal?

Yes, the template is provided on the RFP site -

The RFQ refers to the covering letter addressing the selection criteria. Are they the same as the evaluation criteria?

The technical selection criteria form part of the evaluation criteria, along with the quality of the proposal. The financial proposal will also be considered for the final selection.

Will you also provide the recording of the first session – for those of us who missed out?

This is posted on the RFP landing page on the SPC procurement website.

Are you considering having successful members of the 3urrent3e supplier list connected via a network to share learning, 3urrent3e3 etc? We're part of one supplier group where a quarterly meeting is convened to share some of the findings of a recent project – and this is an opportunity to share 3urrent3e and expertise and builds trust, knowledge of potential connections across work areas, and potential future collaboration opportunities.

This is an excellent suggestion which we will consider.

If we apply for more than one work area, will be considered individually for each, or only as a whole? In other words, would it be possible to win in only one work area if we apply for more than one?

A technical panel will evaluate each of the work areas separately, so if you applied for multiple work areas the panel may deem that you meet the requirements of one or more of those areas.

Is there anywhere we can get more information about competitive market daily rates for the different work areas?

SPC is unable to provide information about daily rates.

Can you please indicate the preferred length (approximate or range) of the technical proposal?

While we do not specify a page limit, we encourage you to address the requirements while being concise, as Quality of the Proposal is an evaluation criteria.

I found a PEARL online through another link, it is dated as approved in 2020, is the most 3urrent version or can you please post a link here or upload to the SPC RFP site?

The 2020 version is current and available here <https://purl.org/spc/digilib/doc/ypnko>

Just to clarify, do the experts need to include a jpg of all of their qualifications, or just the latest?

Electronic versions of most recent qualifications are sufficient, however we reserve the right to request additional documentation as part of our due diligence process if necessary.

We have a network of subcontractors across the region. Do we have to include all of their CVs and rates in the financial proposal or would there be an opportunity at a later date to add additional contractors?

We encourage you to provide information on all personnel who would regularly consult as part of the PSA. Sub contracting may be permitted on a case by case basis.

Where do i find more information on the breakdown of this?

More information is available on the RFP landing page

<https://www.spc.int/procurement/tenders/preferred-suppliers-for-monitoring-evaluation-and-learning-mel-facilitation-and>

We appreciate you cant provide guidance on SPC acceptable day rates for each Work Area as it may not be competitive, but some folks will be aware of your rates from previous interactions with you - whereas others will not - which will give some a competitive advantage over others. Is this something you might reconsdier?

We are are unable to provide further guidance at this time however we will consider this feedback for future RFPs in this field.

I am joining in from PNG, is this call only for the nationals or other pacific islanders as well ?

The call is open globally, nationals from PNG and other Pacific countries are encouraged to apply.

Is there a ceiling for daily rates for SPC?

There is no ceiling to daily rates for SPC.

Can I find this procurement on the SPC website?

You can find the landing page for this RFP here -

<https://www.spc.int/procurement/tenders/preferred-suppliers-for-monitoring-evaluation-and-learning-mel-facilitation-and>.

Details of all other SPC procurement activities can be found here -

<https://www.spc.int/procurement/>

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