



AgriFin Accelerate Program

QUESTIONS AND RESPONSES FOR THE PRE-QUALIFICATION OF SERVICE PROVIDERS NOTICE OF 2018

1. Please send me the tender package documents for Business and Management Consulting Services.

All tender documents can be sourced and downloaded from our website:
<http://mercycorpsafa.org/vacancies-tenders/>

2. In response to the Mercy Corps Tender Notice, I wish to inquire about the definition of "Avg. Value of Stock on Hand (USD)" noted in the Supplier Information Form.

The definition of "Avg. Value of Stock on Hand (USD)" noted in the Supplier Information Form. This means the average stock on hand you can quote the amount in Kenya shillings and USD.

3. Is a business that is of sole proprietorship - and not a company - eligible to apply for one of the items?

Yes.

4. We are a sole proprietor firm and therefore we do not have Articles of Association as it was one of your requirements please advise us if it will act as an impediment to us.

The lack of the memorandum of association will not act as an impediment to your consideration, however please attach all documents relating to your registration and business activities.

5. We went through the same process 2 years ago, got shortlisted, but were never awarded or even contacted for any work. Could you kindly share with us why for us to take this into consideration in our answer and approach?

What every shortlisted bidder was given was a preferred supplier contract which expressly stated that an organization would only be engaged on a need basis if the program required services that were a match to the scope of work under the particular category. If we did not contract you, it is because there may have not been a need for the particular services under the communications category.

6. Your document requires us to submit a price offer sheet. It is very difficult for us to fill such sheet without information on the precise project - you will also note that the list of services

mentioned in the envisaged Scope of Work (clause 5.2) is quite wide making it even more difficult to submit a price offer sheet. Can you kindly provide further guidance on this?

What you may give on the price offer sheet is your daily rate for the different categories of staff.

7. We are interested in submitting proposals for more than one of the tenders. For organizations like Accenture, who will be submitting to multiple tenders, can the same financial compliance annexes be used, rather than repeating them?

Yes the same financial compliance annexes can be used, just mention in each of your proposals under the different categories in which tender document the financial documents are attached or in your cover letter if you will be preparing one.

8. Kindly confirm to us if this tender is a Proposal or an Expression of Interest

This is a request for proposals.

9. Realizing mercy corps makes no guarantee of award under this tender, do you have estimates as to either how many suppliers will be pre-qualified in each category, or as to the relative volume of work to be contracted under each category?

It will be up to the tender committee members to decide how many suppliers will be pre-qualified under each category .We are also not be able to estimate the volume of work .

10. Will bidders who do not complete this application be considered for work under the AFA program, or will they be ineligible for future work with you?

Yes bidders who do not submit a proposal can still be considered for work with the program in future.

11. Can you provide guidance on what price information should be submitted, and how value for money will be evaluated, given there is not a set scope of work under any of the categories?

You can give a daily rate for the different categories of staff who may be engaged with us for any scope of work we may send out. Value for money will be determined by many factors such as past work done by the company

12. Kindly clarify to us if there is a detailed Terms of Reference for this Request of Proposal or is what you have provided us just an EOI for us to Express our Interest at this stage.

The Scope of Work (for Service) / Technical Specifications (for Goods) / Bill of Quantities (for Works) are generic. However, once an opportunity for a consultancy comes up, specific scopes of work will be developed for each opportunity within of Mercy Corps AgriFin Accelerate Program

13. Further clarify to us if we should submit several tenders for the different scope enlisted in the RFP or if we should submit one tender based on our expertise and experience.

We can limit an organization as to how many tenders they can apply for. This should be based on the areas you believe the organization is most competent in

14. For the financial quotation whether if there is a detailed terms of reference to guide us in the quotation or if we should provide quotations based on our daily rates for our various consultant's roles.

Please provide daily rates for the various consultants role.

15. We are interested in submitting proposals for more than one of the tenders. For organizations like Accenture, who will be submitting to multiple tenders, can the same financial compliance annexes be used, rather than repeating them?

Yes, the same financial compliance annexes can be used , just mention in each of your proposals under the different categories in which tender document the financial documents are attached or in your cover letter if you will be preparing one .

16. Is inflation allowable here? If so, should it appear as a separate line item or included per line item?

Inflation is not allowed. It should in some way be included in the price quoted but not indicated as a separate item on the price offer sheet.