

Responses to queries

With reference to the Request for Proposal (RFP) for “Hiring firm/organization for skills supply mapping study for the host communities in Cox’s Bazar, Bangladesh (Ref. No. RFP-ILO-CXB-2022-002)” issued on 30 October 2022, all concerned are requested to find below queries from different organizations and responses thereto by ILO-CXB Project.

Sl. No.	Query(ies)	Response(s) from ILO-CXB Project
1	Kindly elaborate of the team structure, as it is mentioned in the RFP that only two members, ie. (Team Leader and a Technical Expert) are required for this assignment. Our query is whether we need to propose a support team staff as well? If yes, then how many?	You can engage required number of human resources to accomplish the assignment within the timeframe of the study.
2	Is there a format in which we have to prepare our CVs and list our experience in the concerned area of requirement?	Please use your own format of CV and list of experience.
2	As per our understanding, Chittagong Division includes Brahmanbaria, Comilla, Chandpur, Lakshmipur, Noakhali, Feni, Khagrachhari, Rangamati, Bandarban, Chittagong and Cox's Bazar Districts. However, in the RFP, Chittagong Region has Chittagong, Cox’s Bazar, Rangamati, Bandarban and Khagrachari districts only. Kindly elaborate on whether we have to consider the region or the division.	We are considering Chattogram region not Division. It means study will cover-Chattogram, Cox's Bazar, Bandarban, Rangamati and Khagrachari districts.
3	We will be requiring the TVET census of 2015 as mentioned in the section for better sampling of the TVET institutes as this data (TVET Census 2015) is not publicly available.	ILO will take necessary action to share the TVET census document if it is available and shareable in consultation with relevant authority and ILO will communicate with you by 20 November 2022.
4	Do we have to sample just the Cox Bazar district or do we have to cover the entire Chittagong region/division for our sampling?	Entire Chattogram Region – Chattogram, Cox's Bazar, Bandarban, Rangamati and Khagrachari districts.
5	Request for extension: It is requested that at least 21 days are provided post issuance of pre bid responses for submission of bids.	Adequate time has given as per ILO procurement guidelines. Therefore, date of submission will remain same.

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6	As the Bidder must arrange valid entry visas and work permits for its employees or sub-contractors and contract commencement will be subject to complying with these obligations. It is requested that – ILO issues a Letter of Invitation to obtain valid visa or work permit for the complete period of assignment in Bangladesh.	Note that, the contractor will be responsible to attain visa and work permit to accomplish the assignment. Other than ILO Contract, ILO will not issue any letter of invitation to obtain valid visa or work permit.
7	It is requested that the timeline for release of payments once the invoice (s) is / are submitted is also specified.	It will be settled with the finally recommended contractor during kick off meeting.
8	The 1st instalment will be 20% upon receipt of the inception report subject to quality check and satisfaction of the ILO. The 2nd instalment will be 20% upon completion of primary data survey. The 3rd instalment will be 30% upon receipt of the draft regional Skills supply side mapping report, subject to quality check and satisfaction of the ILO. The 4th instalment will be 30% after submission of the finalized report, subject to quality check and satisfaction of the ILO The above may be considered as it would be essential to cover the expenses incurred during Survey.	The payment tranches will be made as per ratio mentioned in TOR.
9	It is requested that the Authority considers experience of ‘carrying out analytical research and cooperation projects related to skills assessment / measurement in India. This needs to be allowed in the spirit of competition and to allow more number of interested bidders to participate.	Technical committee will review and analyze the relevant experiences of the firm as per TOR. The relevant experience will be considered in the assessment process.
10	It is requested that if Authority could increase the timeline to submit the relevant experience from the past five years to past eight years. This is requested as there may have been limited projects in 2020 and 2021 owing to COVID scenario	It will remain the same as per TOR and Annexures.
11	Objective and scope of work (P-25): It is requested that more clarity is provided on the following: 1) Please define rapid skills supply side 2) Clarity needed on geographical scope / spread of the project, as for each component (rapid skills supply	Please consider Chattogram Region- (Chattogram, Cox’s Bazar, Rangamati, Bandarban and Khagrachari districts).

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	side mapping, comprehensive skills supply side mapping and capacity assessment) different areas are specified: Chittagong Region (Chittagong, Cox's Bazar, Rangamati, Bandarban and Khagrachari), Chattogram-Cox's Bazar Economic corridor (Bandarban, Khagrachari, Rangamati Hill, Chattogram and Cox's Bazar) Cox's Bazar district (9 upazilas) It is requested that clarity is provided on why different areas have been selected for different types of assessments and not a single / uniform geography.	
12	Can the same firm bid for both the assignments? Or, be a part of the bidding consortium in both the assignments?	Yes
13	We see the only mode of submitting the bid is either through registered mail or by hand delivery. May we request you to permit electronic bid submission.	The proposal must submit in HARD COPY to the address mentioned below. If any bidder will send by postal/courier, the bidder must ensure the submission within <u>30 November 2022, by 04:30 PM.</u> International Labour Organization Sub office in Cox's Bazar, HAMSHK SSS, 127 South West Baharchora Mukthijoddha Sarani, Cox's Bazar 4700, Bangladesh
14	Will the bidders conference scheduled for 09-Nov-22 be online? Or will it be only in-person?	As mentioned in TOR/RFP document no in-person or online conference had held. Received queries/clarifications through email and the consequent responses are being shared through email as well as this minute of queries and responses will be uploaded in ILO portal where the RFP solicitation document uploaded.

Notes: Above Clarifications in response to queries shall be an integral part of the RFP document and supersede all the provisions as applicable.