**STRENGTHENING COMMUNITY POLICING IN ALBANIA, PHASE 3, PROGRAM IMPLEMENTATION, 2024-2030**

**UM2023/30292/TIRA**

**Final Answers to Bidders’ Questions (Interim Answers were published in 20-12-2023 and 22-12-2023)**

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| **No.** | **Question** | **Answer** |
| 20 | I ask for clarification relating to requirements of the Program Manager/ Team leader and Monitoring and Evaluation Expert.Under section 4.6 Qualifications and competence for the Program Manager/ Team leader it states:I. Relevant university degree and professional experience/qualifications of at least 15 years, preferably related to police, justice, or security.Section 5.4 for the Program Manager/ Team leader it states:I. More than a relevant university degree or equivalent professional experience/qualifications of more than 15 years, preferably related to police, justice, or security. [1 point] Q. Can you confirm if the requirement is degree and experience or degree or experience?The same has been listed for the Monitoring and Evaluation Expert, can you also confirm for this position. | The wording in section 4.6 is applicable. In all cases a degree AND professional experience are required.  |
| 21 | Exact Man-month input of "International Policy Adviser " are "part-time (50%) for the whole 5 years period" ? as indicated in page 25 of the ToRs or " full-time for 3,5 years and part-time (50%) during the 1,5 remaining years?" as indicated in page 23 of the ToRs , or we have to refer to  Appendix  I:SCPA Programme Document"? Exact Man month input of "Monitoring & Evaluation expert"  is "full-time for the first three years and part-time (50%) in the remaining (last) two years"?  as it is indicated in the page 23 of the ToRs or  "  full-time for the first year and part time (50%) for the remaining 4 years." or we have to refer to  Appendix  I:SCPA Programme Document"?  | The already published answers are as follows: *International Policing Advisor***:** The position **is part-time (50%) for the whole 5-year period.***Monitoring and Evaluation Expert:* The position **is full-time for the first year and part-time (50%) for the remaining 4 years**. |
| 22 | Annex D: Self Declaration..." is to be filled for supplier/contractor as well ? as it is mentioned only for "subcontractors or consortium parties...." | Refer to Section 3.3. In cases where the tender proposal is made by a consortium, the Appendix D is to be completed for each consortium member except for the Consortium Leader. It should also be completed for any entity that is a key subcontractor to the main supplier. |
| 23 | Should we use any special form for application? or we have to fill/respond to only the documents that are in the web site ?; | The tenderer should complete all relevant parts of the “Procurement Document” and annex any supporting documents. |
| 24 | . Should we use any special form for Approach to assignment? or we have to draft our own or it is not needed as it is well described in Appendix  I:SCPA Programme Document"  | See Section 4.3 of the Procurement Document - Method for implementing the assignment. This section must be completed/or added by an annex and completed by the tenderer. |
| 25 | Should we use any special form for Price /Budget or we have to fill it only in the form of Draft Contract (Appendix B)? | See Section 6.1 of the Procurement Document -Fees and expenses.You should not fill in the draft contract. |
| 26 | Can you confirm what costs are Reimbursable? We need to understand which costs are considered direct reimbursable costs and which need to be included in our overhead figure.Draft contract states: The Supplier is entitled to compensation for expenses in accordance with the General Conditions.In addition to this, the Supplier is entitled to reimbursement for [enter expenses].General Conditions state: Expenses that are not explicitly reimbursable under the Agreement are not reimbursed, but are included in the fee. We appreciate Travel, per diems and accommodation are listed on the Procurement document as Reimbursable. | See the reply to Question no. 30 below. |
| 27 | Can you confirm that Appendix M of the Programme Document, mentioned in section 6.1 of the Procurement Document is Annex D of the Programme Document (Appendix I)? | Yes. The Programme Budget can be found at Annex D of the Programme Document. (Appendix I of the Procurement Document).  |
| 28 | We note the response to CQ 3 and that section 6.1 of the Procurement Document to be used for the budget template. Can we clarify there is no requirement to submit a template as shown in Annex D of Appendix I (Programme Document)? | There is no requirement to submit a template  |
| 29 | 2.3 of the ToR states that ‘this overall budget includes both, the consultancy cost as well as procurement of goods and/or works to be executed by the consultant during the program period.’ Can you confirm what is considered goods and/or works?  | Yes, and for further information see the reply to Question no. 30 below. |
| 30 | CQ 9 Asks if an STE pool should be budgeted for. We understand that the answer is ‘no provision for STE’s is to be included in the financial proposal.’ However, having reviewed Annex D of Appendix I, the indicative budget, we’re unclear as to how the first 9 lines are made up – what do these costs include?Do these costs include the provision of any STE’s beyond the 4 roles and 2 supporting roles foreseen in section 6.1 of the procurement document and/or do they include the provision of goods i.e. bodyworn cameras? | **The information in the Annex D Budget is for guidance.** The total financial proposal **(T)** must not exceed 36,000,000 SEK and should include the following elements:1. An amount for the fees for the experts and support staff. **(F)**2. An amount for the reimbursable costs for the programme team such as office rent and utilities, accommodation (including hotel and housing), transport (local and international), communication, internet, office equipment, audit of the programme, etc. **(RT)**3. An amount forreimbursable costs for the implementation of the programme including purchases of goods and services for the beneficiaries related to Community Policing Support, Analysis and Accountability, Specialized Police Capacities. This includes **STE support**, but it is not necessary to include a specific provision for STE. Other implementation reimbursables could include equipment, logistics, travel, hiring of conference rooms, study tours, translation, surveys, etc. The actual detailed reimbursable expenditures will be proposed by the consultant during the actual project implementation and pre-approved by the Embassy. It is not necessary to detail them at the proposal stage. **(RP).**4. A provision of SEK 6,670,000 for Grants. **(G)****T = F + RT + RP + G** **N.B.** The “tendered price” used to compare the financial proposals of bidders (see page 33 of the Procurement Document) will be the total of the Fees plus the operating costs for the team **(F + RT).** |
| 31 | We also feel that the indicative rates for the 4 roles are extremely low – How would an implementing partner apportion their operating / overhead costs? | The information in the Annex D Budget is for guidance, based on the experience from the previous phase of the programme. The bidder may propose a level of fees for the experts which is different from the estimate although the total offer should not exceed 36,000,000 SEK.  |
| 32 | Will there be a further budget, in addition to the 36,000,000 SEK, allocated to the required STE’s? If so, can you give an indication of this amount? | The need for STE will be determined during implementation of the project and the STE services will be hired by the consultant according to Sida’s Procurement Guidelines. The funds will come from within the envelope of 36,000,000 SEK.  |
| 33 | Paragraph 5 in Appendix B, Contract for STRENGTHENING COMMUNITY POLICING IN ALBANIA, PHASE 3, PROGRAM states the following: “The following shall be presented by the invoice: invoiced amount excluding VAT, VAT amount per VAT category, type of service performed, information on the Supplier or subcontractors that performed the service, and name of the person who performed the service, number of hours worked, account to which payment shall be made, the Contract number, date and number of the invoice, the Supplier’s organisation number (or personal ID number if the Supplier has no organisation number), and the Supplier’s registration number for VAT, and it shall be stated on the invoice if the Supplier is approved for corporate tax.”  It is clear that we do not invoice the Embassy with VAT, but what is meant by that the invoices amount per VAT category that needs to be presented?  | This will be clarified prior to signing the contract. |
| 34 | According to introduction to Appendix B, the Embassy is VAT exempted in Albania, will the programme be VAT exempted by the local authorities in Albania and therefore the Embassy will assist the Supplier (as define in the contract), with acquiring 0 VAT status for the programme from local authorities?    | The Government of Albania is just establishing a system for VAT exemption which is still under construction. The procedure will be thus clarified during the early stage of implementation. |
| 35 | Appendix B did not include any **Indexation clauses** according to Faktorprisindex för konsulttjänster, K21 (previously K84). Since this is a 5-year contract, please confirm that the Supplier will be allowed to carry out contract modification with indexation to allow for compensating the staff for cost-of-living increases. | A suitable indexation clause, such as Faktorprisindex för konsulttjänster, K21 (previously K84), for the experts’ fees, taking account of actual increases in the cost-of -living, will be added to the negotiated contract. |