

## 2nd round Colombia Question & Answer Sheet November 23th, 2012

Domain	Q & A
General	<p><b>Question (Johanna Diaz).</b></p> <p>Format and Signing of Bid</p> <p>As specified in the 19. Format and Singing of Bid, 19.2, The Bidder shall submit two (2) softcopy of technical proposal and price proposal to be provided in separated CDs (in MS Office &amp; PDF format). All information included in the hardcopy must be included in the softcopy in the same order and sequence.</p> <p>We would like to request clarification on this requirement : The Bidder shall submit four (4) softcopies in total: 2 technical proposals + 2 price proposals, in format of MS Office (MS Word or Power Point) &amp; PDF <i>in one CD</i> ?</p> <p>=&gt; <b>Answer :</b> Yes. They shall be separated. Any bid containing both technical and price proposals on the same CD shall be disqualified.</p>
	<p><b>Question (Johanna Diaz).</b></p>

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We cordially request for detailed information on the schedule of site visits between Nov 20th and Nov 22nd.

=> **Answer:** This request was already publicized on the web pages.

Question (KT) 2) Clarification on the number of copies to be submitted of the Spanish translation of the bid document.

*"The language of all correspondence and documents related to the bid is: English and Spanish. But the Spanish translation of documents related to the bid shall be submitted to the Purchaser within 7 calendar days after the deadline for submission of bids."*

(p.47, Section II. Bid Data Sheet/C. Preparation of Bid/ITB 12.1)

*"Required number of bid copies, besides the original: Five (5) hard copies and two (2) softcopies of the Price Proposal and the Technical Proposal sealed in separate envelopes and CDs must also be submitted."*

(p.49, Section II. Bid Data Sheet/C. Preparation of Bid/ITB 19.1)

ITB 19.1 does not specify on the number of copies of the Spanish version of the bid documents.

**Kindly request to clarify how many copies of the Spanish translation of the bid documents need to be submitted**

7 days after the submission of the original bid documents.

=> **Answer:** For the Spanish versions, it is the same as the proposals in English.

Question (LG CNS) Reference : Technical Requirements / Section VI. Technical Requirements (Page.131)

6.3. (b) (ii).Project Management Expert

**Request :**

According to the requirements of PM, there is a certain condition which is "IT-related or Education-related educational background". Regarding to this condition, we cordially request for the definition of " IT-related field".

Besides Computer science, electronics, management engineering, statistics could be one of the "IT-related majors"?

=> **Answer:** No, statistics is not an IT-related or Education-related educational background.

Question (LG CNS) Amendment: Attachment1~7 (1015)

**Request :**

Regarding to the amendment, it said that Implementation Schedule has been revised and updated as new name "Attachmen t1~7\_(1015).

However, the file has been updated and the name is same as "Attachment1-7\_(0915)".

Please check those files, we are concerning that if there were not enough time to apply those requirements on our proposa l

=> **Answer:** [Please refer to the latest bidding documents on the website.](#)

Question (KT)

*III. Documentary Evidences on Human Resources*

*1. CV of Project Implementation Manager with notarized certificates of graduation*

*2. CVs of Project Implementation staff with notarized certificates of graduation*

*3. CVs of all experts and specialists*

(p.136, Sec. IV Technical Requirements/E. Required Format of Technical Bids/3. Documentary Evidences)

*For specific positions essential to Contract management and implementation (and/or those specified in the Bidding Documents, if any), Bidders should provide the names of at least two candidates qualified to meet the specified requirements*

*stated for each position.*

(p.260, Sec. VII. Sample Forms/3. Other Bid Forms and Lists/3.5.6 Project Experience of proposed Manpower)

Sample Form "3.5.6 Project Experience of proposed Manpower" requires the bidder to present at least two candidates in accordance to the requirements for each position. Is this requirement essential to qualification, resulting in a non-responsive bidding or is it a evaluation criteria.

In such case do we need to present notarized certificates of graduation for the alternative candidates also?

=> **Answer:** Please provide two candidates in accordance to the requirements for the Project Manager position. For other positions, one candidate will be sufficient as long as he or she meets the requirements on the bidding documents. For the alternative or additional candidates the notarized certificates are not required.

**Question(LG CNS) Reference :** Bidding Documents/ Section VII. Sample Form (Page 174)

**1. BID SUBMISSION FORM**

**Request :** In the sample forms supplied in the bidding document, some data such as **CB No., IFB No.** should be put in bid submission form and other forms.

However, the data are not in the document. So, please inform the number soon as possible.

Please note that some documents should be prepared with the data in advance.

Revisando las respuestas, hemos encontrado un error. Por eso, les solicitamos de nuevo. Según la respuesta sobre "CB.No., IFB.No" se dice que; --> Please use the following names without numbers. Pero no es escrito "the following names". De este sentido, les rogamos escribir "the following names".

⇒ **Answer: Please use the following names without numbers.**

**CB No. = use CB (Competitive Bidding) without numbers; e.g. CB “ICT EDUCATION CAPABILITY BUILDING PROJECT IN COLOMBIA”**

**IFB No. = use IFB (Invitation for Bidders) without numbers; e.g. IFB “ICT EDUCATION CAPABILITY BUILDING PROJECT IN COLOMBIA”**

**Question (Johanna Diaz).**

We would like to ask for clarification regarding constitution of Consortium. As specified in the ITB 31.2, Local registration in Colombia: *If the successful Bidder does not have a legal established branch in Colombia, it must open the Branch in Colombia within three (3) weeks after signing the procurement contract with the Purchaser.*

In case of that the successful Bidder is a joint venture or association/consortium,

- 1) each member of the JV or Consortium must open the Branch in Colombia, or
- 2) the Leader (the partner in charge) must open the Branch in Colombia, or

	<p>3) the JV or Consortium as one entity must open the Branch in Colombia ?</p> <p>=&gt; <b>Answer:</b></p> <p>In case of a JV, a branch of the JV is required to be set up because a JV is an independent entity from its participating organizations.</p> <p>In case of a consortium or an association with participating ratio, branches of all members are required to be set up as each member will be in charge of a particular area and the budget will be handled separately.</p> <p>However, in case of a single vendor with or without sub contactors without participating ratio, only the single vendor is required to set up a branch.</p>
ICT Infra	
e-Portal	
Contents Development	<p><b><u>Question(LG CNS) Reference :</u></b></p> <p><u>Technical Requirements / Section VI. Technical Requirements /Page.101)</u></p> <p><u>4.7. (d) (i).Curricular Analysis Supporting System</u></p>

(d) curricular Analysis Supporting System

(i) The Purchaser seeks to obtain a software program that will aid instructional staff to design, develop, deploy and maintain in an integrated, sustainable skill/competency based curriculum, according to educational policies of the Republic of Colombia. The system shall support everything all educational stakeholders need to establish and maintain the teaching environment in an electronic database form, including but not limited to:

**Request :**

According to the Technical Requirements, the Purchaser seeks to obtain a software program in order to meet the best for the staff designing, developing etc. As it is mentioned above, we would like to prepare for the staff who are familiar with the software program. For this reason, we cordially request if there is any software program has been reviewed before. If yes, we request for the name of the software program.

=> **Answer:** As long as the proposed software meets all the requirements on the bidding documents, it is acceptable. The purchaser will not announce any names or descriptions regarding particular software, systems or even hardware because it may bias the bidders.

**Question (LG CNS) Reference:** Bidding Documents / Section II. Bid Data Sheet (Page.64) Work plan with Local RICs partners

Work Plan with Local RICs Partners: Appropriateness of Cooperative Work Plan with Local Partners :Total amount of work to be allocated for the local partners



**Request :**

According to the Bid Data Sheet, one of the main criteria for the Content Development & Standardization is Work Plan with Local RICs Partners. But the specific Criteria for this category is ambiguous to be evaluated. We cordially request for the meaning of "total amount of work". Does it mean Supplier who plans many work plan could get high grade?

=> **Answer:** As you can see on the general sections of the bidding document, the local currency portion of this project is USD\$8,141,338 while out of this local currency portion, at least USD\$ 1,263,000 to the central RIC and at least USD\$ 947,600 for each RIC (Total amount of USD\$ 5,054,000) is designated to jointly develop content and train teachers and to conduct related works for the operation of the Project. It is the Purchaser's intention that at least USD\$ 5,054,000 has to be designated for the joint work of content development and teacher training but the amount of USD\$ 5,054,000 is listed to show the minimum amount designated for RIC. The Bidder who proposes more joint works with local partners including RIC (for other sub-components of the project and/or to complement content development and teacher training, among others) shall be considered favorable to the Purchaser, thus, getting higher grades. Please be aware that the maximum amount of local currency portion of the project is USD\$8,141,338 and the Purchaser seeks to contract with the Bidder who proposes to utilize as much as this total local currency portion.

As the technical proposals will be evaluated prior to the price proposals, the Purchaser will evaluate how much work (without any cost stated on the technical proposals) will be designated to the local partners including RIC. RIC will be the prime sub contractors of the Supplier but there could be other local partners such as hardware providers, teachers, etc. The bidder may identify and propose who will participate in the project as local partners and how much work will be designated to local partners. Proper designation of works to local partners and coordination plan are critical factors for evaluation.

**Question (LG CNS) Reference:** Technical Requirements / Section VI. Technical Requirements /Page.108.)

#### 4.9. Role & Responsibilities of the Stakeholders

4.9. R&R for Supplier in Content Development: Provide **development cost** to RIC according to the proportions of the development divided between the Supplier and the 5 RIC

##### Request :

1) Since there is no clarification for "development cost". We cordially request for the cost more in detail. For example, according to 4.19. Human Resource Requirement for Colombia in Content Development (60 Content developers from RIC and more), the labour cost for them is also included in development cost? or development cost literally means cost for developing contents?

2) Also, according to the page 122 in Technical requirements (5.8. Role & Responsibilities of the Stakeholders for Teacher Training Programme), there are terms "**operation fee**" and "**operation cost**". We concern about the misapprehension of those words which might be happened during translation. We cordially request for the difference of those terms.

=> **Answer:** 1) Content development cost by RIC is included in the local currency portion along with teacher trainings. However, it is the minimum amount designated to RIC. It is the Bidder's responsibility to propose the role and responsibilities of every stakeholder including the Bidder and RIC on the technical proposal and the cost designated to local partners on the price proposal.

2) "Operational fee" refers to the payment that will be made to Master Teachers and Leader Teachers while "operation cost" refers to the payment that will be made to the members of the ICT Training Research Team and ISST Research Team. Different terms were used according to the recipients of the payments but in practice, the technical definition of the two terms

	<p>is identical. You may translate the terms as “operational fee”.</p> <p>Please be aware that these “operational fee” and “operational cost” constitute the local currency portion of teacher training while the local currency portion of the content development is constituted by labor cost of RIC members designated to analyze, design, develop, implement and evaluate the content (33 courseware in total). Once again, the minimum amount for the overall local currency portion is USD\$ 5,054,000 and this amount of budget shall be designated to 5 RIC only.</p> <p>More budget can be allocated to 5 RIC to fulfill the obligations stipulated on the bidding documents and additional budgets have to be allocated to other local partners who will perform works to complement content development and teacher training, among others, which does not exceed USD\$8,141,338 for the local currency portion.</p>
<p>Teacher Training</p>	<p><i>Question(KT) Clarification on the document to be submitted for evaluation regarding the "Teachers Training" component</i></p> <p>=&gt; <b>Answer :</b></p> <ol style="list-style-type: none"> <li>1) Proposal which tells the strategy and methodology for 3 components of teacher training part, development of teacher training program, train (MT, LT), ISST.</li> <li>2) Sample program: Teacher training manual or materials to show the bidder's understanding and capability to reach the goal of teacher training part.</li> <li>3) Certificate of Teacher Training Record issued from Ministry of Education, Secretary Education Regional Office and other education organizations– Certificates received by participating teacher training experts are acceptable.</li> <li>4) CVs of teacher training experts</li> </ol>

**Question (LG CNS) Reference :**

Technical Requirements / Section VI. Technical Requirements (Page.132)

D. Implementation Schedule

**Request :**

Normally ISST is done before the Training Programme Manual Development, in order to make the manual more customized and effective. Is there any specific reason or purpose for this schedule?

=> **Answer:** ISST and Training Programme Manual Development can be done simultaneously or collaboratively. The sequence is not an issue. There are many cases ISST is done after the Training Program Manual Development. In addition, developed ISST evaluation items have to be used in Leader Teacher Training (started at 9 months) after being verified through the Master Teacher training.

**Question (LG CNS) Reference :**

Technical Requirements / Section VI. Technical Requirements (Page.122)

5.8. (c).(i). Master Teacher Training

Supplier: R&R: Provide training operation fee to Master Teachers (For 80MT only)

**Request :**

1) According to the Role & Responsibility for Supplier in Master Teacher Training.

Supplier should provide training operation fee to the Master Teachers. We request to clarify the "training operation fee" more in detail. What kinds of details it contains?

=> **Answer:** Training operation fee to the Master Teachers includes the monthly payment/compensation to the Master Teachers (during the 10 months of leader teacher training they participate in as trainers) AND the payment given to the Master Teachers during their training sessions (Master Teacher training) as trainees including travel cost (to the Central RIC) and accommodation cost.

2) It also mentioned Training operation fee only for 80 MT. However, as far as we know there are 120 Master teachers. We would like to know is there any reason for supporting only 80 MT? We cordially request for the clarification.

=> **Answer :** Through this project, only 80 master teachers out of 120 participating in the training will be supported as the 80 teachers are representatives of 5 RIC ( $16 \times 5\text{RIC} = 80$ ). The additional 40 teachers are included as a possibility to be trained. These teachers will be supported by the regional Education Secretaries that required them, if they have the purpose to enhance their level of experience and proficiency with more Master Teachers.