

## Questions from tenderers and corresponding answers

**N.B.:** The questions and answers will form an integral part of the tender documents.

Transaction number: 81221695  
 Project processing number: 17.2065.5-003.00  
 Brief project title: ProCEM  
 Country: ECOWAS

Version 9 from 20.02.2018

No.	Subject (e.g. document section 1)	Question	Answer
1.	Document No.7 “Assessment-Grid-Eligibility”, Section II) A “Minimum requirements” is referred.	It is understood that at least three (3) reference projects must have been carried out in the technical field “Development of grid-connected RE projects and/or TA for improving the enabling environment for grid-connected RE”.  Please advise whether these requested reference projects must have been carried within the last three (3) years.	Yes, the three (3) reference projects (with a minimum commission value of 100,000 EUR) must have been carried within the last three (3) years.
2.	Document No.7 “Assessment-Grid-Eligibility”, Section II) A “Minimum requirements” is referred.	It is understood that at least one (1) reference project must have been carried out in West-Africa within the last three (3) years.  Please advise whether this requested reference project must have dealt with the technical field “Development of grid-connected RE projects and/or TA for improving the enabling environment for grid- connected RE”.	Yes

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3.		We would like to clarify that at this stage we only need to confirm our interest to participate in the project before 25th Feb. is that correct?	<p>For the first stage (request to participate), you need the following tender documents:</p> <ul style="list-style-type: none"> <li>• 01 – Terms and conditions for application</li> <li>• 06 – Request to participate and eligibility declaration by applicants</li> <li>• 07 – Grid for assessing the eligibility of consulting firms (in order to know the criteria under which your application will be evaluated)</li> <li>• 11 – Declaration of integrity</li> <li>• 12 – Covering letter for bid</li> <li>• 13 – Association-clause (in case of Association with another firm)</li> <li>• 15 – Address label for bid or request to participate</li> </ul> <p>Please note that the request to participate has to be submitted according to the described submissions requirements in our conditions for application (Document 01)</p>

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4.	Bidder's question, received on Feb. 09 <sup>th</sup> , 2018	<ol style="list-style-type: none"> <li>1. Would it be possible to submit only with an electronic copy on your email adress vel@giz.de ?</li> <li>2. Concerning the local expert: Should we understand that we can't include them as part of the pool of international short term expert required ? Indeed, ECOWAS area is quite huge and I tend to consider that some experts from Mali for example are "international" if they have experiences in Senegal or Nigeria. What is the reason for such a distinction between international and local experts ?</li> </ol>	<ol style="list-style-type: none"> <li>1. No, this is not possible. Please keep to the general instructions you can find in the Terms of Application and specific ones in the letter of invitation.</li> <li>2. There are no restrictions regarding the nationality of the international experts, ECOWAS citizens are eligible. The distinction between the "STEs from the ECOWAS region" (for which the number of person days are not specified) and the remaining positions is that for the former it is not required to have experience in other countries than the country of assignment, whereas the latter are required to have experience in multiple countries.</li> </ol>
5.	Bidder's question, received on Feb. 07 <sup>th</sup> , 2018	<p>The consulting firm is expected to provide a pool of international and national short-term experts (STE):</p> <ul style="list-style-type: none"> <li>— a team leader (39 working days (WD)),</li> <li>— 3 to 4 technical RE experts (120 WD),</li> <li>— 1 or 2 legal experts (54 WD),</li> <li>— 1 or 2 financial experts /transaction advisors (54 WD),</li> <li>— 2 RE policy advisors (150 WD each)."</li> </ul> <p>Is it possible to cover only parts of the tender in a bidder's offer, or do we have to cover the whole spectrum?</p>	The CF should present suitable candidates for all positions that are mentioned in the ToR. Incomplete offers will be rejected.

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6.	Bidder's question, received on Feb. 06 <sup>th</sup> , 2018	With regard to the above ECOWAS proposal, can you confirm if CVs are a requirement for the Request to Participate stage?	No CVs are requested for the request to participate.
7.	Bidder's question, received on Feb. 12 <sup>th</sup> , 2018	<p>Reference the GIZ tender/call project processing number: 17.2065.5-003.00, ProCEM, ECOWAS – we wish to ask the following questions:</p> <ol style="list-style-type: none"> <li>1. Would it be accepted to submit via email?</li> <li>2. Is GIZ looking for one bidder/ one contractor or may the option be that GIZ sign (for example) two contracts with two different bidders?</li> <li>3. If a team partner/company is sub-contracted, and not as part of a consortium – would the Eligibility Declaration by Applicants still need to be filled in by all companies presented in the team - or is this just the Team Lead Company?</li> <li>4. Would all the required 10 references needed for table 2 in the Eligibility Declaration by Applicants, have to have the minimum value amount of 100.000 EUR – or is this value amount only to be required for the 3 (technical field) references + the 1 (regional) experience?</li> </ol>	<ol style="list-style-type: none"> <li>1. No. Pls cf. answer number 4.</li> <li>2. GIZ will sign one single contract with one contractor or a consortium of bidders.</li> <li>3. All consortium partners have to be listed in the Eligibility Declaration. If a subcontractor contributes with its reference projects to the eligibility of the bidder, a letter of intent from the subcontractor has to be delivered, whereas no mention of a subcontractor in the eligibility declaration is necessary. If a bidder wants to offer staff from a subcontractor only, it is not necessary to list the subcontractor in the eligibility declaration, nor to deliver a letter of intent. Naturally, we need the CV of all offered staff for assessment.</li> <li>4. You do not have to present 10 reference projects, but only 3 technical plus (or out of which) 1 regional projects. All of the presented projects have to have a min. value of 100.000 Euro.</li> </ol>

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8.	Bidder's question, received on Feb. 13 <sup>th</sup> , 2018	We have looked at the participation and eligibility rules in detail and observed that there is no restriction for a Canadian consortium supported by local subsidiaries to apply. Can you please confirm that it is the case?	Yes, this is correct.
9.	Bidder's question, received on Feb. 15 <sup>th</sup> , 2018	“Apart from designating a leader in the Request to Participate, must one also complete the ‘Association Clause’ in case of a subcontracting arrangement?” We ask because the way that document is drafted seems to imply a joint venture with a coordinator, rather than a subcontracting arrangement with a lead contractor as in our case. If completing the Association Clause is required, may we specify it would be a subcontracting arrangement instead?	No, subcontracting does not need to figure in an association clause. Please take note of answer under no 7 above.
10.	Bidder's question, received on Feb. 16 <sup>th</sup> , 2018	We have noted in the Q&A your responses about there being no need for CVs, but the requirement for proposing suitable candidates for all positions.  Where exactly in the Request to Participate should we propose suitable candidates, and in what form? Other times we had seen a specific section in the document to insert short paragraph bios.	You do not have to submit CVs in the 1 <sup>st</sup> stage, i.e. the request for participation. At this stage, we do select the best 6 bidders on the basis of their fitting accuracy/suitability of the reference projects (fill in annex 6 – request for participation), provided that the bidder and the reference projects correspond to the eligibility criteria given in the eligibility grid. If you are invited in written form to submit your technical and financial bid (2 <sup>nd</sup> stage), we obviously need the CVs of the proposed experts in your technical offer.

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11.	Bidder's question, received on Feb. 16 <sup>th</sup> , 2018	<p>In your invitation letter to all interested bidders dated 26.01.2018 refE280-sth you are stating:</p> <p>“CV and required reference projects can be submitted in either English or French language.”</p> <p>Could you please confirm that there is no need to submit any CVs in the Request to Participate?</p>	<p>This is correct: There is no need to submit CVs with the request to participate (Cf. answers no 6+10)</p>
12.	Bidder's question, received on Feb. 15 <sup>th</sup> , 2018	<p>From the Question &amp; Answer sheet uploaded on the GIZ website (reference transaction no. 81221665, processing number 17.2065.5-003.00), the answer indicated for question No. 6 highlight that no CVs are requested at this stage for the request to participate.</p> <p>However, for question raised in No. 7, and the answer provided indicate that CVs are needed with the submission. Kindly confirm whether or not full CVs are required at this stage?</p> <p>If CVs are required, are they to be included in the total max 40 pages of the technical proposal or can they be included as annexes?</p>	<p>Yes, this is correct.</p> <p>Sorry, the answer given under no 7 is maybe misleading: it reads that we need CV not only from the main bidder's staff, but also from subcontractors staff. It does not mean that we need the CV at the beginning. All CVs will be needed only at second stage, i.e. after having been invited to submit an offer.</p> <p>Pls cf. “conditions of application”, 10.2: 40 pages without annexes (CV are seen to be annexes)</p>

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13.	Bidder's question, received on Feb. 20 <sup>th</sup> , 2018	GiZ conditions (for eligibility) say: •Average annual turnover for the last 3 years: 1 000 000 EUR. •Min. number of employees as per 31.12.2017: 8.  Do these criteria apply to the leading partner individually or does it apply to the consortium as a whole?	These conditions apply to the consortium as a whole.