

Bidder Questions and Answers

Direct Award: Strategic Evaluation of Austrian Development Cooperation's Engagement on Food Security (ADA Project No. 2917-02/2023)

Page and chapter references refer to the [tender document](#) unless indicated otherwise.

Q1. (pages 7 and 8, 2.2) Do the stated number of days per activity, and the total thereof, refer to the total number of working days of the evaluation team? Are the numbers per activity indicative only or are they fixed?

A1. Yes, the stated estimated number of working days – task based and total - refer to the conduct of this assignment, i.e. the evaluation team. The estimated number of working days per task are indicative. They are based on an educated estimate of minimum working days required to fulfil each task to the standards required. Evaluation teams can submit offers with a higher or lower number of working days. The conduct of the assignment as foreseen in the ToR must, however, not be compromised by this.

Q2. (page 10, 4.4.) Which budget size is referred to: the overall budget size 2015-2024 (EUR 430 million), or the annual budget size referred to at the end of section 1.2 (EUR 19 million)?

A2. 4.4. of the ToR refer to 'evaluations of similar budget size', i.e. evaluation budgets similar to this assignment. The estimated contract value (net) for this evaluation between EUR 92.000 and 98.000 (see page 9, 3.). Completed evaluations of higher budget size can, of course, also be submitted as reference for this minimum requirement.

Q3. (page 11) "In particular the following aspects are relevant under criterion 4: ability to read and understand documents in German language and conduct select interviews in German language." Is it correctly understood that not all relevant ADA international cooperation documents are available in English? If so, why is "German language" not listed as a criterion on page 10 (par. 4.4)?

A3. Yes, correct, some documents of Austrian Development Cooperation are available in German only. We decided not to include German as must requirement (4.4.) to open the market. Deliverables in German can also be delivered via translation services.

Q4. (page 11) Does the criterion for "German language" not (also) apply for French language (Burkina Faso) and/or Portuguese language (Mozambique)?

A4. No.

Q5. The Terms of Reference state that: "The estimated contract value (net) for this assignment is between EUR 92.000 and 98.000." Would it be correct to interpret this to mean that for those bidders who are registered with VAT, the national VAT rate should be added to the total price mentioned above?

A5. The estimated contract value for this assignment is a net range (personnel costs, travel costs and, if applicable, other costs). Bidders must indicate whether VAT applies. If bidders are subject to VAT they must indicate the applicable national VAT in their financial offer (page 12, 7.2.).

Q6. The TOR mention that: “Subcontracting parts of the services is permitted insofar as the subcontractor provides of the necessary eligibility (legal authorization, professional reliability and capacity) for the execution of its part of the service.... Professional reliability (to be fulfilled by each member): The bidder is professionally reliable if there is no reason for exclusion pursuant to § 78 para of the PPA... Required proofs: most recent debit advice by the competent tax authority or an equivalent document of the bidder’s country of origin; most recent debit advice of the competent social security authority or an equivalent document of the bidder’s country of origin;”. *Does the proof of eligibility above apply also for individuals (independent consultants) who are subcontracted by our lead bidding entity? For consultants based in an African country, could a signed letter (as per the clause above “If the laws of the bidder’s country of origin do not require an authorization for the services to be provided, the bidder has to submit a respective written confirmation”) suffice?*

A6. Yes, it also applies to individuals who are subcontracted. A signed letter would suffice with regard to the legal authorization (4.1.), however with regard to professional reliability (4.2.) equivalent proofs must be issued. Please note for the time being, a self-declaration issued by each subcontractor is sufficient.

Q7. The TOR mention that proof of eligibility for the lead contractor and sub-contractors (including individuals) requires “excerpt from the Criminal Records that shows that the persons responsible for managing (including authorized representatives) have not been criminally convicted (excerpt not older than six months) or an equivalent document issued by a Court or an Administrative Authority of the bidder’s country of origin).” *Does this requirement, which applies to sub-contractors and is additional to the other clauses for the register of companies, and to tax and social security, apply also to freelance consultants subcontracted by our contracting lead entity? One of our individual consultants is based in Africa, where a letter of confirmation would be feasible.*

A7. Yes. For details, please see answer to Q6 above.

Q8. We furthermore note the further mention in the TOR: “To prove the eligibility the bidder must submit the required proofs for criteria 4.4. The bidder may fill out and sign the attached form self-declaration (see Annex 1) for eligibility criteria for 4.1. to 4.3. The actual eligibility proofs for 4.1. to 4.3. must then promptly be provided upon ADA’s request. In any case, the proofs will be requested from the best bidder before the contract is awarded.” *These documents should be provided once the contract is awarded, as part of the contractual agreement, is that correct?*

A8. No. ADA will request the proofs from the best bidder before the contract is awarded.
