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BID CLARIFICATION

Title	REQUEST FOR PROPOSAL: CONSULTANCY SERVICES FOR CONDUCTING A STUDY ON PORTS EFFICIENCY AND COMPETITIVENESS IN AFRICA.
Procurement Number	AUC/IED/C/290
Deadline for Submission	24 AUGUST 2018

QUESTIONS BY POTENTIAL BIDDERS	AU RESPONSES
<p>Questions regarding Section 2: Information to Consultants</p> <p>Regarding Recital 3, item 3.3(ii) of the RFP mentions that for fixed-budget-based assignments, the available budget is given in the Data Sheet. However, the Data Sheet does not capture the available budget. Would you be able to provide the maximum budget for this mandate?</p>	<p>Consultants will be selected using the Quality and Cost Based Selection (QCBS) method as state in the letter of invitation and the bid data sheet.</p>
<p>Questions regarding the Data Sheet:</p> <ol style="list-style-type: none"> 1. ITC Clause 1.5 – Is it possible to receive more details on the inputs that are to be provided by the Client? The RFP currently states “Background documents to the Project” 2. ITC Clause 3.3 – We would appreciate confirmation that the reports that are to be submitted for this assignment can be written in English and that translation into other official AU languages is not required. If translation is required (and to be borne by the Consultant), please clarify what languages the reports should be in 	<p>The ministerial decision will be shared with the winning bidder</p> <p>The report to be submitted may be written in one of the official working languages of the AU (Arabic, English, French, and Portuguese).</p>

<p>3. ITC Clause 5.7 – In what currency will the Consultant be paid for services under this mandate?</p>	<p>Payment will be made in the currency of bid. For purposes of comparison, bids will be converted to USD using the UN Exchange rate on the deadline for submission.</p>
<p>Questions on the Terms of Reference: The background in the Terms of Reference is focused on container handling at ports. Thus, are container terminals at identified ports the main focus of this study? Or, are other terminals (e.g., dry/liquid bulk, general cargo, etc.) also of relevance to the Client?</p>	<p>Other terminals are also of relevance</p>
<p>Regarding <u>Phase 1: Data collection / diagnostics in 5 ports by region</u> the TOR is clear in that data is to be collected and evaluated for the following ports: Port of Abidjan, Walvis Bay, Port of Mombasa, Port of Tangier, and Port of Point-e-Noire. The TOR subsequently mentions “Collect of data from the port authorities of the five (5) regions of the continent”</p> <p>We would appreciate confirmation that data to be collected from the port authority is tied to the five ports identified in the TOR only (Port of Abidjan, Walvis Bay, Port of Mombasa, Port of Tangier, and Port of Point-e-Noire) and not other ports that the port authority may have jurisdiction over (e.g., the Kenya Port Authority operates and manages the Port of Mombasa as well as seaports along Kenya’s coastline including Lamu, Malindi, Kilifi, Mtwapa, Kiunga, Shimoni, Funzi and Vanga.</p>	<p>The five ports mentioned in the TORs are part of your case study. Your analysis will demonstrate the importance of improving African ports. Kindly keep in mind to put the situation of ports that have not been mentioned.</p>
<p>Regarding <u>Phase 1: Data collection / diagnostics in 5 ports by region</u>, the Consultant is to “Evaluate maritime and customs legislation (National, Regional, Continental and International”.</p> <p>For clarity, does the evaluation include (1) identifying gaps in legislation only or (2) to also provide recommendations on closing gaps?</p>	<p>The consultant will provide recommendations for closing the gaps.</p>
<p>On the Letter of Invitation, point 7 (page 3 of the Request for Proposals document), you say that, among other documents, we should submit “at Least 3 Contactable references in the last 5 years”. What do you mean by that? Should we give you the names and contact of 3 representatives from previous clients?</p>	<p>Provide the names and contact details of the referees for whom you provided services in the last 5 years.</p>

ITC Clause 1.5 on Section 3: Data Sheet (page 14 of the Request for Proposals document) states that “the client will provide the following inputs: Background documents to the Project”. What are these Background Documents? Could you please explain?	The ministerial decision will be shared with the winning bidder
“Samples of two most recent similar works”. What exactly do you want us to send you? The previous projects’ dossier? Please keep in mind that this information is usually confidential between client and consultant.	We would like to assess the bidder’s experience by reviewing previous works which are available for public consumption.
You also ask for the “Company profile demonstrating at least 5 experiences”. Again, we don’t quite understand. Does this refer to the Standard Form B (page 23 of the Request for Proposals document)? Should we include Client’s Certificates?	Details or brochure of the company outlining what the company does or has done
The RFP asks the team to identify time spent in the field and in the home office - could you advise whether home office refers to time spent in Ethiopia at the AU headquarters or the home base from which the consultant will do the majority of the work	Home office is where the firm is domiciled
The scope for phase 1 and phase 3 activities is quite vast and covers a broad range of activities with a large requirement of surveys and stakeholder consultations and availability. Given the timelines, it may be extremely challenging to deliver and as such we were wondering if there was any opportunity to allow additional time for these activities	Refer to the Technical Proposal Submission form. There is a section for “ COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE CLIENT ” Propose a timeline which can be negotiated if contract is awarded to the bidder.
WRT to section 4 - our preference is to be contacted as a firm and to guarantee that we would provide the named candidates to undertake the work. Please could you advise on the contracting arrangements.	The bid is open to firms only hence the contract will be with the winning FIRM.
References in form B as for : Professional Staff Provided by Your Firm/Entity(profiles): Could you advise what information you would require here - the names of the staff or the type of skills they had in delivering the assignment	Names, qualifications and experience