

- 1) Could you please clarify whether **public insitutions of higher learning (public faculites, more specifcly) from Republic of Serbia** that have the following characteristics:
 - founded by Republic of Serbia,
 - legal entities,
 - non-profit organizations;

are **eligible Offerors** under this RfP.

A:No. Companies founded by Republic of Serbia are ineligible.

- 2) Can **consortia** (in terms of formal partnerships between two or more organizations) submit proposals to carry out services defined in the RFP?

A:No. Please note that organizations/companies cannot apply in the form of a consortium (the form in which multiple entities would act as counterparts of Cardno). However, the Offeror can form a team of persons belonging to different entities that will provide certain services under the RFP, but as team members of the Offeror. In that case the Offeror is the only counterpart to Cardno, and remains responsible for providing all contracted services.

- 3) Can the **Offeror form a team that includes persons belonging to a different entitiy** that will provide certain services under the RFP, but as team members of the Offeror? In that case the Offeror is the only counterpart to Cardno, and remains responsible for providing all contracted services.

A:Yes, the Offeror can engage persons who are not employed by the Offeror, but the engaged person can not be engaged by other potential Offeror for the same RFP at the same time. Also, it is important to highlight that in the case when the engaged person is already involved and paid by any USAID funded activity, no double billing is allowed.

- 4) Should there be a separate **Cover Letter** fot the Technical Proposal created using Annex 3, and a separate Cover Letter for Proposal as a whole created in line with information in Section 3.1 of the RfP?

A:No. Only the Cover letter in Annex 3 is to be filled in with relevant data and submitted along with the offer.

- 5) Is **Annex 1** (as a whole, or certain segments of it) to be submitted as part of the proposal?

If yes, could you please provide guidelines on filling in the following segment:

RFQ/APS No. _____ *RFP Number: example RFP-2017-09*
 Quote No. _____ *This is the company reference number for your application*
 Date of Application/Quote _____ *Date of the offer submission*
 Name of Recipient _____ *Name of the company/organization...*
 Typed Name and Title _____ *Name of the authorized person in the company*
 Signature _____
 Date _____

- 6) Is **Annex 2** to be submitted as part of the proposal?

A:No.

- 7) Could you please specify if any other documents beside Cover Letter and Evidence of Responsibility have to contain **original manual signature**?

A: All signatures must be original where required

- 8) **Are Offerors allowed to send multiple e-mails when submitting the proposal?** (Since the limit per e-mail is 10MB).

A:Yes

9) Could you please specify what does **the term “Portfolio” in the Section 3, page 12** of the RfP mean? Is it synonymous with “CV”?

A:No. It is related to the company profile.

10) Could you please clarify what are “**pre-printed technical inserts**” referred to in Section 3, page 12 of the RfP?

A: Pre-printed technical insert might be a handout that you already have created for your company in which case it would be counted into limited number of proposal's pages, but do not need to be sequentially numbered.

11) Could you please clarify the **trainings**¹ mentioned in Section 3.2 of the RfP (page 12), since they are not brought up anywhere in Section 1.2. *Activity Purpose, Description* of the RfP?

A:This is general clause, and should be addressed if it is required by RFP.

12) Could you please clarify **the feasibility study** mentioned in Section 3.2 of the RfP (page 13), since it is not mentioned anywhere else in the RfP.

A:This is general clause, and should be addressed if it is required by RFP.

13) Could you please confirm that **Past performance references** do not count against the 5-page limit of the Part 3 of the Technical Proposal?

A:It is recommended that the Past performance reference section is between 2 and 5 pages with emphasis on the work relevant to the RFP.

14) Regarding the **Q&A session** organized on March 29, 2017 at the USAID BEP premises, can interested bidders just show up or is it necessary to register?

A:It is recommended to register.

¹ Who should they be for, is there a recommendation on behalf of USAID/BEP regarding the number of trainings, number of participants, etc.