

1. Is it necessary for all documents to be sent in English, or does that apply only on proposal (strategy / budget)? Is it allowed for other documentation to be delivered in form of copies on the Serbian language (required supporting documentation related to agency)?

A: Yes. For the purpose of proposal submission, all the documentation should be in English, except pre-printed company documents and documents issued by the official authorities (APR, Balance Sheets, Income Statement, Audited financial reports...)

2. To what extent should desing of solutions be developed in detail in the proposal which needs to be sent by 7th of April? Deliverables Schedule determines following timeframe Contract commencement (CC) + 2 weeks?

A: The evaluation committee will make a decision to whom to award the bid based on the solution bidders provide until April 7. We are not requesting a full proposal of the solutions. The second part regarding the timeframe refers to the company that wins the bid.

3. DUNS – is it mandatory to have DUNS? What is the way to obtain DUNS, if necessary?

A: Yes. There is an explanation in the RFP how to obtain the DUNS under 3.3 Cost proposal, pg. 14. Please follow the instructions via highlighted website below.

Templates for the LoE table and Responsibility Determination are included in the RFP tender dossier.

Information on the Offerors DUNS - Offerors must provide their Data Universal Number System (DUNS) number to Cardno/USAID BEP. If an Offeror does not have a DUNS number, they must demonstrate that they will be able to receive and provide the DUNS number to Cardno before any subcontract can be awarded. Cardno may not make an award to any entity unless the entity has provided its DUNS number to Cardno.

Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently +1 866-705-5711) or the Internet (currently at fedgov.dnb.com/webform).

In order to get the DUNS number you would need the following information, also referenced in the RFP:

3. Data Universal Numbering System (DUNS) Number

(a) In the space provided at the end of this provision, the recipient should supply the Data Universal Numbering System (DUNS) number applicable to that name and address. Recipients should take care to report the number that identifies the recipient's name and address exactly as stated in the proposal.

(b) The DUNS is a 9-digit number assigned by Dun and Bradstreet Information Services. If the recipient does not have a DUNS number, the recipient should call Dun and Bradstreet directly at 1-800-333-0505. A DUNS number will be provided immediately by telephone at no charge to the recipient. The recipient should be prepared to provide the following information:

- (1) Recipient's name.
- (2) Recipient's address.

- (3) Recipient's telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the organization was started.
- (7) Number of people employed by the recipient.
- (8) Company affiliation.

(c) Recipients located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at <http://www.dbisna.com/dbis/customer/custlist.htm>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@dbisma.com.

The DUNS system is distinct from the Federal Taxpayer Identification Number (TIN) system.

DUNS: _____

4. The method of billing / payments - is billing and payment anticipated by the work done at the very end, or in parts during the project?

A: The payments are due upon each phase of the contract being accomplished, i.e. after submission of each deliverable and acceptance by the USAID BEP person in charge, as described on the page 3, Subcontract Award, of the RFP:

Under a Firm Fixed Price subcontract all payments will be a fixed-sum, payable upon completion of deliverables. Deliverables and payment amounts and dates will be defined in detail during negotiations.

5. Presentation of the budget - is it necessary that the budget include VAT and all the taxes?

*A: No, as suggested in the Annex 3 of the RFP, under 3. Cost Proposal, A. Cost Summary:
"All cost price proposals must be presented in USD. All prices should be net of VAT".*