



International Business & Technical Consultants, Inc.

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Date: September 05, 2024

Subject: Amendment No. 01 to RFQ-24-IBTCI-006 for TPM Services Procurement.

This amendment includes Questions and Answers responses and changes to the Request for Proposals for TPM Services Procurement.

Q: (Page 3, first paragraph under scope of work). “The Contractor will be expected to utilize and build on existing systems as appropriate.” What is meant here (The Contractor’s existing system)?

A: This refers to the Contractor’s own system for carrying out TPM. We expect the Contractor to have a TPM system that will be able to work with IBTCI’s TPM system.

Q: Are areas under IRG such as (Taiz), covered in this project?

A: Yes

Q: Will the warehouses or logistics/transport facilities be visited during the regular field visit?

A: Yes

Q: What support must the contractor provide to IBTCI’s YMELP II to develop, organize, and conduct learning events?

A: This procurement focuses on only Third-Party Monitoring.

Q: Remote Monitoring” item is not included in the cost table of the financial proposal.

A: Currently, we are seeking in person physical site visits and not remote monitoring.

Q: Are Market observations, and visits to warehouses and/or logistics/transport facilities, considered as part of the M&V Site Visits?

A: Yes

Q: Will the training events mentioned below be held virtually? If not, where will the events be held? Who is bearing the cost?

a. Specialist STTAs provided by IBTCI will provide the training for nominated core monitors for in-depth training in specific sectors

b. BTCI-led training of trainers (ToT) for the supervisors.

A: Training may be held virtually or in person. If in person, they will be held in Aden.

If trainees need to travel to Aden and require an overnight stay, IBTCI will provide lodging, per diem, lunch, and refreshments during training.

Q: We would like clarification on whether an entity with registration in both North and South Yemen can apply for this contract. RMTeam has approval to work in all regions of South Yemen. Would having a separate registered entity in the North preclude us from bidding? If not, can we use the UEI number for our registered entity in the North, or do we need to apply for a separate UEI number for our registered entity in the South?

A: For this procurement, the successful offeror will be registered in the South.

An organization registered in both north and south Yemen is eligible to bid. However, the organization must demonstrate that the southern registered entity is set up so that it is independent from its northern presence and so that it may not be influenced by northern authorities.

Q: RMTeam International comprises various commercial entities across different legal jurisdictions, all working together under a unified control structure. Our Group operates in multiple countries, each with its own legal entity. Can we leverage the capabilities and past performance of our entire Group to demonstrate our experience?

A: For this procurement, we are primarily interested in the organization's capabilities and past performance in Yemen.

Q: We are seeking confirmation on whether an entity with registrations in both North and South Yemen can apply for this contract. Specifically, RMTeam International, through our UK company, has approval to work in all regions of South Yemen. Given the geographic code applied to this bid, could you please confirm if this approval is considered eligible?

If the approval for South Yemen is not considered eligible, would we then be able to use our registration in the North and subcontract our South company? Alternatively, would this approach also be deemed ineligible under the pass/fail criteria?

A: For this procurement, the successful offeror will be registered in the South.

An organization registered in both north and south Yemen are eligible to bid. However, the organization must demonstrate that the southern registered entity is set up so that it is independent from its northern presence and so that it may not be influenced by northern authorities.

Q: In the document titled "**RFP 24-IBTCI-001**" **Offeror Submission Instructions section** it's mentioned that proof of the past performance is required. Please clarify what is the needed proofs of the previous experience? In the document titled "**RFP 24-IBTCI-001**" **Technical Proposal section** it's mentioned that the budget for the TPM activities to be included in the technical proposal, since we believe that the budget needs to be separated from the technical. Please clarify?

A: Please provide descriptions of Past Performance along with reference information for verification. The budget shall be provided separately using the Budget Template provided in the RFP to ensure budget and Technical Proposal as separate documents.

Q: What is the required validity period should the bidder mention in **Attachment #6 Cover Letter Template**?

A: The validity of the quote should be as per offerors' company's policy. Typically, most companies maintain a validity period exceeding 90 days.

Q: In **Attachment #6 Cover Letter Template**, the bidder requested to enter the total price, but in the financial proposal consists of two items to be priced (M&V Site Visit and DQA Site Visit).

Our question is, which of the items should we input in **Attachment #6 Cover Letter Template**, or we can input both prices with mentioning the items?

A: Please Quote as per Attachment 2 budget template.

The requirement for total price has been removed from the cover letter "attachment 6". A new copy of attachment 6 is provided in this amendment for reference.

Q: Should the bidders submit the technical proposal and financial proposal in two separate emails?

A: The technical and financial proposals should be submitted to IBTCI in one single email.

Q: We would like to seek clarification on the following essential aspects of the Third-Party Monitoring System and whether failure to meet any of these requirements will result in disqualification from the bidding process:

1. Mandatory Office Presence in IRG-Controlled Areas:

- Can you confirm that the contractor must have an existing, fully operational, and officially registered office in IRG-controlled areas?

2. Independent Operations from Northern Offices:

- Given the distinct control dynamics in Yemen, please confirm that the contractor's operations in IRG-controlled areas must operate independently of any offices located in the northern part of Yemen, without relying on northern offices for logistical or operational support?

3. Mandatory Use of Digital Survey and Data Collection Tools:

- We understand the importance of timely and accurate data collection. Can you confirm that the use of digital data collection tools is a mandatory requirement, with traditional methods being secondary or supplementary only where digital methods are not feasible?

A: 1 – We confirm that the contractor must have an existing, fully operational, and officially registered office in IRG-controlled areas.

2 – We confirm that the contractor's operations in IRG-controlled areas must operate independently of any offices located in the northern part of Yemen, without relying on northern offices for logistical or operational support.

3 – We confirm your understanding that the use of digital data collection tools is a mandatory requirement, with traditional methods being secondary or supplementary only where digital methods are not feasible?

Q: Referring to the section on 'Remote Monitoring' in the Statement of Work (Page 6), which outlines the need for remote monitoring when in-person visits are not feasible due to restrictions or temporary conditions imposed by authorities, particularly in Al-Houthi-controlled areas:

Could you confirm if there are any planned remote monitoring visits specifically in the Al-Houthi-controlled areas in the north?

A: This procurement will only carry out third party monitoring of IRG controlled areas.

Q: We would like to know where the Training of Trainers (ToT) will be held (in country or abroad)?

A: TOT will primarily be held in Aden but later in this contract may be held in Jordan.

Attachment 6 Cover Letter Template

[Insert Date]

To: International Business & Technical Consultants (IBTCI)
8618 Westwood Center Dr, STE 400
Vienna, VA 22182

RE: **RFP-24-IBTCI-001** for TPM Procurement.

Dear IBTCI:

[Company Name] hereby submits its quote/proposal in response to the **RFP-24-IBTCI-001** for TPM Procurement.- under YMELP II. I the undersigned certify the validity period of our quote/proposal is **XXXX** days. Our quotation/proposal is binding upon us subject to the modification resulting from any discussions.

Additionally by submitting this offer, the Offeror certifies that:

- They have not/will not attempt to bribe or make any payments to IBTCI employee(s) in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted. Any such practice constitutes an unethical, illegal, and corrupt practice. Either the Offeror or IBTCI staff can report violations to the Toll-Free Ethics and Compliance Anonymous Hotline via email at reports@lighthouse-services.com or via direct dial at:
 - English speaking USA and Canada: 833-260-0005
 - Spanish speaking USA and Canada: 800-216-1288
 - French speaking Canada: 855-725-0002
 - Spanish speaking Mexico: 01-800-681-5340
 - All other countries outside North America: 800-603-2869 (must dial country access code first [click here](#) for access codes and dialing instructions)
- To the best of its knowledge and belief, that there are no relevant facts or circumstances that could give rise to any actual or potential organizational or personal conflict of interest either for the organization or any of its staff. Offeror further certifies that the organization has disclosed all such relevant information if such a conflict of interest appears to exist to a reasonable person with knowledge of the relevant facts (see FAR Part 9.5). The Offeror agrees that if an actual or potential conflict of interest is discovered after the award is made, it will make a full disclosure in writing to IBTCI.

- To the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on its behalf in connection with the awarding of this subcontract.

Sincerely,

[Point of Contact Name]

[Title]

[Company Name]

[Company Address]

[END OF ATTACHMENT 6]