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INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

RFP-21-003_Software Solutions

Questions and Answers

December 2, 2020

1. Please clarify is this: a) The document proving that our company is registered taxpayer or b) The document presenting that our company have has paid the taxes and contributions?

IFES Respond: *The document proving that your company is registered taxpayer.*

2. Needs this document to be translated into English?

IFES Respond: *The proposal should be written in English. Some supporting documentation, such as company registration documentation, may be in Macedonian language.*

3. Please clarify which are the documents that "Prospective contractors must possess all the licenses, permits and governmental approvals necessary for performance of the work"?

IFES Respond: *Your company must be registered to do business in North Macedonia and be up to date on all relevant, required paperwork. In other words, the company must possess all documents to be able to work in the country.*

Regarding the Availability and Cost Application:

4. How (in what way) the company should clarify its availability to engage working with IFES?

IFES Respond: *It is anticipated that successful offeror(s) will be engaged for approximately one year, with the possibility of extension. Within that year of engagement, successful bidder(s) may be engaged for particular tasks. Bidders must confirm that they and their proposed experts are available for the entire period. They should also indicate how much advance notice they would need and long they would need to complete an individual task/assignment.*

5. What is the period that the company should present its availability to engage in working with IFES?

IFES Respond: Please see the above answer.

Point 6. Qualification & References point 2 you request an “**Evidence of successful completion of a project of a similar size and complexity**”

6. What do you mean under “size of the project”?

IFES Respond: We are looking for bidders who have previously engaged in drafting potentially complex terms of reference, scope of work, technical specifications, analysis, needs assessments and knowledge documents, and/or other related documents needed to procure the services from third party for products/applications such as web applications, mobile phone applications, etc. Ideally, bidders will have carried out multiple projects with various external clients over a long or medium timeframe.

7. What is the size of this project?

IFES Respond: Please see the answer for #6.

8. Is it mandatory that activities requested through this solicitation are performed in situ in the Republic of North Macedonia or is it possible to perform them remotely, from the selected firm premises?

IFES Respond: The selected bidder(s) must work with local stakeholders/institutions, and thus consequently the activities as per the SoW will take place in North Macedonia. Nevertheless, some of the tasks, depending on the nature can be implemented and organized remotely.

9. Is participation to this solicitation open to operators from any country, or is it restricted to S/N Geographic Code 937 (the United States, the recipient country, and developing countries other than advanced developing countries, but excluding any country that is a prohibited source)?

IFES Respond: The solicitation is open to all bidders, but please see the answer to #8.

10. Re: § 4.III. "Required Experience": Are the required criteria to be fulfilled individually by the Team Leader, or can they be fulfilled in complex by the Bidder?

IFES Respond: The team members being proposed must possess the required experience outlined.

a. Please define "at least three similar projects" (criterion 1) and "at least three similar projects in nature and size" (criterion 2): as the solicitation does not specify the nature and /or the size of the assignments, which are the applying criteria for similarity?

IFES Respond: We are looking for bidders that have carried out similar scopes of work in the past. For example, bidders that have developed documentation for solicitation processes including specific terms of reference, scope of work, technical specifications and/or other related documents (concept papers and other knowledge products) needed to procure the services from third party (different software

development company) for products/applications such as web applications, mobile phone applications, new technologies in elections, assessment of software and hardware needs of specific institutions, feasibility studies etc.

b. Moreover, is the total number of previous projects to be documented three or six?

IFES Respond: *A minimum of three.*

c. If the Bidder usually performs activities to "develop documentation for solicitation process" in its own name, and not specifically on behalf of external customers, would such activities, where properly documented, be considered as "similar projects"?

IFES Respond: *Ideally, we are looking for bidders that are skilled in developing documentation for external customers. Previous experience in working with public institutions is a definite advantage.*

11. Re: § 4.V. "Application Requirements - Availability and Cost Application": the prescriptions for describing the company price structure in this section are not identical to those of § 7. "Pricing"; the latter implies that a specific activity is described and quoted both for price/rates and for effort/quantity, which is not possible as the scope of the solicitation is at present very general. Please clarify if we can disregard the table in § 7. altogether.

IFES Respond: *Please provide Staff / Hourly rates in MKD and without VAT as IFES North Macedonia is VAT exempt: The bidder should specify how many staff/consultants it has at the disposal and available for engagement, and the cost of each staff per hour. The proposed hourly rate must be inclusive of all costs associated with the payment to the individual (personal income tax, allowances, benefits, fees or similar costs) as the Project will cover the costs expressed in the offer and the signed contract. Please note that the pricing table provided is illustrative - you may slightly adapt your table as needed.*

12. Re: § 5.1. "Timeline": the solicitation requires the Bidder to produce a timeline for service delivery, but the nature and scope of such services is only defined in a very generic way; specific assignments will require different timelines. Please clarify which are the specific services for which the timeline is requested, or if this section can be disregarded.

IFES Respond: *Please provide estimated timelines of how long you anticipate it would take to develop specific software and hardware specifications for external clients. You could base your estimations off previous projects and experiences.*

13. Re: § 6. "Qualifications and references":

a. Section 6.2 requires "Evidence of successful completion of a project of a similar size and complexity"; Section 6.3 requires "Contact information for no less than three references from projects similar in size, application, and scope"; what is the difference between the two requirements? And

IFES Respond: *In addition to providing contact information for at least three references, please provide any relevant documentation demonstrating successful completion of similar projects. For example, you may provide letters of recommendation, background/summary information about previously completed projects, etc.*

b. Are these projects the same as those required in § 4.III (criteria 1 and 2)?

IFES Respond: Yes.

c. What is the total number of projects to be documented, including those required in § 4.III (criteria 1 and 2)?

IFES Respond: Ideally, bidders would be able to show evidence of successfully carrying out multiple, similar projects.

d. Please define "similar projects", as above.

IFES Respond: Please see the answer to 10a.