

**CLARIFICATIONS**  
**(RFP N. AL 10/18/152)**

***"Design and implementation of ConnectAlbania investment boosting platform"***

The Proposals must be delivered by hand or through mail to IOM with office address at *Rruga Ibrahim Rugova, Nd. 42, H. 12, Apt. 4., Tirana, Albania* **on or before 12:00 of October 2, 2018**. No late proposal shall be accepted.

Based on **Art. 4 Clarifications and Amendments to RFP Documents** as below:

4.1 At any time before the submission of the proposals, IOM may, for any reason, whether at its own initiative or in response to a clarification amend the RFP. Any amendment made will be made publicly available at the IOM Albania website: <https://www.albania.iom.int/vacancy>

4.2. Service Providers/Consulting Firms may request for clarification(s) on any part of the RFP. The request must be sent in writing or by standard electronic means (at [IOMTiranaProcurement@iom.int](mailto:IOMTiranaProcurement@iom.int) email address) at least seven (7) *calendar days* before the set deadline for the submission and receipt of Proposals. IOM will respond in writing by standard electronic means to the said request and the answer will be made publicly available at the IOM Albania website: <https://www.albania.iom.int/vacancy> without identifying the source of the inquiry.

**Correction 1**

**WAS:**

**6.2** The Technical Proposal shall provide the following information using the attached Technical Proposal Standard Forms TPF 1 to TPF 6 (**Section III**).

**WILL BE:**

**6.2** The Technical Proposal shall provide the following information using the attached Technical Proposal Standard Forms TPF 1 to TPF 6 (**Section II**).

**Correction 2**

**WAS:**

**7.1** In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP. The Financial Proposal shall follow the Financial Proposal Standard Forms FPF 1 to FPF 4 (**Section IV**).

**WILL BE:**

**7.1** In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP. The Financial Proposal shall follow the Financial Proposal Standard Forms FPF 1 to FPF 4 (**Section III**).

### Question 1

Is it the use of "Open source" a main condition for the platform?

### Answer 1

Please refer to the paragraph c) **Scope of the Service** point 3 of the **Section IV. Terms of Reference**:

The service provider is required to provide IOM with the following services:

*3. Design of the ConnectAlbania webpage as an **open-source content management system** that is easy to use by the internal and external administrators, which supports the features and functionality of the ConnectAlbania platform;*

### Question 2

Can the leading firm be an Italian entity?

### Answer 2

IOM invites research entities, academic institutions, experienced business consortiums, brokerage agencies, Chamber of Commerce, Business Associations but not limited to, **in Italy**, to provide Technical and Financial Proposal for the following Services: *Design and implementation of ConnectAlbania investment boosting platform.*

### **Section IV. Terms of Reference**

d) Required Qualifications and Experience

1. Research entities, academic institutions, experienced business consortiums, Business Associations but not limited to, **in Italy**, responding to this Request for Proposals (RFP) should demonstrate a very good level of relevant experience (at least 5 years).

### Question 3

We do understand that the duration of the project is up to 2 years. Is there any indications on the required man-days to be allocated during this period?

### Answer 3

No there is no specific indication of required man-days as per RFP. Please refer to the RFP Annexes to calculate and develop your proposal.

### Question 4

The RFP allows for Joint Ventures between companies: shall it be formally active at the proposal due date or can it be established also after the contract negotiation/award?

#### **Answer 4**

As per point 6.1 of the **Art 6. Technical Proposal** at the **Section I - Instructions to Service Providers/ Consulting Firms, when preparing the Technical Proposal**, Service Providers/Consulting Firms must give particular attention to the following:

a) If a Service Provider/Consulting Firm deems that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities in a joint venture or sub-consultancy, as appropriate. Service Providers/Consulting Firms may associate with the other consultants invited for this assignment or to enter into a joint venture with consultants not invited, only with the approval of IOM. In case of a joint venture, **all partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture;**

#### **Question 5**

In many points of the RFP we can read “web page” while our understanding is that the “web platform” should be more of a web application than a simple portal, where to register and report referrals. Is that correct? Are there specific functions you expect from this application?

#### **Answer 5**

Please refer to **point 2** of paragraph b) **Objectives** of the **Section IV. Terms of Reference** of the RFP,

The activities under this outcome include:

#### **2. Designing of ConnectAlbania online platform, the related webpage and information toolkit;**

Specific functions are to be identified and developed during the design phase by the service provider in compliance with the objectives of the engagement.

#### **Question 6**

Is that mandatory that the web application is run on the IOM IT systems? Can it be provided as a cloud application?

#### **Answer 6**

Please note that in the RFP there is not any specific reference to the IOM IT Systems. Only reference is found under point 2 of the scope of services:

*2. Design ConnectAlbania online platform, ensuring compliance with the Government of Albania IT systems and requirements;*

#### **Question 7**

Is the programme implementation timeline written in the RFP document mandatory?

#### **Answer 7**

Yes, the programme implementation timeline written in the RFP document is mandatory.