



RFP ACT-2022-JALLC-001

The following questions were raised with respect to subject RFP. Responses are to provide clarification.

Question	Answer
<p>Q1 Enclosure 5, Statement of Work (SoW), point 5 c., Estimated Level of Effort: please confirm if this position is a full time equivalent (1 FTE) or the consultant will work only 125 working days for the Base Year and 55 working days for Option Year 1? If so – how this assignment will look like – regarding the ordering process and execution of required tasks.</p>	<p>A1 The position is a full time equivalent, meaning that 125 days for 2022 and 55 days for 2023 are estimations. The LOE in each fiscal year will depend on the progress of the entire team allocated to the project. The Period of performance (POP) allows changes, recesses in case the project or the contractor so require (POP has over 200 working days, while LOE is clearly shorter with 180 days. Despite the flexibility allowed during the POP, the LOE shall not be surpassed.</p>
<p>Q2 Part 1 Bidding Instructions, point 4. Eligibility: kindly specify what do you mean by <i>Working as licensed general contractors in the required field and legally authorised to operate in Portugal, at the time of bidding; the bidder may also offer assurance of achievement before the estimated contract starting date: 16 May 2022</i> – what kind of evidence do you require? Please confirm, if as a limited liability company - the extract from the National Court Register would be sufficient?</p>	<p>A2 For independent contractors, they need to ensure they have legal permits, licenses in place that are required to do business in Portugal. If they lack any permit, they may offer assurance they will obtain it by the starting date of the contract. Yes, companies may provide the excerpt from the national court register.</p>
<p>Q3 Enclosure 4, PAST PERFORMANCE INFORMATION FORM and SoW, point 11. Proof of Past Performance: kindly confirm if you require past performance descriptions regarding the entity submitting the offer or of consultant, who will be assigned to perform under this contract and whose CV will be presented within the proposal?</p>	<p>A3 Past performance information to be submitted is regarding the consultant, his/her achievements, past experiences, skills-set, CV., etc. Yet, on line 1 – “Contracting Agency” – you may provide information regarding the entity/ company.</p>

<p>Q4 Enclosure 7, TECHNICAL PROPOSAL: please confirm if <i>[Written sample: written papers, Publications & any useful /meaningful technical documentation relevant for submission and evaluation]</i> is the same what required under point 11 b, Proof of Past Performance, SoW (<i>b. The contractor is expected to provide a sample of their own writing of at least 500 words in English that demonstrates their ability to effectively present an evidence-based logical argument, and includes citations.</i>), otherwise please clarify</p>	<p>A4 Enclosure 4 along with the consultant’s CV, you are required to thoroughly explain how the candidate best meets the essential and desirable requirements of the current acquisition by providing his/ her past jobs, experiences, projects (along with contact details of his/her project manager from those past jobs, projects, experiences).</p> <p>Enclosure 7 is to provide a minimum of a 5-word written sample – written by the candidate. This enclosure allows candidates to enclose any other written publications they wrote or participated in its writings previously and any other ad hoc information, any additional details that may be valuable for their assessment.</p>
<p>Q5 Enclosure 7, TECHNICAL PROPOSAL: what information is expected to be presented under <i>[Indicate: Date of ability to start Availability or unavailability periods within Period of Performance]</i>? Is there any other information needed to be presented within the Technical Proposal?</p>	<p>A5 Enclosure 7also requires to provide details regarding the availability dates (for example – a specific day or week that the candidate is not available – should be mentioned here for planning purposes only). Or the candidate cannot start on 16 May and only on 18 May, for example. As referred, any information that has not been specifically requested before, can be entered in this enclosure.</p>