

Queries and responses

on RFP – procurement of consulting services (Technical and Education Service Provider -T&E) for the Implementation of Skills Mason Training on EQ Resilient Construction Technology in the most affected area of Karnali Province.

SN	Query (text copied and paste from MS Teams chatbox and email received till the deadline)	Response
1	How many participants per training event?	20 participants in theory class and 10 participants in practical class.
2	Is the maximum budget of NPR 42,000 per trainee inclusive or exclusive of VAT?	Exclusive of VAT
3	When is the 5% performance guarantee required?	Just before the contract signing as it is a part of contract.
4	Who will pay for the cost of NSTB skill test and skill test materials? Who will be responsible for the delay in conducting the NSTB skill test?	SRP/Helvetas Nepal however the T&E will be responsible for connecting the trainees with NSTB.
5	Will the turnover of the JV partner be counted when the lead firm has less than average annual turnover of NPR 17 million?	Counted according to JV agreement where it is mentioned the JV portion of ownership among the parties.
6	How to format the information of technical proposals in the case of JV bidding?	According to JV agreement between the parties
7	The budget quoted in the RFP is inclusive or exclusive of VAT?	Refer to response of query (2)
8	On Key experts, apart from trainers, what types of office staff should we include? for eg: Training Coordinator, Monitoring Officer, Database Officer?	T&E should be a organization with its own office setup and staff structure. The management team needs to coordinate with Local government and project team before start of training and provide support to the trainer team in case of need, arise due to various reasons.
9	At last, could you please clarify the mason tools (as per list) referred in the financial proposal for distribution to the trainees or for the during training purpose?	The tools listed in the RFP are to be handed over to individual trainees upon the start of training. The tools used training session which are common type tools are to be managed by T&E during training as per need, it can be purchased or hired or borrowed.
10	Can a institution apply for 500 trainee in RFP ?	Yes, but corresponding technical proposal requirement is also evaluated.
11	a institute in registered in 2073 at company registrar officeis it eligible for RFP ?	The experience should be counted from registration date to RFP notice publication date. The no. of years should be 7years to be eligible.
12	experience means...if institute has done related training but its has not done skill test from NSTBin such case can we submit experience letter from those funding institutes.	Experience letters are usually issued after successful completion of assignment/contract. If experience letter is available can be submitted.
13	Payment sistam regeld based or profmensabased	Both, as both are same.

14	What is evaluation criteria? What is the total quota one training provider can apply? what is the per trainees cost?	Can be applied according to technical competencies that you have.
15	Sir..do we need to notarize our documents..?	Not mentioned in RFP to do so.
16	khaaja khuwaanu parne kuraa kx? sir	Two-time tea and one time snacks/Khaja cost should include in the proposal.
17	Have the CVs of the team leader, technical staff, finance and support staff been submitted	Yes, CVs of all the members of team composition should be submitted in the prescribed format with disclaimer.
18	trainee lai khaaja kastle khuwaaune sir ?	SRP/Helvetas Nepal will provide fund separately and T&E shall channelize it
19	Can we purpose to conduct the training in two more cycles? How many trainings a trainer can conduct through out the training period?	Yes, you can propose as per your technical capacity such no. of trainers and other required resources mentioned in the RFP.
20	Could you please provide information on the feasibility and requirements associated with such collaborative ventures?	Prime partner of the JV applicant should the affiliation for occupation (i.e. mason skills) as per CTEVT rule.
21	We would like to request for your clarification on some points of RFP: Eligibility Criteria (Supporting documents) i. Proof of proposed human resources affiliation and roster of trainers. We kindly request you to clarify this point.	Human resource affiliation: The T&E should have an employment agreement with people who are proposed as human resources. Roster: The T&E should have roster of trainers in case of immediate need to fulfill the gap.

Notes:

- (i) All the supporting documents including CVs will be verified from the source if needed.
(ii) The break down of the cost proposal should include the following:

SN	Particulars	Amount (NRs.)
1	Pre-training cost (Communication, informing and contacts and basic preparation, banner, opening, closing etc)	
2	Cost of the Instructors/trainer	
3	Lodging of Instructors/trainer	
4	Tools and equipment for conduct of Trainings (Renting of tools & equipment)	
5	Consumable training Materials (for Non-local materials) to be used for training.	
6	Facilities cost: Tea and snacks + hall charges	
10	Overhead	
	Cost per trainee/participant (Excl. VAT)	
	VAT	
	Cost per trainee/participant (Incl. VAT)	