

**Response to queries received from the potential proposer through email and during the pre-proposer meeting:**

| S.N. | Queries   | Response  |
|------|---|---|
| 1.   | Is the soft copy of the RFP document available?   | Yes, the soft copy of forms and formats is available on the Helvetas website at <a href="https://notice.helvetasnepal.org">https://notice.helvetasnepal.org</a> (just below the public notice for this procurement)   |
| 2.   | Are there restrictions on the registered office of the consultancy?   | As mentioned in section 2 [(Instruction to Consultants and Data Sheet, point no. 2.2 (2.1.3)).  |
| 3.   | Interested to work remotely   | Not feasible.   |
| 4.   | Is the financial proposal opened first, followed by the technical proposal?   | Yes, as mentioned in section 2 [(Instruction to Consultants and Data Sheet, point no. 2.2 (2.1.6)).   |
| 5.   | Do the proposers need to submit all the listed evidence?  | The proposer should list the experiences in the prescribed form/table (TPF). Out of these, at least one relevant experience should be supported with evidence to qualify. Example for Evidence documents: - certification from company A (Evidence 1), or a final report (Evidence 2), or contract agreement between company A and consultant (Evidence 3), anyone. |
| 6.   | Is there any limitation in the length for methodology?  | As mentioned in section 5 [(Technical proposal form, TPF-5, SN. 6 (a)).   |
| 7.   | How would the evaluation be conducted, if the team member has rich experience but the firm does not?  | As mentioned in section 2 [(Instruction to Consultants and Data Sheet, point no. 2.2 (2.1.4)).  |
| 8.   | Do the workshop costs fall within the prescribed budget ceiling?  | Yes, as mentioned in section 2 [(Instruction to Consultants and Data Sheet, point no. 2.2 (2.1.6)).   |
| 9.   | Is there any possibility of period extension?   | Not applicable, unless a force majeure situation is justified.  |
| 10.  | Is there a possibility of discontinuation of a proposal after the financial opening?  | Yes, as mentioned in section 2 [(Instruction to Consultants and Data Sheet, point no. 2.2 (2.1.6)).   |
| 11.  | We understand that VSDTA is the implementation body of NAVT, which operates at an upper institutional level. Given that NAVT has been recently established, we assume that its track record is still in the early stages. Could you please confirm if our understanding is correct? | Please refer to the NAVT website <a href="https://vsdta.gov.np/">https://vsdta.gov.np/</a>  |
| 12.  | Since NAVT is still in its infancy, conducting a comprehensive SWOT analysis of the institution may not be feasible. However, we could explore this through discussions with high-level officials. Would this approach be appropriate, or do you                                    | SWOT analysis is a part of contract execution.  |

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|     | believe it might lead to a more hypothetical assessment?  |   |
| 13. | Could you kindly provide an update on NAVT's latest operational status, particularly in terms of key outputs achieved so far? This would help us better understand its current scope and functionality.                                 | Please refer to the NAVT website <a href="https://vsdta.gov.np/">https://vsdta.gov.np/</a>          |
| 14. | Regarding the allocated budget of NPR 12 lakhs, could you confirm whether this amount also covers expenses such as travel costs, daily subsistence allowance (DSA), logistics, workshop materials, and transportation within Kathmandu? | Yes, as mentioned in section 2 [(Instruction to Consultants and Data Sheet, point no. 2.2 (2.1.5)]. |