

REQUEST FOR PROPOSAL – Gap analysis & recommendations for advancing the Honduran Electricity Industry General Law, and analysis of the technical needs of the Secretary of State for Energy

Questions and Answers

RFP Issue Date: October 11, 2021

RFP Closure Date: October 29, 2021

Quest	Reference	Question	Answer
1	Section II, Page 2	Can USEA confirm if the project reports are supposed to be submitted in Spanish?	A strong preference will be given to proposals that propose to provide the report both in English and in Spanish.
2	Section IV, Page 3-5	Would USEA allow for the annexes to not count against the page limit? The solicitation states “Maximum proposal limit 10 pages (inclusive of cover page and annexes).” However, by the count, there is a discrepancy in the allocation of the pages needed based on the table immediately after. Please clarify.	Please disregard the RFP’s “Maximum proposal limit 10 pages (inclusive of cover page and annexes).”
3	Cost Proposal	Can USEA clarify the type of contract for this project?	Fixed-fee, all taxes included, deliverable-based contract.
4	Section IV, Page 4	Can USEA share the estimated level of effort or budget to carry out the required activities?	The level of effort and the budget should be included as part of the proposal.
5	Section IV, Page 4	Due to the one-page limitation of the Summary of Costs, can USEA clarify the expectations for the detailed justification of all costs included in the line-item budget?	Please see below for an example.
6	Section IV, Page 4	Within the Labor Fees section, can USEA clarify if they would prefer to have daily or hourly rates presented for the anticipated labor costs? Should the bidders provide 1) person-days and daily rates, 2) person-hours and hourly rates, or 3) person-hours and daily rates?	Daily rate should be provided. Please see below for an example.
7	Section IV, Page 5	Can USEA confirm which link we should use to access the biographical datasheets? The link included in the solicitation provided us with an error message.	https://www.usaid.gov/sites/default/files/documents/1868/AID-1420-17-6-13-19FINAL.doc
8		Should meetings with Government authorities, trade unions and/or relevant market players be included to socialize	The bidder is welcome to include steps for socialization of the project if they feel it would benefit the program.

		the results and receive feedback of the report?	
9		In the case of a positive answer to the former question, on what time frame are you expecting these meetings to take place? After the draft report due on December 12? Or after the final report due on December 23?	The bidder should propose a schedule that they deem most effective.
10		Please confirm that the closing date of RFP is October 25th, because the final sentence of the PDF states the following: <i>“Interested parties are requested to submit final proposals no later than October 22, 2021 by 5:00 pm EDT.”</i>	The RFP closing date has been extended to the 29th of October, 5:00 pm EDT.

Template for Price proposal

TABLE 1: SUMMARY OF FEES

Description	Unit	Proposed remuneration per unit (mention currency)	Total Amount (mention currency)
A. Labor Fees*			
1. Team leader	<days>	<proposed fee>	
2. Expert 1	<days>	<proposed fee>	
3. Expert 2	<days>	<proposed fee>	
4.			
B. Other expenses**			
1. Local travel		<per trip>	
2. Printing			
3. Workshop			
4. Others (if any)			
C. Applicable taxes			
D. Total (A+B+C) ***			

*As per the team structure mentioned by the bidder

**Other expenses are part of the fixed fee. Bidder should customize it as per the specifics of the project. They shall be limited to necessary costs to undertake the services defined in the terms of reference and should be commensurate with the technical proposal.

*** The Total is inclusive of fees, expenses, taxes, and duties.

TABLE 2: BREAKDOWN OF PROPOSED LABOR FEES

The purpose of this table is to ascertain if the proposed labor fee is justified. Bidder can add more columns to show the breakup of proposed fees, if needed.

		(Mention currency)					
Name	Position	Basic remuneration or Salary per day*	Fringe	Overhead	General and Administrative	Profit	Proposed Fee per Day**

*As mentioned in the USAID Contractor Employee Biographical Data Sheet submitted in the technical proposal

**As mentioned in Table 1 for Labor fees