



Date: 17 March 2010

Dear Offeror,

**Subject:** Extension of Deadline and Clarification on Inquiries regarding Request for Proposal for Long Term Agreement for Implementation of Educational Sessions for 53,500 Teachers and 500,000 Students on HIV/AIDS

**Please be informed that the deadline of 12 noon on 18 March 2010, for the above RFP has been extended until 12 noon of April 06, 2010.**

In addition, in reply to inquiries received from one of the potential offerors, following responses have been posted to clarify the raised issues for all potential candidates.

- 1) Clarification on necessity of insurance and liabilities to third parties (Annex II, section 8):

As far as the coordinating team and lecturers of MOE are concerned, no insurance is required as the personnel are covered by proper insurance by MOE. However, the contractor's staff involved in the work of the contract should be covered by insurance at contractor's cost.

- 2) Deduction from payments for tax and insurance costs:

As mentioned above, nothing is deducted from the budget specified for items in Annexes III.A.6 and III.B.6 for insurance. Regarding tax, please refer to Annex II, section 18 "Tax Exemption" for more information.

- 3) Time table of activities:

Please note that time table in Annex III is tentative at this stage and is subject to change.

- 4) Location of educational sessions:

According to TOR, "A complete list of locations of sessions (which will be nationwide) will be provided by MOE within one week after signing the Agreement" with the selected offeror, and this list may include some cities other than centers of provinces.



- 5) The fixed fees payable to the lecturers and coordinators selected by MOE:

As per the Terms of Reference attached to RFP as Annex III.A and III.B, the contractor shall carry out responsibility of payment to lecturers and coordinators. The available budget for this responsibility has been mentioned in Annexes III.A.6 and III.B.6. At this stage MOE does not expect the prices to increase in the next two years. However, in case of any change in scales of MOE which may result in change in the budget items of Annexes III.A.6 and III.B.6, modification will be reflected in the mutual contract with the contractor. Nevertheless, it must be reemphasized that the percentage of administration fee of the contractor cannot be changed during the two years of Long Term Agreement.

- 6) Charges of class locations and contractor's office:

The meaning of location in the TOR (Annexes III.A and III.B) is the place(s) where the contractor will carry out its duties which is its own office. Contractor should normally hold an office in the country and will remain responsible for all costs related to its location.

However, location of classes (for teachers and students), will be provided by MOE and the contractor will not bear any cost in relation to location of classes. The list of class locations for teachers and students (which will be nationwide) will be provided by MOE within one week after signing the Agreement with the selected offeror, and this list may include some cities other than centers of provinces. It is not expected that the contractor conducts field visits to all locations. The contractor, however, needs to coordinate and administer the classes through the coordinators introduced by MOE (as attached in Annexes III.A.5 and II.B.5) to ensure proper and timely arrangement of classes and to receive all reports stipulated in Annex III. The contractor, may however, conduct field visits at its own cost (can be included in administration fee percentage).

- 7) Food and Refreshment for classes:

As per Annex III.A and III.B it is the responsibility of the contractor to arrange the payments for services provided including payments for refreshments for each session (for teachers training) to coordinator. The budget assigned for food and refreshment as per Annex III.A.6 is according to fixed scales of MOE. Therefore, the coordinators will



charge 80,000 Rials per session for refreshments for teachers' training and the contractor will accordingly administer the payment.

8) Costs of copying and editing the tests and forms:

MOE will be responsible for providing all the required documents and materials including books, tests and forms for the sessions. However, the contractor will remain responsible for preparation of the reports (and any related cost) according to the sessions reports received from coordinators.

9) Cost of classes with less than minimum required number of participants:

If the minimum required number of participants are not registered, then MOE will not hold the session nor will it verify payments being made to coordinators.

10) Maximum number of participants:

Since the standards of “on the job training” (آموزش ضمن خدمت) system in MOE is well established, increase in number of participants rarely happens. In exceptional cases, however, the fixed payment as per Annex III.A.6 and Annex III.B.6 for each session cannot be affected.

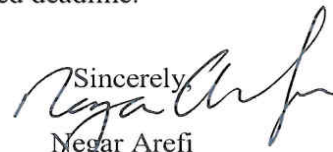
11) Payments other than the fixed payments mentioned in Annexes III.A.6 and III.B.6:

Any other cost items than those stipulated in Annexes III.A.6 and III.B.6 for each session are the responsibility of MOE. The contractor is not expected to bear cost of travel and accommodation of teachers/students.

12) Books required for each session:

MOE and UNDP will provide the books for the sessions.

We look forward to receiving your proposal before the extended deadline.

Sincerely,  


Negar Arefi  
Deputy to Portfolio Coordinator (Operations)/  
Head of Procurement Unit (GF grants)