

Request for Proposal (RFP) No. RFQ-TH2021-008

Final Evaluation of IOM's programme Corporate Responsibility in Eliminating
Slavery and Trafficking in Fashion (CREST Fashion)

BID BULLETIN

Addendum No.1

Dear Service Providers/Consulting Firms

This Addendum No. 01 is issued to address inquiries and clarification from service providers/consulting firms and modify information provided in the Request for Proposal for the Final Evaluation of IOM's programme Corporate Responsibility in Eliminating Slavery and Trafficking in Fashion (CREST Fashion), email sent or announced on 20 October 2021.

A. Inquiries from Service Provider(s)

#	Service Provider's Question/Clarification	IOM Response
1)	The number of months indicated in form TPF-6 (Time Schedule for Professional Personnel) should indicate the total number of months each person will be involved in the project, OR identify the particular months during which team members will carry out their work? For example, a quality assurance expert might be involved for only 10 days (reviewing draft deliverables or interview questionnaires, etc.), but the work will be spread during the whole 5 months. In this case, should we mark 1 month or 5 months for our quality assurance expert?	In this case just 1 month shall be marked in TPF-6.
2)	Regarding form FPF-3 (Breakdown of Costs by Activity) , the form asks to list the activities and then provide a single cost for all remuneration activities (as well as a separate cost for reimbursable expenses). Thus, the cost separately for each activity does not need to be provided, correct?	FPF-3 is a breakdown of cost per activity. This template shows the cost for one activity (remuneration and reimbursable expenses. For multiple activities, please copy paste the same template and fill it for each activity – so one table per activity).
3)	RFP document, Section I – Instructions to Service Providers/ Consulting Firms (part 1.2) mentions a pre-proposal conference specified in Item 2.3 of the RFP document. Unfortunately, the RFP document does not have	Apologies, no pre-proposal conference will be held. However, you can submit any questions you have .

	Item 2.3. Could you please clarify whether a pre-proposal conference will be announced? If so, where can we find the information?	
4)	RFP document, Section I – Instructions to Service Providers/ Consulting Firms (part 4.1). <i>‘Any amendment made will be made available to all short-listed Service Providers/ Consulting Firms who have acknowledged the Letter of Invitation’.</i> Considering that we found this request for proposals on the UNGM website, please clarify how we can acknowledge the Letter of Invitation?	No required to acknowledge. If any amendment made, we will share to both invited consulting firms and interested bidders from UNGM including add to the announcement on UNGM.
5)	In case of the need to acknowledge the letter of invitation, we would like to know whether individual consultant(s) or sub-consultants have to acknowledge the Letter of Invitation too. If so, we would be grateful if you could tell us the procedure	It is exceptionally for interested bidders from UNGM.
6)	The vendor information form sheet (VIS) includes <i>companies you have been dealing with for the past two years with approximate value in US Dollars.</i> Our question is, what kind of companies do we have to list	Please list 3 companies/organization for whom a similar assessment was conducted for equal value (around 50,000 USD) and over.
7)	The vendor information form sheet (VIS) includes a <i>Trade reference.</i> Our question is, what kind of information do we have to include?	Just provide 3 customers or suppliers your company deal with.
8)	We would like to clarify whether file Section III. Financial Proposal Template (additional) has to be submitted, or it is only usable for the proposal preparation?	Yes, this needs to be submitted. One technical proposal + one financial proposal, following the templates as in included in the RFP.
9)	Referring to the RFP document, Section I – Instructions to Service Providers/ Consulting Firms (part 6.1d)) could give more details on the professional experience. Do 10 years of professional experience applies only to the team leader or for all professional staff?	10 years of experience applies to the team leader. We do require a CV of all team members who will work on this project.
10)	The last thing to clarify, could you please confirm that Name of the Chairperson and address of IOM Mission for this procedure is	Correct. This RFP can address to the Head Procurement Unit.

	<i>Krittanat Opaspeerawit International Organization for Migration 18th floor, Rajanakarn building, 3 South Sathorn Road, Yannawa, Sathorn, Bangkok 10120.</i> If not, could you please provide the correct one?	
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Head Procurement Unit/IOM Thailand