

## QUESTIONS & ANSWERS

Date: February 26, 2021

Reference Request for Proposal Number: RFP-CATALYZE-Ethiopia-2021-0121 for Assessment of SMEs for Business Advisory Services (BAS)

Dear Offerors,

Please see below answers to the questions submitted [catalyze.procurements@thepalladiumgroup.com](mailto:catalyze.procurements@thepalladiumgroup.com).

| No | Question  | Answer  |
|----|---|---|
| 1  | The RFP states that “the activities to be performed under this subcontract will take place in Ethiopia”. Does this mean that Offerors must be physically present in Ethiopia?   | The offeror must be physically present in Ethiopia since the assessment is done in Ethiopia.  |
| 2  | In the section on Instructions to Offerors, section 2 Cost Proposal (Key assumptions) it is stated that the “budget should be in Ethiopian Birr for local entities and USD for international entities”. However, in the section titled Evaluation and Award Process, Requirement 1 (b) states that the “Offeror must be a registered legal entity in Ethiopia for a minimum of one year” and must provide a “copy of certificate or articles and memorandum of associate”. Does this mean that the opportunity is open exclusively to local (Ethiopian) entities? If it is open to international entities, does the stipulation under Requirement 1 (b) require the international entity to have a subsidiary/office in Ethiopia, or is it possible for the international entity to operate and conduct the activities listed in the RFP remotely? We are a US firm with no office in Ethiopia. If selected we will conduct the tasks remotely. Are we eligible to bid? | The opportunity is availed to any company that has an offer in Ethiopia. A foreign company with an office in Ethiopia is encouraged to apply. |
| 3  | Page 2, paragraph 11 on cost/price basis says: “The contract price, which must include any and all taxes, supplier charges and costs, will be the maximum price payable by the Company for the Goods and/or Services”. We are a US firm with no office in Ethiopia. If selected we will conduct the tasks remotely. For the price proposal, it is customary to just provide number of person days x loaded rate. Taxes etc. are never part of the budget. Furthermore, since this will be a fixed price contract, the Offeror is not required to indicate the loaded rate also. However, in key assumptions, the RFP says: All prices are to be inclusive of relevant taxes. Kindly clarify.  | RFP states companies must be registered in Ethiopia. A one example of relevant taxes is Value Added Taxes (VAT).                              |
| 4  | The SOW calls for providing BDS to 5-10 firms and says that the “preferred” budget ceiling is \$10,000. Even for the lower end of number of firms (5) the budget is extremely unrealistic by several orders of magnitude. What is the actual budget ceiling? Can the offeror propose a modular budget ceiling – say \$ x per firm and   | The budget ceiling is 10,000 USD. Awardee will select four out of ten pre-selected companies.   |

|    |  |  |
|----|--|--|
|    | hence 5x for 5 firms, 10x for 10 firms etc. That may be the more workable approach based on our experience. In such a case what is the highest unit price, i.e. what is x (the price to mentor one firm)?  |  |
| 5  | Will the awardee have any say in selecting the 5 to 10 firms? This is crucial because what if the BDS recipient is in a shape that BDS may prove futile.   | Enterprises have been pre-screened and pre-selected to avoid the risk of non-cooperation and are highly likely to succeed with some BDS delivery. The awardee will select four out of ten companies. |
| 6  | What role will Palladium play to ensure that BDS recipient is co-operative? Based on our vast experience this is critical, because sometimes interestingly the BDS recipient itself is rather uncooperative. Further, the awardee would need to be paid even if the BDS recipient suddenly turns uncooperative or hostile. Please confirm. | Please see response to #5.   |
| 7  | Is the submission deadline still 1st March. If deadline for questions is 24 Feb, then responses can be expected around 26-27 Feb giving the offeror only 2 days to prepare application.  | Yes  |
| 8  | Is there 1 award available, or will multiple ~10K USD projects be selected?  | There is only one award  |
| 9  | To clarify, the proposal and supporting documents are due on the closing date, March 01, correct?  | Yes  |
| 10 | Finally, could you provide any additional details for the type of SME desired for the profiles, in addition to the information provided in the RFP?  | Please see response to #5  |