

## QUESTIONS & ANSWERS

Date: 6/28/23

Reference Request for Proposal Number: RFP-CATALYZE-WB-2023-077

Dear Offerors,

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

No	Question	Answer
1	<p>Technical proposal, point h) Executive summary of project reports for commercial smallholder projects with linkages to commercial off-takers (max 3 report submissions, max 2 pages each) –</p> <p><b>What does this mean, who do you consider commercial smallholder projects with linkages to commercial off-takers? Should this report be written as narrative description in the application-technical proposal, or it should be sent as a (report) separate documents to you together with the technical proposal?</b></p>	<p>We have removed this requirement from the technical proposal.</p>
2	<p>Contact details for three references (max 1 page)</p> <p><b>For these references, do we need to describe only the contact details, or should we also send references as a document issued and signed by 3 companies?</b></p>	<p>Only submit contact details of references.</p>
3	<p>Documents required in the “Evaluation and award Process” part of the RFP , point 1.a) and 1.c) of the table.</p> <p><b>Should we send with the email together with the Technical proposal?</b></p>	<p>Electronic proposals must be submitted by sending two separate emails, one for technical proposal and one for cost proposal with the RFP number in the subject lines.</p>
4	<p>In the RFP document, some of the sections mention previous projects performed by the company (e.g. "<i>Description of relevant projects previously performed by the firm</i>").</p> <p><b>If X is a licensed financial institution, can they describe the impact they had in financing the SME sector when we fill out these sections - can these accomplishments be considered the previous projects performed by the company?</b></p>	<p>Include whatever you have done previously helping SMEs.</p>
5	<p>The points listed in the Technical Proposal section -</p> <p><b>Can we adjust the document to a more suitable form for a financial institution, while still answering all the requirements?</b></p> <p>To put it plainly - <b>do we need to explicitly follow the structure of points (a) - (i) in the Technical Proposal section?</b></p>	<p>Please follow the format outlined in the RFP. Please include content in the section that best fits. For compliance, please do not create a new section.</p>

No	Question	Answer
6	Do you accept applications from a consortium of organizations? If so, do all the members need to be locally based?	Yes, we do accept applications from consortiums. All together you must fulfil the requirements. The lead organization should fulfill all requirements. Registered entity must be registered in W Balkans, for the other entities it is up to the consortium.
7	Can the deadline for submission be extended?	We will move the deadline to a Monday since the deadline is a Saturday. The new deadline will be Monday, July 17. We will issue an amendment to notify applicants of the change.
8	Is the accompanying documentation, i.e. Copy of certificate or articles and memorandum of associate, submitted only by the lead organization in a consortium or by all members of the consortium?	Documentation needs to be submitted by all parties.
9	Can the lead organization of a consortium rely on other consortium members to fulfill some of the RFP criteria?	The pass/fail section parts A and B are required by all consortium members; the rest of the proposal can be completed by the lead organization.
10	For the budget format, do applicants have to create it ourselves or will you start a form?	We can provide a budget template, however, it is not required. Each applicant may use their own budget template, if preferred, if it meets the requirements outlined in the RFP.
11	Should the accompanying documents of the application be included in the technical proposal email?	Anything that is not a part of the budget/cost proposal should be included in the technical proposal.