

QUESTIONS & ANSWERS

Date: December 21, 2023

Reference Request for Proposal Number: RFP-CATALYZE-217772-Ethiopia-2023-0162

Dear Offerors,

Please see below answers to the questions submitted to EthiopiaMS4G.procurement@thepalladiumgroup.com and questions raised during the bidders' conference conducted on December 21, 2023.

No	Question	Answer
1	Does the company need to be a local Ethiopian company and/or registered in Ethiopia? As we are just providing reports and analysis over email (no delivery of physical goods etc), or do we need to have a physical office and be a registered Ethiopian company?	<p>We are prepared to engage an international company that is not physically present or registered in Ethiopia, but they must demonstrate the capacity to partner with qualified local experts to provide the on-ground services that need to be conducted physically here in Ethiopia, for example, Task 1 – HEAT Training and Task 3 - Driver Training.</p> <p>In addition, there is a possibility of providing escort, guard services, and regional security officers on request. This may be required for Crisis Response at short notice.</p>
2	Will the payments be outside of Ethiopia or will be required to open a bank account in Ethiopia?	If it is an international company not registered in Ethiopia, your proposal, contracting and payment will be done by our Home Office in USD. If the bidder is locally registered in Ethiopia, your proposal, contracting and payment will be in Ethiopian Birr (ETB) and will be processed out of the Ethiopia field office.
3	Can bidders choose to quote on some or all the four (4) Tasks specified in Annex A, Scope of Work?	Ideally, it would be administratively easier for Palladium to engage one service provider for all four (4) tasks. However, a bidder may choose to select the specific tasks it believes it can provide quality service.
4	What are the major locations that your company is working on specifically?	We currently have a presence in Hawassa, Jimma, Bahir Dar, and Mekelle, and in the near future, we are looking to expand our scope to Jijiga and in the Afar region.
5	Is there any specific duration you are seeking with regard to the HEAT course as they typically can last between 3-5 days? Is there any standard or guideline on how you like the HEAT course to be proposed?	Bidders should plan a 3-day course containing what they believe the threats to clients may be. HEAT should be both classroom and practical-based training and certified. Certification is recommended to last 2-3 years with the option of a 1-day refresher.

6	Regarding driver training, will it be expected that the security company provide vehicles for the training, or will be using your project vehicles?	Driver training will be conducted using Palladium’s project vehicles. We currently have three drivers and three vehicles. Drivers should be certified by a qualified defensive driving instructor.
7	When is the earliest that a potential winner could expect their first request for services? Typically, how much notice or turnaround time will be given when a task order is issued, for example for HEAT training?	Request for services can start as early as mid-January given the needs of the project. As specified in the RFP, Task 4 requires a 48-hour turnaround time. For other tasks, sufficient time will be provided to adequately plan and deliver the requested services. We would provide one (1) month notice for in-person HEAT training to ensure the provider has sufficient time to plan and deliver a high standard of training.

Additional Clarifications: The proposal submission date is December 31, 2023.