

**CLARIFICATIONS TO
REQUEST FOR PROPOSALS FOR
TRAINING AND CERTIFICATION OF
SOUTH ASIAN PROFESSIONALS IN THE
MONITORING AND VERIFICATION OF ENERGY SAVINGS**

PA Consulting, the Institutional Contractor for the South Asia Regional Initiative for Energy (SARI/Energy) program of the U.S. Agency for International Development (USAID), has received the following questions and requests from potential Bidders, and is providing the following clarifications:

Question 1: “The RFP mentions that the training materials will be made public. Bidder, as a principle, does not give a copy of the training materials to the Trainees in electronic form. Bidder can ensure that SARI/Energy would receive a copy of the training materials but they cannot be made public since they are proprietary material that form the basis for training revenue to Bidder. Please advise if this is agreeable to you.”

Answer 1: Bidders that wish to declare an exception to the specified terms and conditions should do so; the requests will be considered during the proposal evaluation process and be discussed during negotiations with the successful Bidder.

Question 2: “As the Licensing Fee and Trainer Fee is to be paid in US Dollars, would it be possible for PA to pay the organizations providing these two services directly? If the Bidder were to receive the amount and pay it to these organizations, then it would attract an additional element of Service Tax (10.3%) in India, hence increasing the total cost.”

Answer 2: (a) Bidders should quote the costs in their local currency. The contract will be denominated in Indian Rupees (INR). For payments, the successful bidder's account will receive INR deposits. (b) Bidders are responsible for identifying all taxes to which their services would be subject, and including them within their pricing schedule.

Question 3: “With regard to accommodation of the participants and trainers, as well as the venue of the training, Bidder believes it would be appropriate if the accommodation and training were arranged in the same hotel or facility. Does PA or USAID have any preferred hotel or facility from the point of view of security, and logistical convenience? Would you please put us in contact with them, so that we can work out the cost estimates?”

Answer 3: The PA logistics team that regularly supports the SARI/Energy program will select the hotel and training venue in Colombo, Sri Lanka and will inform the successful Bidder in a timely fashion. PA itself will pay for the conference rooms, other training facilities, and associated equipment (e.g., audiovisual projection). Since the identify of the hotel is currently unknown, for the purposes of its price quotation, each Bidder should assume that the lodging



expense for its instructors and organizers will at the maximum lodging per diem rate that is posted by the U.S. Department of State for Colombo, Sri Lanka on 19 July 2010: \$128.00 (one hundred and twenty-eight U.S. dollars) per night.

Therefore, the following clause is redacted from Item 5, page 2 of the tender document, "instructional costs such as conference rooms, facilities, and equipment".

Question 4. "For the purpose of printing and copying the training material, Bidder would like to work with or tie-up with the local partners of PA or USAID. Please let us know who they are in Colombo. We would also explore if the local offices of member companies can support us in this regards."

Answer 4. Bidders are responsible for printing, binding, and delivering their materials to Colombo. PA cannot advise on selection of suppliers.

Question 5. "Shipping and Customs Clearance of printed material may not arise. We expect to print or photocopy the training material, as well as hire the necessary Audio visual and training materials locally, so we do not expect this to be an issue."

Answer 5. Bidder should evaluate its own requirements for performance of the requested services and ensure that it properly structures and costs them in their bid.

