TO: All Bidders  
FAO Sales Managers  

DATE: 6 May 2021

FROM: Courtney Linley  
Chief, Procurement Section

REF.: RFP No. 2021-0043/RAHMAN

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SUBJECT: Clarifications No. 1 – RFP No. 2021-0043/RAHMAN  

Dear Sales Manager,


Please take these responses into account in the preparation and submission of your proposal.

We look forward to receiving your bid prior to the submission deadline of 17 May 2021, 17:00 hours, Vienna (Austria) local time.

Kind regards

Courtney Linley  
Chief, Procurement Section
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| 1     | We understand that you expect us to explain how we propose to address the tasks (method, organisation, technical approach) and give our daily rate. However, we are not sure we understand the pricing approach required:  
- Do you want us to provide a non-binding estimate of the described task within our offer, based on assumptions we draw from the sample documents, and then once the contract is in place we will revise the requirements and assumptions bit by bit, and jointly specify small work packages that are issued as fixed price Work Orders?  
- Or are you looking for a fixed-price offer for the full migration, again based on assumptions, that lies within the 90 PD of effort - however in that case I am unclear of how we would operate with the Work Orders?  
- or something different?  
It would be great if you could elaborate a bit on your expectations, as the document mentions “firm fixed price” but then talks about issuing WOs for smaller tasks. | The aim of this RFP is to conclude a call-off contract, against which the Commission shall have the right, but not the obligation, to call-off person-days up to a maximum of 90 days. For more information, please kindly refer to Clause 4 “COMMENCEMENT AND COMPLETION OF THE WORK” of the Model Contract and section 4 “ORGANIZATION OF WORK” of Annex B “Terms of Reference”.  
Bidders are expected to propose daily rates that will remain firm and fixed for the duration of the contract. The Commission will call-off person-days through Work Orders, based on the specific Work to be done, as outlined in each Work Order.  
As stipulated in Clause 4 of the Model Contract, the Commission shall have the right to call-off person-days in the form of Work Orders within a period of 36 months from the Effective Date or the performance of a maximum of 90 (ninety) person-days. Therefore, the Commission may call-off less or no days at all. |