

January 13, 2022

Consultants

Request for Proposals for Consulting Services for the Review and Evaluation of Field Development Plan (FDP) in Guyana (Yellowtail)

Dear All,

Re: Government of the Cooperative Republic of Guyana, Ministry of Natural Resources – Consulting Services for the Review and Evaluation of Field Development Plan (FDP) in Guyana (Yellowtail)

Request for Proposals – MNR/2022/RFB/FDP-1 – Clarification No. 2

With reference to the issued RFP, the Client hereby issues Clarification No. 2,

Item	Request for Clarification	Clarification
	<i>January 13, 2021</i>	
1.0	The importance of training as a deliverable is emphasized in the RFP both as in-parallel to- and throughout the activities of this consultancy. It would be helpful to receive an overview of the <i>number of resources</i> by discipline and range of typical level of experience of those being trained to improve our planning for the best approach to this activity.	Consultants shall be guided in preparation of their Proposals by the information as contained in the Issued RFP. With reference to Appendix 1. Terms of Reference, Item 3. Scope of Works, 3 (c) and Item 6, Implementation Arrangements, reference is made to GOG technical Team and professional staff of the MNR and the sector regulator. These personnel includes a multidiscipline team of geologists, engineers, lawyers and economists. The Final approach of the Consultant's recommendations will be finalised in the Negotiated Contract.
2.0	The stated duration is 50 days. Please confirm the project schedule is expected to take longer (due to internal reviews as well as other "breaks" in the review effort) and the 50 days is an expected number of man-days for the consultant team.	With reference to Section A. Letter of Invitation, Item 11, "It is estimated that approximately fifty (50) days of service will be required for the assignment. This time period excludes the review time for MNR and response by the Contractor. The review time will be finalised at the Contract negotiation between the Client and the Consultant. The fifty (50) days for actual work by the Consultant and the agreed review time to be agreed at Contract negotiations will be included to the special Conditions of contract.
3.0	The proposal instructions (Appendix 2, Section 1) state "Under cover of the Proposal Submission Letter (form F-1), Consultants shall submit technical and financial proposals as one document, in a sealed Envelope (marked as technical or financial proposals). Section 2 of Appendix 2 states "One (1) original and two (2) copies and one (1) soft copy of the	With reference to the issued RFP, Appendix 1, Terms of Reference, Item 4, Duration of Assignment, the expected duration of the assignment is fifty (50) days.

	Proposal (Technical and Financial) document should be submitted to the address indicated in the Letter of Invitation.” Please confirm:							
(b)	There should be a sealed package with the Technical Proposal and a Separate Sealed Package with the Financial Proposal. Each would be marked to indicate which proposal is in the sealed package. These would then be placed in a larger sealed package containing both of the proposals.	<p>With reference to the issued RFP, Appendix 2, Supplementary Information for Consultants, the Consultants are instructed that the Technical and Financial proposals shall be submitted as one document in a sealed envelope marked as Technical and Financial Proposals.</p> <p>Hence the response to the request for clarification is as follows:</p> <table border="1"> <tr> <td>(i) There should be a sealed package with the Technical Proposal and a Separate Sealed Package with the Financial Proposal.</td> <td>No</td> </tr> <tr> <td>(ii) Each would be marked to indicate which proposal is in the sealed package.</td> <td>No</td> </tr> <tr> <td>(iii) These would then be placed in a larger sealed package containing both of the proposals.</td> <td>No</td> </tr> </table>	(i) There should be a sealed package with the Technical Proposal and a Separate Sealed Package with the Financial Proposal.	No	(ii) Each would be marked to indicate which proposal is in the sealed package.	No	(iii) These would then be placed in a larger sealed package containing both of the proposals.	No
(i) There should be a sealed package with the Technical Proposal and a Separate Sealed Package with the Financial Proposal.	No							
(ii) Each would be marked to indicate which proposal is in the sealed package.	No							
(iii) These would then be placed in a larger sealed package containing both of the proposals.	No							
(c)	The requirement for a “soft copy” of the proposal means a memory stick with the technical proposal and a separate memory stick with the commercial proposal.	<p>With reference to the issued RFP, Appendix 2, Supplementary Information for Consultants, Item 2 One (1) original and two (2) copies and one (1) soft copy of the Proposal (Technical and Financial) document should be submitted to the address indicated in paragraph (4)of the Letter of Invitation.</p> <p>Hence the response to the request for clarification is as follows:</p> <table border="1"> <tr> <td>The requirement for a “soft copy” of the proposal means a memory stick</td> <td>Yes – other devices such as CD’s SD cards can be used</td> </tr> <tr> <td>with the technical proposal and a separate memory stick with the commercial proposal.</td> <td>No – One soft copy with one Technical and Financial proposal document</td> </tr> </table>	The requirement for a “soft copy” of the proposal means a memory stick	Yes – other devices such as CD’s SD cards can be used	with the technical proposal and a separate memory stick with the commercial proposal.	No – One soft copy with one Technical and Financial proposal document		
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with the technical proposal and a separate memory stick with the commercial proposal.	No – One soft copy with one Technical and Financial proposal document							
4.0	On page 4, article 4 you indicate that the bid needs to be submitted in the tender box by January 20, 09:00. As we are based in the Netherlands, timely physical delivery will be impossible for us (we have checked with UPS, DHL and Fedex). In view of this, do you accept signed timely proposals through e-mail followed by speedy delivery of the original on paper thereafter?	Procurement submissions at the National Tender Board do not allow for electronic submission. Proposals must be submitted in hard copy to the national procurement and Tender Administration Board (NPTAB) Consultant’s may consider a local representative to submit their proposal to the Tender Board to avoid any courier delays.						

	On page 4, article 5 you state that a Bid Securing Declaration is not applicable. Can you explain what is meant with this statement?	With reference to the issued RFP, A. Letter of Invitation, Item 5. Bid Securing declaration (<i>an undertaking by a prospective bidder, committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein.</i>) is Not Applicable.
5.0	<p>We do not yet hold certificates from the Guyana Revenue Authority (GRA) and National Insurance Scheme. We are willing to obtain these but we are not sure this process can be completed before the 20th of January.</p> <ul style="list-style-type: none"> - Is registration a topic that you accept post the submission date upon start of negotiations with the anticipated consultant candidate? - Alternatively, do you accept us partnering with a Guyana company? 	<p>With reference to the issued RFP, GRA certification is not mandatory for Bid submission for International Firms.</p> <p>With reference to Appendix 1. Terms of Reference, Item 8. Team Composition If necessary, the Consultant may resort to evidently qualified local expertise and support. Hence, International Firms can partner with Local Firms. The association of the partnership must be made clear with the pre-require legal documents of partnership included in the proposal submission</p>
6.0	At the top of page 10 you state that the Consultant is expect to incorporate selected MNR staff in our team. Can you indicate (approximately) how many staff you envisage as part of the review team, and what their backgrounds and experience levels will be?	With reference to Appendix 1. Terms of Reference, Item 3. Scope of Works, 3 (c) and Item 6, Implementation Arrangements, reference is made to GOG technical Team and professional staff of the MNR and the sector regulator. These personnel includes a multidiscipline team of geologists, engineers, lawyers and economists.
7.0	How does the above integrate into the training requirement (pages 8 and 10) that you state	Consultants shall be guided in preparation of their Proposals by the information as contained in the Issued RFP. With reference to Appendix 1. Terms of Reference, Item 3. Scope of Works, 3 (c) and Item 6, Implementation Arrangements, reference is made to GOG technical Team and professional staff of the MNR and the sector regulator. The Final approach of the Consultant’s recommendations will be finalised in the Negotiated Contract.
8.0	You require the Consultant to be in country 80% of its time during the assignment (page 10). Can we interpret this to mean that at least one of the Consultant company representatives is present 80% of the time? Or if you see this differently, can you elaborate on this?	With reference to Appendix 1. Terms of Reference, Item 6, Implementation Arrangements, reference is made to the Consultant being in country for at least 80% of the fifty (50) day contract period. There was no mention of Consultant Company representative.
9.0	You expect all Key Experts to be in country 60% of their time. Can you indicate how rigid this requirement is?	Consultants shall be guided by the issued RFP in particular Appendix 1. Terms of Reference, Item 8, Team Composition which states “There will be no

	-	flexibility shown in regard to the number and type of Key Experts. Key Experts are expected to remain in Georgetown for at least 60% of their time input.”
	<ul style="list-style-type: none"> - You require VAT registration, does that mean our International registration? - Is an International Company liable for company tax for this job? Are there other tax liabilities for consultant, like employers’ taxes for its candidates? If so, will these taxes be covered by MNR? - Are the individuals working for International consultant liable for employee taxes and social security tax in Guyana for this job over its duration (page 6)? If so, will these taxes be covered by MNR? 	<p>With reference to the issued RFP, A. Letter of Invitation, Item 16. Tax Liability Foreign Consultants shall be guided as follows:</p> <p><u>(b) Foreign Consultants who are not resident in Guyana:</u> Please note that the remuneration which you receive from this contract will be subject to normal tax liability in Guyana; but the Procuring Entity shall pay directly or reimburse¹ the taxes, duties, fees, levies and their impositions in Guyana related to:</p> <ul style="list-style-type: none"> (i) payments to the Consultants carrying out this assignment; (ii) equipment, materials and supplies brought into Guyana for the purpose of carrying out the study, provided they are subsequently repatriated; and (iii) property brought in for your personal use provided the property is subsequently repatriated.
10.0	Would remuneration be paid directly to our International Bank Account?	This can be accommodated as requested and included in the Negotiated Contract

Please confirm in writing the receipt of the Clarification No. 2.

Mr. Joslyn McKenzie
Permanent Secretary,
Ministry of Natural Resources