



**SUPPLEMENTAL BID BULLETIN NO. 1**

December 13, 2017

**CLARIFICATIONS ON THE REQUEST FOR PROPOSAL FOR THE PROCUREMENT OF CONSULTING SERVICES FOR THE IMPLEMENTATION OF AGRI-ENTERPRISE DEVELOPMENT PROJECTS IN 11 AGRARIAN REFORM COMMUNITIES (ARCS) CLUSTERS IN ARCP II-ASSISTED PROVINCES**

This Supplemental Bid Bulletin No. 1 is issued to amend certain provisions of the Request for Proposal and to address the queries of the short-listed service providers that were raised during the pre-proposal conference that was held on December 8, 2017 relative to the above-mentioned subject.

<b>Question/Clarification</b>	<b>Response to issues raised</b>
<p>1. Reference: 5.1. Project Scope (page 8-46)            “13. An inception report agreed and duly signed by the ARBO leaders and DARPO officials should be submitted to the ARCP II NPCO within two weeks after the issuance of notice of award.”</p> <p><b>Question/Clarification:</b>  <b>(1) Is the inception report a product of ASCEND or in collaboration with ARBO/DARPO?</b>  <b>(2) Is notice of award similar to notice to proceed?</b></p>	<p>1. Product of ASCEND subject for review by the End-User            2. The Inception Report should be submitted after the Notice to Proceed.</p>
<p>2. Reference: 5.1. Project Scope (page 8-46)            “15. The BDS will set up effective monitoring and reporting system to report on project implementation and results achieved.”</p> <p><b>Question/Clarification:</b>  <b>Verify if BDS is the same as “business service provider” or “service provider”</b></p>	<p><b>Yes BDS is the same as “business service provider” or “service provider”</b></p>
<p>3. Reference: 5.1. Project Scope (page 8)            “4. The service provider will provide technical assistance/guidance/coaching/mentoring to concerned provincial DAR ARCP II management and technical coordinators Including key leaders of the covered ARBOs.”</p> <p><b>Question/Clarification:</b>  <b>Qualify what kind of technical assistance/ guidance/ coaching/mentoring. Who will be the participants?</b></p>	<p><b>Generally, technical trainings (improved agricultural technologies, enterprise development, financial management, marketing, enhanced organizational management) based on the agreed action plans prepared by the ARBOs/POs in collaboration with DAR</b></p> <p><b>The participants will mainly be the members and officers of the ARBOs/POs as well as concerned DAR field officers involved in AED implementation.</b></p>

<p>4. Reference: 5.1. Project Scope (page 8-46)  “21. The service provider will work in close coordination with DAR Regional, Provincial and Municipal officers, ARBOs and other relevant stakeholders to ensure effective and efficient implementation of the project.”  <b>Question/Clarification:</b>  <b>Since these stakeholders have their own schedule, what is the level of obligation that the service provider has in terms of coordinating with DAR and other stakeholders?</b></p>	<p><b>The BDS can coordinate with DAR and other stakeholders during the conduct of the Provincial Multi-stakeholders meeting. This has been institutionalized in DAR, which has been proven to be a good strategy in ensuring support and cooperation of agencies/organizations to achieve desired objectives and sustainability.</b></p>
<p>5. Reference: 5.1. Project Scope (page 8-47)  “24 ...At the end of the 6 months contract, the BDS is expected to submit the end-of project report.” <b>Question/Clarification:</b>  <b>How long will it take for the agency to reply regarding the report? Is there an expected turnaround time to client response?</b></p>	<p><b>We will discuss and agree with the DARPOs on the need to respond promptly due to the urgency of the project. We will request the concerned DAR management to give their comments and endorsement in 1-2 weeks time.</b></p>
<p>6. Reference: Summary Table on Activity Deliverables (page 47)  <b>Question/Clarification:</b>  <b>In case the following circumstances occur during the project implementation, is the 6-month period absolute or can we use the TARGETS as measurement for the deliverables?</b>  6.1. They do not respond immediately to our reports  6.2. There is a change of leadership  6.3. Community situation  6.4. Other variables (unexpected events that might affect the project implementation)</p>	<p><b>We do not foresee any untoward circumstances since the selected ARC clusters as well as the involved ARBOs/POs are stable.</b></p>
<p>7. Reference: Summary of Table on Activity Deliverables (page 8-47)  <b>Question/Clarification:</b>  <b>In cases where we can visit and arrange an actual training or seminar with industry experts of different fields, can this be considered or an equivalent to the AED training requirements?</b></p>	<p><b>Yes it’s ok to tap industry experts as resource persons in trainings. But we advise the BDS to inform and coordinate with the NPCO &amp; DAR field offices.</b></p>
<p>8. Reference: Summary of Table on Activity Deliverables (page 8-47)  Under the column of activities, “Increase in Productivity and Income”  <b>Question/Clarification:</b>  <b>For crops or products that fall outside of the 6-month project implementation period, how do we handle those? (i.e. seasonal farming)</b></p>	<p><b>For crops/products whose results fall outside the 6-month project implementation period, the BDS can make realistic assumptions and projections whether the expected results will be positive and there will be improvements in income based on the progress reports</b></p>

<b>REQUIREMENTS:</b>	
1. Reference: Data Sheet 17.4 “Technical Proposal: one (1) original and six (6) copies;” <b>Question/Clarification: Are all the technical proposals to be submitted to DAR?</b>	<b>Yes, all will be submitted to DAR</b>
2. Reference: Data Sheet 17.9 “The Consultant is requested to submit copies of the technical proposal at the same time to ADB HQ in Manila and ADB Resident Mission” <b>Question/ Clarification: How many copies for ADB HQ and ADB Resident Mission and for DAR?</b>	Submission of bid proposals – One (1) hard copy will be submitted to ADB Headquarters located at c/o Director, OSP2, ADB, 6 ADB Avenue, Mandaluyong, Metro Manila 1550 Philippines . Another hard copy will be submitted to ADB for Resident Mission to MS. ALIYA MUKHAMEDYAROVA, Unit Head, Project Administration Project Specialist, ARCP II, Asian Development Bank,ADB Avenue, Mandaluyong City
3. Reference: Disqualification of an Expert “The expert’s CV is not signed” <b>Question/Clarification: Is it original signature or can e-signature be used and considered as acceptable?</b>	For Curriculum Vitae, the E-signature of the personnel will be accepted for purposes of submission but will be validated during the post-qualification stage.
<b>ADDITIONAL QUESTION:</b>	
1. Reference: Page 8-51 (Terms of Reference-Budgetary Requirements) Question/Clarification: How may support staff are needed? Is it four or three since under the first table of budgetary requirements, it stated “4 Support staff” while under the table of Breakdown of Business Service Provider Fees, it stated “3 Adm. Support Staff”.	I. The number of support staff was based on per island basis. However, we leave the decision on the number of admin staff to be hired to the BDS as long as the agreed activities and outputs can be accomplished within the timeline and budgetary allocation.

The foregoing shall form an integral part of the Bid Documents and supersede previous issuances relative to the subject procurement.

Approved by:

  
**HERMINIA FE B. SAN JUAN**

Chairperson, Bids & Awards Committee