

RFP Number: T38-09-24

Description: REQUEST FOR PROPOSAL TO CONDUCT A BUILDING CONDITION ASSESSMENT (BCA) TO IMPROVE THE EXISTING INFRASTRUCTURE AND FACILITIES BY OPTIMIZING SPACE UTILIZATION, COMPLY WITH LEGISLATION, AND ENHANCE WORKPLACE STRATEGY

Question and Answers Version 2

No.	Question	Type	Answer
1	For Item 5.2.5, does the reference requirement apply to each profession (e.g., architects, landscape architects, engineers, etc.)?	Technical	<p>5.2.5 RELEVANT EXPERIENCE OF THE RESPECTIVE TEAM MEMBERS' KEY PROFESSIONALS ASSIGNED TO THE PROJECT BASED ON THEIR REFERENCES</p> <p>Each member of the bidder's team must demonstrate relevant skills and experience in completing similar-scope projects validated and affirmed by their respective references.</p> <p>The IDC reserves the right to conduct reference checks on all references provided.</p> <p>The following scoring matrix will be used to evaluate this criterion:</p> <p>a) 5 points = submission of 5 or more relevant references in the past Ten years. b) 4 points = submission of 4 relevant references in the past Ten years. c) 3 points = submission of 3 relevant references in the past Ten years. d) 2 points = submission of 2 relevant references in the past Ten years. e) 1 point = submission of 1 relevant reference in the past Ten years.</p>
2	Item 5.2.6 raises a similar question—should we provide references for each team member?	Technical	<p>5.2.6 RELEVANT EXPERIENCE OF THE RESPECTIVE TEAM MEMBERS' KEY PROFESSIONALS ASSIGNED TO THE PROJECT BASED ON THEIR YEARS OF WORKING EXPERIENCE</p> <p>The bidder's team members' key professionals assigned to this project team must demonstrate their years of experience in conducting similar work. The experience of the key staff should be supported by the CVs of all key staff.</p> <p>The following scoring matrix will be used to evaluate this criterion against each member of the bidder's team:</p> <p>a) 5 points = 20 years or more of working experience in the relevant projects. b) 4 points = 15 years of working experience in the relevant projects. c) 3 points = 10 years of working experience in the relevant projects. d) 2 points = 8 years of working experience in the relevant projects. e) 1 point = 5 years of working experience in the relevant projects.</p>
3	Page 20, Clause 5.2.5 - Must the reference letters be for the individual key member, or can it be for the company she/he has been employed by? We kindly request that this be for the company and not the individual. A minimum of 5 letters are required for every key person to score maximum points. Obtaining personal reference letters from Clients are problematic.	Technical	Refer to answer above
4	Concerning the aforementioned references and experiences, each professional has their own team within the company. Are we expected to provide information on every internal team member's qualifications?	Technical	Refer to answer above
5	Regarding Item 5.2.3, team leader reference – it was mentioned during the briefing that this refers to the company or bidder's reference rather than a specific individual in the company. Could you please confirm?		<p>5.2.3 EXPERIENCE AND SKILLS OF THE BIDDER (COMPANY) OR TEAM LEADER BASED ON REFERENCES</p> <p>The bidder (company) or team leader must demonstrate the relevant skills and experience in project management and leading a team of consultants validated and affirmed by the references provided.</p> <p>The IDC reserves the right to conduct reference checks on all references provided.</p>
6	Page 19, Clause 5.2.3 - Must the reference letters be for the individual team leader, or can it be for the company she/he has been employed by? We kindly request that this be for the company and not the individual. A minimum of 5 letters are required for every key person to score maximum points. Obtaining personal reference letters from Clients are problematic.	Technical	<p>The following scoring matrix will be used to evaluate this criterion:</p> <p>5 points = submission of 5 or more relevant references in the past ten years. 4 points = submission of 4 relevant references in the past ten years. 3 points = submission of 3 relevant references in the past ten years. 2 points = submission of 2 relevant references in the past ten years. 1 point = submission of 1 relevant reference in the past ten years.</p>
7	As indicated at the briefing meeting, It will be a bit difficult for us to submit 5 projects completed in the last 5 years by Lead Professionals , due to Covid pandemic	Technical	<p>5.2.4 EXPERIENCE AND SKILLS OF THE BIDDER (COMPANY) OR TEAM LEADER BASED ON THE YEARS OF WORKING EXPERIENCE IN CONDUCTING SIMILAR WORK</p> <p>The bidder (company) or team leader must demonstrate their teams years of experience in conducting similar work.</p> <p>The experience of the bidders team should be supported by submitting CVs.</p> <p>The following scoring matrix will be used to evaluate this criterion:</p> <p>5 points = 20 years or more of working experience in the relevant projects. 4 points = 15 years of working experience in the relevant projects. 3 points = 10 years of working experience in the relevant projects. 2 points = 8 years of working experience in the relevant projects. 1 point = 5 years of working experience in the relevant projects. Substantiate /</p>
8	Please can you clarify what are the requirements (Qualifications, Years of experience ,etc) for the Team Leader position? There are 30% of the points allocated for the experience and references of the Team Leader, so clarity on the above item will ensure we propose the perfect candidate for this position.	Technical	Refer to answer above