

## REQUEST FOR PROPOSALS

### Consultancy Services to provide Expert Advice on Tariff Design for Jamaica Public Service Company Ltd

#### Clarification #3

**DATE: NOVEMBER 27, 2018**

#### **Question 1**

We are preparing our proposal for the Consultancy Services to provide Expert Advice on Tariff Design for Jamaica Public Service Company Limited.

Related to taxes that the consultant must consider in the financial proposal, I'd like to know which ones would be and the corresponding amount (percentage).

#### **Answer 1**

The OUR cannot say exhaustively what the applicable taxes are however, please refer to the following document for further information concerning applicable taxes:

[https://www.jamaicatax.gov.jm/documents/10181/420772/it\\_and\\_non\\_residents.pdf/33565bd3-8289-4430-918b-15210859d85a](https://www.jamaicatax.gov.jm/documents/10181/420772/it_and_non_residents.pdf/33565bd3-8289-4430-918b-15210859d85a)

#### **Question 2**

1. Reference clause 3.4(a) (Page no. of 12 of 82 of the RFP): “For each assignment, the outline should indicate the names of Sub-Consultants/ Professional staff, duration of the assignment, contract amount, and Consultant’s involvement. **Information should be provided only for those assignments for which the Consultant was legally contracted by the OUR as a corporation or as one of the major firms within a joint venture.**”

Query:

We request clarification on the text in **bold**. Our understanding is that bidder may present engagements that meet the criteria as stated on page 25 & 26 regardless of the procuring client, ie. OUR need not be the contracting client. Kindly confirm.

#### **Answer 2**

Yes, the interpretation of the clause 3.4(a) in your query is correct. The reference clause 3.4(a) (Page no. of 12 of 82 of the RFP) has been amended in Addendum No. 2 which is now posted on the OUR's website.

Clause 3.4(a) now reads:

- (a) A brief description of the Consultants' organization and an outline of recent experience of the Consultants and, in the case of joint venture, for each partner, on assignments of a similar nature is required in Form TECH-2 of Section 3. For each assignment, the outline should indicate the names of Sub-Consultants/ Professional staff, duration of the assignment, contract amount, and Consultant's involvement. Information should be provided only for those assignments for which the Consultant was legally contracted by the procuring entity as a corporation or as one of the major firms within a joint venture. Assignments completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the OUR.

Note that in the modified clause above, "procuring entity" refers to an entity that had previously procured services from the Consultant to carry out assignments of a similar nature.

### **Question 3**

2. Reference: Format of CV of expert personnel as per Form TECH-6 (Page 38 of 82 of the RFP): Point no. 12 in the CV format requires bidder to input some information under a sub-heading 'OUR'.

### **Query**

Please clarify what kind information is needed against this particular requirement/aspect/ sub-heading.

### **Answer 3**

Form TECH-6 has been amended by Addendum No. 2, which is now posted on the OUR's website.

As per Addendum No. 2, section 12 of FORM TECH-6 has been amended to replace the word "OUR" with "Procuring entity". Please note that "Procuring entity" refers to an entity that had previously procured services from the Consultant to carry out assignments. The new TECH-6 form is displayed in the Appendix to this Clarification #3.

**Question 4**

Form TECH 6 – Curriculum Vitae (CV) for Proposed Professional Staff – Question 12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned: Please can you clarify what information you are looking for under the ‘OUR’ section?

**Answer 4**

See response to Question 3 above.

**APPENDIX**

**FORM TECH-6      CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

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**1. Proposed Position** *[Insert position assigned to the staff]:* \_\_\_\_\_

**2. Name of Firm** *[Insert name of firm proposing the staff]:* \_\_\_\_\_

\_\_\_\_\_

**3. Name of Staff** *[Insert full name]:* \_\_\_\_\_

**4. Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

**5. Education** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:* \_\_\_\_\_

\_\_\_\_\_

**6. Membership of Professional Associations:** \_\_\_\_\_

\_\_\_\_\_

**7. Other Training** *[Indicate significant training since degrees under 5 – Education, where obtained]:* \_\_\_\_\_

\_\_\_\_\_

**8. Countries of Work Experience:** *[List countries where staff has worked in the last ten years]:* \_\_\_\_\_

\_\_\_\_\_

**9. Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*

\_\_\_\_\_

\_\_\_\_\_

**10. Employment Record**

[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: \_\_\_\_\_ To [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

|   |  |
|---|--|
| <p><b>11. Detailed Tasks Assigned</b></p> <p>[List all tasks to be performed under this assignment by the individual to which the Curriculum Vitae corresponds]</p> | <p><b>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b><br/>         [Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p><b>Procuring entity:</b> _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p> |
|---|--|

**13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_  
*[Signature of staff member or authorized representative of the staff]* Date: \_\_\_\_\_  
*Day/Month/Year*

Full name of authorized representative: \_\_\_\_\_