



Frequently Asked Questions

Tender number AcCESS/2019/05/001 - (Provision of food and catering services)

General information:

If you are facing any difficulties to download tender documents from www.hope87.org ; you may download tender documents from the following link or by writing at the email ID ahmed@hope87.org

Dropbox link:

<https://www.dropbox.com/s/7c2hkqte48oep9b/AcCESS%20Food%20Tender%20Docs%2020190531.rar?dl=0>

Frequently Asked Questions:

Q: 1 Please clear the event venue (by name)

Districts are mentioned in tender document Annex B and Annex C. The trainings shall be conducted in Government/Private schools at respective districts.

Q: 2 How much participants will be participated in one venue

Refer to General Conditions, section 4 of technical specifications. Relevant text quoted below.

4. Number of participants per batch:

4.1 LOT 1: The number of participants per batch are minimum 21 to maximum 40. The successful bidder will be paid per batch and not per person falling within the aforementioned minimum and maximum number against the prices quoted per Annex B.

4.2 LOT 2: The number of participants per batch are minimum 23 to maximum 39. The successful bidder will be paid per batch and not per person falling within the aforementioned minimum and maximum number against the prices quoted per Annex C.

Also refer to the annex B and annex C, where the exact number of participants of each batch are clearly mentioned.



Q:3 You have mentioned 6 district and 7 days training in lot 1 and same with lot 2. Please confirm that all training will be starting on same days in 6 district or it will be conducted on completion of one training venue and then move next training venue.

Complete schedule has been given in Annex B and Annex C. In Lot 1 (teachers training) 8 events while in lot 2 (social mobilization training), 6 events will be conducted simultaneously.

For timelines of each Lot, refer to General Conditions, section 5 under Technical Specifications 2 will start after the completion of lot 1.

5. Timelines:

5.1 LOT 1: The trainings are planned between the dates 17 June 2019 to 06 August 2019 (refer annex B for details of batches and districts). These dates are indicative and may vary in the field. The final dates will be communicated vide the purchase order to the successful bidder.

5.2 LOT 2: The trainings are planned between the dates 02 September 2019 to 29 December 2019 (refer annex C for details of batches and districts). These dates are indicative and may vary in the field. The final dates will be communicated vide the purchase order to the successful bidder.

Q:4 Valid License issued by the “KP FOOD SAFETY & HALAL FOOD AUTHORITY” is required in this case. However, we are providing event management services and our third-party vendors have the required license but we as The Services Group do not have the required license. Can we still apply for the tender?

The third-party vendors, if any should be clearly mentioned in the proposal documents. In such cases the license may be deemed eligible. However, if the third-party vendor is not mentioned in the contract documents, the bidder will have to produce the required license.

Q: 5 Annex C link is not working. When we click the link it takes us to e-books download link. Can we please have the Annex C in other format to download like Annex B

The problem is resolved. If the bidders still face some difficulty, you can download tender documents from the links mentioned above under “General Information” or by sending an email to ahmed@hope87.org



Q: 6 For Annex B In the Price Per Batch Column, should we consider only Column G & H to calculate the price or should we add Column F (No of teachers) as well

Correct. please consider only column G & H to calculate the price. As explained in General Conditions, Annex B and C that vendors are required to quote cost “per batch”; for expected number of participants per batch, refer to General Condition, section 4 of Technical Specifications (also quoted above under response to Question 2).

Q: 7 In the Annex B Summary mentions that 1113 persons are total in this Lot where as if we multiply the Price Quote Columns G & H the total is 1308 persons in 39 batches. Which should be considered final? Can we have a clear identification of Terminology Batch in Annex C as it is a slight confusing for us because Summary of the Annex B says that teachers are also trained. It is kindly requested to please consider a Pre Bid Meeting for better understanding in this regard

Please see the below calculation;

Total Teachers: 1113
Total Batches: 39
No. of trainers and other personnel per batch: 05
Total persons (trainers and other personnel): $39 \times 5 = 195$
Total persons for food: $1113 + 195 = 1,308$

The bidders are required to quote per batch of participants as per Annex B and Annex C

Q: 8 RFP mentions that 9156 persons needs to be trained whereas financial quotation format is for 1113 persons?

Please see the below calculation;

Total persons for food: 1,308
Total no of training days: 07
Total quantity of food required: $1,308 \times 7 = 9,156$

The bidders are required to quote per batch of participants as per Annex B and Annex C

Q: 9 Is the quantity mentioned in the RFQ is finalized or should we keep a 10% margin considering at the eleventh hour there are always changes in such events

Refer to clause 23 of the TORs. “Quantities may vary at the time of contract/purchase order”.



Q: 10 Do we have to arrange a venue as well or venue will be responsibility of Hope87?

Venue will be arranged by HOPE'87, which will be government or private schools.

Q: 11 Apart from Catering, do we have to quote for Catering Services as well like (Tables, Cutlery, Culinary, Waiters, Fans, Chairs, Water Coolers, Ice Etc)

All these items (tables, chairs, waiters, water coolers) fall under catering services. The training will be conducted in schools where fans, chairs will be available, so please arrange tables, crockery, water coolers ice etc. under catering services.

The cost of all these items should be included/part of price quoted per batch. No separate price shall be quoted for these services.

Q: 12 As suggested in RFQ disposable crockery can be used, what if we quoted the cost of melamine crockery and someone else quote for disposable crockery so how we will compare the cost? Secondly the bid format does not separately address the serving arrangements.

It is the choice of vendor to propose the type of crockery; refer to general conditions for minimum requirements required for each type of catering.

In case of non-disposable crockery, washing and hygiene related requirements are to be ensured by the vendor. The venues will be government or private schools and many of them may not have Kitchen facility.

For the selection all the practicalities, value for money and the lowest quoted prices will be taken in to consideration for price comparison.