

RESPONSES TO RFP ENQUIRIES: RFP-NAI-2020-004

Issue date: September 29, 2020,

REQUEST FOR PROPOSALS – DEVELOPMENT OF SOCIAL BEHAVIOR CHANGE
COMMUNICATION (SBCC) PACKAGE FOR WASH COVID-19 RESPONSE, RECOVERY AND
RESILIENCE:

To prospective bidders,

Take note of the following information regarding this solicitation and find herein a list of all the enquires received and the corresponding responses provided to bidders.

Deadline for receipt of questions from bidders	October 4, 2020 05:00PM local time Nairobi; submitted via email to KIWASH_procurement@dai.com
Deadline for answering of questions raised by bidders	October 5, 2020 05:00PM local time Nairobi submitted via email to KIWASH_Procurement@kiwash.org

Clarification sought	KIWASH response
<p>1. With respect to 5.1 Cost price proposal – Cost/price proposals shall be sealed in a separate folder from technical proposals, and shall be clearly labeled as VOLUME II: COST/PRICE PROPOSAL. This will be sent via email as a separate attachment from the technical proposal. Does this mean that by 11th October, we should have made two submissions a) technical proposal and b) financial proposal attachment?</p>	<p>Yes, bidders should submit a technical proposal and a financial proposal in two different emails clearly marked. No cost information should be mentioned in the Technical proposal.</p>
<p>2. In response to your RFQ for the Development of a Social and Behavior Change Communication (SBCC) package for WASH, Covid-19 Response, Recovery, and Resilience we would like to request some clarifications that will help us submit a bid.</p> <p>Under Task 3 “Develop and submit an inclusive SBCC training and educational materials to be applied by Trainer of Trainers and cascaded to WASH champions with detailed and concise messaging on WASH COVID infection prevention and control (posters, videos, and radio spots)”.</p> <p>The deliverable for this task indicates: “These will be shared as a draft (including infotainment scripts, visuals, radio scripts, training packages/modules, tool kits, etc.) prior to pre-test and subsequently as final prototypes along with pre-test reports”.</p>	<p>Yes, bidders should include the cost of design and developing materials (2.1) and the cost of pre-testing (2.2). KIWASH cost will only be on mass production of final materials for dissemination.</p>

Clarification sought	KIWASH response
<p>We have three questions:</p> <p>2.1. Do we need to include the cost of a local communication organization that will create the materials or will DAI be covering that expense separately?</p> <p>2.2. We assume that some of the already existing materials were created by a communication organization. Your deliverable does not mention who will be doing the pre-testing of the communication materials? Is the consulting team in charge of pre-testing, therefore we should include the cost in the proposal?</p>	
<p>2.3. Will the communication materials be in English or Swahili?</p>	<p>The communication materials should be in both English and Swahili.</p>
<p>3. The currency in the template is indicated in KES can we submit the proposal in US\$?</p>	<p>The financial proposal should be in KES; the award will also be made in KES.</p>
<p>4. Since our approach to the assignment is different from the one suggested, can we adapt your template to fit our approach?</p>	<p>Yes, you may add more lines to the financial template to incorporate any additional pricing data to fit your proposed approach.</p>
<p>5. Finally, do we have to charge VAT for out of pocket expenses such as travel and per diem or just for services and materials?</p>	<p>This is dependent on bidder's policy on VAT treatment.</p>
<p>6. Access to Attachment G. It is referenced in the RFP but not included.</p>	<p>Correction, there is no attachment G , the "Representations and Certifications of Compliance" is provided as attachment D.</p>
<p>7. Are signed CVs included within the 15-page limit?</p>	<p>No</p>
<p>8. Where USAID/KIWASH is responsible for activities and costs outlined on page 12 of the RFP, is that an indication that these costs need to be included in our budget, or that they should be excluded and taken care of by KIWASH separately? E.g. procurement of conference facilities for training/ disseminations workshops, and travel and accommodation for tasks 4 and 5 outside of Nairobi.</p>	<p>KIWASH will directly meet the cost of these activities, bidders should not include costs for these activities in their financial proposal.</p>