

July 11, 2024

Solicitation No. AE RDC AUDIT 2024-001
Amendment No. 001
Subject: Responses to clarification questions posted 7/11/2024.

Dear Offerors,

The purpose of amendment# 01 is the to provide clarifications to solicitation # AE RDC AUDIT 2024-001 in response to questions received from potential offerors.

Question 1:

Question 1: *Is this solicitation open to vendors based outside of Dubai or the U.A.E?*

Question 1 Response: This solicitation is open to offerors based both within and outside of Dubai and the U.A.E., but the selected offeror’s team will need to be physically present at the RDC for the initial stock count. Please note that your fixed price quote will therefore need to include all associated costs, including any travel, lodging, etc. that may be required to conduct the scope of work as these will not be separately reimbursed.

Question 2:

Question 2: *On the website posting (<https://www.ghsupplychain.org/proposal/ghsc-psm-solicitation-ae-rdc-audit-2024-001>) the link for Annex 3 is broken and is returning a “Page Not Found” Error.*

Question 2 Response: The link has been corrected and offerors should be able to download Annex 3 – Offer Cover letter Template.

Question 3:

Question 3: *Section II.1 and Section II.2 (page 6) of the RFQ contains two references to an Annex 4- Price Quotation Form, but the solicitation posting does not include this form:*

*Section II.1: “**Annex 4 - Price Quotation** shall also be submitted in Excel format”*

*Section II.2 “Quotations should be prepared based on the guidelines listed in this solicitation, along with properly filled out and **signed price quotation form (Annex 4)** proposal.”*

Question 3 Response: These references were included by mistake; Annex 4 is Annex 4 – Sample Inventory Report Samples and Formatting, which is provided as an example of the table formatting offerors should use when preparing their reports. Vendors should submit their all-inclusive price quote in

a separate document from the rest of their proposal, but do not need to format using a specific annex provided by GHSC-PSM.

Question 4:

Question 4: Section II.1 (page 6) of the RFQ includes the following statement:

1. Administrative proposal including all required documents listed in Annex. 2, 3, 4, and 5

Question 4 Response: The reference to Annex 4 in this section is incorrect. Annex 4 is Annex 4 – Sample Inventory Report Samples and Formatting, which is provided as an example of the table formatting offerors should use when preparing their reports and is also included in the example contract language in Annex 1. Offerors do not need to complete Annex 4 as part of their proposal. Offerors need to complete the following annexes as part of their proposal:

- Annex 2 – Required Representations and Certifications*
- Annex 3 – Offer Cover letter Template*
- Annex 5 - International Wire Transfer Form*

Question 5:

Question 5: Section II.1 (page 6) of the RFQ includes the statement below describing the requirements of the proposals:

Quotations must contain:

1. Administrative proposal including all required documents listed in Annex. 2, 3, 4, and 5
2. Cost proposal to be submitted in the proposal as a separate attachment.
3. Technical Proposal outlining:
 - a. Narrative (not more than 1 page) detailing the offeror's experience and expertise
 - b. Proposed timeline and methodology
 - c. Proposed budget/cost proposal
 - d. Management/corporate structure and summary of corporate capabilities of the offeror
 - e. Minimum of 2 examples of similar inventory audit reports conducted in the past (sensitive information in reports may be redacted) or minimum of 2 client references from similar activities.

Offerors requested clarification on whether to submit the cost proposal in a separate document, or if it needed to be included in the technical proposal (referring to points 2 and 3(c)).

Question 5 Response: Section 3(c) was included by mistake. The cost / price element of the proposal should be a separate attachment.

Question 6:

Question 6: Section 4: Deliverables (on page 8) refers to section A.2, but we cannot locate section A.2 in the RFP:

Deliverables:

Deliverable No. 1: Stock Count, Draft and Final Audit Report

1.a: Stock Count:

The contractor is expected to perform one-time wall-to-wall inventory audit of up to 1000 pallets at the regional distribution center at the RDC as described in section A.2.

Question 6 Response: The reference to Section A.2 was intended to refer to Section A.2. Scope of Work in the draft contract provided in *Annex 1 – Dubai Stock Count Subcontract Draft*.

[All other terms and conditions of AE RDC AUDIT 2024-001 remains unchanged]