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| **Tender No: G03/2021** | **Responses to Queries raised by prospective tenderers** |
| **Tender Name: REQUEST FOR PROPOSAL – COMPREHENSIVE DATA COLLECTION AND REPORTING PLATFORM** | **Date Issued: 6th September 2021** |

This provides answers to queries raised from bidders by 3rd September 2021 which was the deadline for receiving queries. The responses are posted on website for the benefit of all prospective bidders and does not disclose the source.

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| No. | **Question** | **Response** |
| 1 | Kindly confirm which specific certifications or reports need to be submitted under clause VII in section 3.3 -  “Vendor to provide current certifications/reports at time of proposal and annually thereafter” | Here we need any evidence of reports done from previous contracts with other clients for similar services. The information will assist during tender evaluation of the applications/proposals received. |
| 2 | In order to inform our pricing strategy, can Mercy Corps confirm the scope of services in terms of countries of operations? Should we consider 40 being the base number of country offices needing a subscription based on the current information on your website? | This procurement process will lead to a global framework agreement which all Mercy Corps’ country offices will utilize to engage the contracted service provider on a need basis. The engagement will be as and when needed during the contract period. |
| 3 | The Quality Control Plan document has not been referenced in the RFP - can you share more details about this template - how and when will it be used? Under 3.5.2 there is mention of the eligibility and compliance checking (ICC) - Is this in reference to the quality control plan? Do we need to sign this or will it be added to the overarching agreement? | The quality control plan is part of the sourcing documents and is a document that highlights the quality parameters to be considered at the time the services are received. This is an extension of the Scope of Work and will also be annexed to the resulting contract.  ICC on the other hand is Ineligibility and Compliance Check conducted internally as part of due diligence steps on the successful firm. It is an online screening of all potential vendors/service providers. |
| 4 | Can you kindly please assist us with providing us with the documents below for the above tender as we only managed to find the invitation to the tender on the company’s website. | All the documents you have requested are in the RFP document. You may have to download and go through the entire document for the information you have requested. |

**All other terms and conditions in the tender remain unchanged.**

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