

ROMANIA, NATIONAL AGENCY FOR FISCAL ADMINISTRATION Revenue Administration Modernization Project (RAMP)

Questions and Answers regarding RAMP/23 – Training for Fiscal Procedural Code:

Question 1: We would like to clarify the following related to the "Scope of work" vs. "Schedule of work" chapter on the estimated no. of training days. In the "Schedule of work" we understand that the training session is of 5 days while in the "Scope of work" we understand that each module should be of minimum 5 days.

In the latter case we understand that there are 8 modules x 5 days of training = 40 days of training. There are 350 persons (that will attend most of the training modules) split into 14 groups = there are 14 groups x 40 training days = 650 training days (in 4 different locations). And all training should be delivered within 3 months from signing the contract.

Answer Q1: Please note that the implementation period for this assignment is 180 days (Annex A - Terms and Conditions of Supply, last column in the table under the first paragraph).

With regard to the training modules, there was indeed a mistake in the document. Each training (that includes the eight suggested modules) shall have a duration of 5 days. The Corrigendum of the Draft Bidding Documents has been dully published on NAFA website at: www.anaf.ro.

Question 2: We kindly ask you to confirm if our understanding is correct: there is considered accepted and sufficient for submitting a valid proposal the following documents:

- *Form of Bid;*
- *Documents proof for Provider's Qualifications;*
- *Documents proof for Key experts' general qualifications and adequacy for the assignment;*

Answer Q2: The bids submitted to NAFA under the RAMP/23 procedure should include:

- duly signed and filled in Form of Bid;
 - duly signed and filled in Terms and Conditions of Supply (Annex A)
 - documents establishing bidders' (including proposed trainers') qualifications and adequacy for the assignment (any documents considered relevant by the bidders)
 - Technical proposal, presenting the design of the training sessions as well as the proposed schedule for the training activities
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Question 3: Please clarify the indicative timing provided in “Schedule of Work”, Table 1. The indicative timetable that links training sessions and deliverables/reports vs. the one provided in Table 2. The indicative connection between deliverables and payments.

Table 1 shows that the Inception Report should be completed in 2 weeks from commencement and the Final Report in week 13. Table 2 indicates a 6 week period for the Inception Report, ending with the Final Report in week 16. Also, we noticed that under “Schedule of Work” it is stated the commencement date should be within 2 weeks from signing the contract, which is estimated on 1 December 2015.

Answer Q3: Please note that, as mentioned throughout the document, the dates in the tables are indicative only: “The project plan proposed in the two tables (i.e. Table 1 and Table 2) above is only a tentative one, the Provider has the freedom to propose his best option for organizing the project in the technical proposal submitted to NAFA, based on his own experience.” (extract from Bidding Documents, Page 20, 1st Paragraph)

The only mandatory dates are:

- Commencement of services within 2 weeks of contract signing;
- Completion of services within 180 days of contract signing.

The commencement of services should be within 2 weeks from contract signing, not the submission of the Inception Report, which is expected to happen within 6 weeks. All other due dates are purely indicative and the bidders should propose their own arrangements.

Question 4: In relation to the Training for Fiscal Procedural Code (RAMP/23) bid, we understand that the Provider should cover transportation services for some of the participants, among others. The transportation expenses incurred will be reimbursed at cost, upon submission of supporting documents, such as invoices, tickets etc. We would like to clarify whether fuel receipts would be considered sufficient supporting documents, in case participants wish to use their personal cars, and whether there is a certain standard fuel consumption to be considered (i.e. 7.5 liters per 100 km).

Answer Q4: No, the participants’ use of personal cars would not be an eligible expense under this contract. Supporting documents for transportation could be railway tickets, invoice for bus rental etc.

Question 5: We would like to clarify the following relating to “Key expert(s) in the area of Fiscal Procedural Code – Trainer(s)”, “Adequacy for the Assignment” requirements: It is stipulated that the Key experts must have at least 15 years of overall professional experience. May such experience include work experiences of the key experts during their undergraduate studies (i.e. before graduation)? If so, are internship periods taken into consideration?

Answer Q5: Yes, all work experience will be considered.

Question 6: We would like to clarify the following relating to “Key expert(s) in the area of Fiscal Procedural Code – Trainer(s)”, “Adequacy for the Assignment” requirements: It is stipulated that the Key experts must have proven experience in training area of the Romanian Fiscal Procedural Code for private or public organizations or teaching legislation at university level for at least two years. Please confirm if training programs for private beneficiaries, held by the nominated key experts, having the quality of lawyers (i.e. in their capacity of trainers), covers the internal training having as beneficiary the Law Firm with which such lawyer collaborates (as one hypothesis) or in which such lawyer activates, as partner (as another hypothesis)?

Answer Q6: Yes, internal training will be considered, provided that it is confirmed by the authorized representative of the firm.

Question 7: With regard to “Service specifications”, “Transportation” section, it is stipulated that “The Provider shall ensure round-trip transportation for the participants residing outside the cities where trainings are organized (estimated at around 50% of the total number of participants), within a maximum distance of 300 km from Bucharest and 200 km from Timisoara, Cluj and Iasi respectively”.

For clarity when computing the transport budget estimation, we would like to know whether the Authority understands that a round-trip (within the mentioned maximum distances) must be organized for each participant by considering their place of work/residence or whether it is permitted that a single round trip to be organized for several designed subgroups of participants, depending on the geographical location of their place of work/residency? For example, if 3 participants are residing in town A (at 300 km or smaller distance from Bucharest) and 2 participants are residing in town B (at 300 km or smaller distance from Bucharest), while the distance between A and B is 40 km, can a round trip be organized for all 5 participants from A to Bucharest.

Answer Q7: Only travel arrangements on DIRECT routes to the designated training place shall be accepted.

Question 8: With regard to “Service specifications” section, it is mentioned that the transport and accommodation costs will be reimbursed (i.e. at cost up to the unit prices quoted by the Provider) based on supporting documents. Please clarify if whether such supporting documents refers only to the documents (e.g. invoices, tickets) issued by the original provider of the accommodation and transport services (e.g. hotel, transport company, etc) or whether they may include invoices issued (i.e. for the same the accommodation and transport services) by the integrators / intermediaries (e.g. travel agencies, event organizing companies) for the respective services. Please note that in practice services of integrators/ intermediaries are frequently asked in practice for administrative and cost efficiencies purposes.

Answer Q8: The following supporting documents shall be considered for reimbursement:

- for railway transportation - train tickets
 - for bus transportation - invoices issued by the transportation providers
 - for accommodation - invoices issued by the respective hotels.
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Question 9: As regards „Reporting, Communications, Payments” section, it is mentioned that the Client will issue an Acceptance document (or ask the Provider to remedy the shortcomings) after the submission of the Provider of the documents listed above in the respective section. Please clarify whether only one Acceptance document will be issued after all the documents listed in the respective section (eg. including the Final Report) will be submitted by the Provider or whether separate Acceptance documents will be issued after each document listed in the respective section will be submitted by the Provider.

Answer Q9: Acceptance documents shall be issued for every payment request made by the Provider. In order to facilitate the management of the contract, several trainings should be aggregated into one such payment request.

The payment requests (including the one for the Final Report) would need to be accompanied by the listed documents (e.g. training report).

Please note that in the case of several trainings aggregated into one payment request, the 45 days deadline for the Client to pay shall be calculated from the date the acceptance for the last such training is issued. In this case, only one invoice shall be issued for the trainings grouped under one such payment request.

Question 10: Please clarify if there is a material error within the Bidding documents as regards the timeframe in which the Client issues the Acceptance Document: five working days or 15?

Answer Q10: The Acceptance shall be issued within 15 working days from submission of documents (training reports).

Question 11: Please clarify if more than 3 payments, as per the indicative timetable presented in the Bidding documents, would be acceptable to the Client.

Answer Q11: The timetable in the bidding documents is only indicative. Each bidder may propose their own timetable and schedule of aggregated payments (i.e. several trainings grouped under one payment request).
