

CDKN Invitation to Tender Q&A - Project Name KMGL-0056

Question

Answer

<p>1. Are bidders asked to identify individual country experiences and synthesize them into case studies? Or have the relevant country experiences already been identified, and the bidder's task is to draft these pre-selected case studies based on materials gathered already?</p> <p>2. What are the maximum and minimum numbers of potential case studies that one organisation can submit in the proposal? We have a problem of interpreting this when referring to the page 10 and 12 of the invitation to tender (ITT).</p> <p>Page 10 says: <i>"Number of awards available: In the event that CDKN receives more than one strong, fundable proposal in response to this tender, we will consider making two awards. This is especially the case if two potential suppliers' organisational competencies and sample case studies are felt to be complementary. Under these circumstances, CDKN may also elect to contract with one organisation for only 4 case studies, rather than a full set of 8, "</i></p> <p>Page 12 says: <i>"Bidders should provide no more than three case studies that demonstrate your ability and track record in delivering solutions compatible with requirements in the Terms of Reference."</i></p>	<p>The bidders are asked to identify individual country experiences and synthesise them into case studies. The bidders should prepare a long list (eg 10-20) of candidate case studies, as stated in the ITT, with good justification for why these cases should be selected based upon the climate compatible development lessons they would showcase. Then, the preferred bidder and CDKN will discuss the long list in depth and settle upon a final list of eight, which the bidder will progress based upon their excellent knowledge of the material.</p> <p>We apologise for any confusion caused. We would like bidders to submit at least 10 possible candidate 'Inside Story' topics and maximum 20. It is our intention to commission a total of 8 case studies for final publication. We will derive a shortlist of 8 case studies to progress from either one single supplier, or two complementary suppliers.</p> <p>Our text on page 10 refers to the possibility that particular bidders may have greater strength/comparative advantage in a small number of countries or sub-regions. This being the case, we reserve the right to appoint two suppliers, which between them, would provide a more diverse geographic coverage over 2 x 4 Inside Stories.</p> <p>The text on page 12 refers to our request that bidders should provide examples of their track record in producing compelling, country-based, climate and development-related case studies. Therefore, in this section, we are asking you to describe relevant work of this type you have undertaken before – at least three examples – as opposed to your proposals for future work to be undertaken under the CDKN tender.</p>

3. We understand that the lengths of case study ideas (to be written in the proposal) and actual case studies/inside stories (to be submitted) are no more than 1,000 words and 2,000-2,500 words respectively. Is our understanding correct?

4. I am wondering where in the ITT we should cite our 10-20 suggested case studies, and in what level of detail?

5. Does the £25,000 dissemination fee include the physical production of any tools (e.g. creation of videos including post-production such as editing) and the costs of dissemination (e.g. publishing costs of any printed materials or conference costs), or is the fee only intended to cover the concept and content, with CDKN responsible for producing the items according to its brand guidelines, as with the Inside Stories? In short, what does the fee cover and not cover?

6. We noticed the following text in the email received from your end where you provided detailed information regarding this tendering process.

“Clause 9.1 of the Terms and Conditions
The template contract contains standard minimum insurance cover levels of £1 million for professional indemnity insurance and public liability insurance. These are set out at paragraph 7 of the Statement of Work. As part of your proposal please confirm whether you have these insurance policies in place for the cover requested
Please note: We do not require companies to have these policies in place at the proposal stages. The levels of insurance cover required will be negotiated with the successful bidder after contract award as some organisations may be exempt from this requirement”

The actual case studies/‘Inside Stories’ should indeed be 2,000-2,500 words.

We apologise for confusion over the dual use of the term ‘case studies’ in the ITT document (as above).

The descriptions of your previous track record in producing case studies should be no more than 1,000 words each (three examples requested).

You should not need to produce as many as 1,000 words to describe the candidate ‘Inside Story’ topics you are putting forward for consideration. 200-250 words should be sufficient to justify each idea.

You may simply attach these as an appendix. As mentioned above, 200-250 words per suggested case study should be sufficient. Please take care to describe the anticipated lessons each case study will yield about synergies among climate mitigation, adaptation and development approaches – ie, why they would be interesting for an international policy audience.

CDKN will separately cover the final editing, proofreading, design and layout, printing and shipping (where warranted) of the ‘Inside Story’ publications themselves.

The dissemination budget would cover any additional activities, as proposed by bidders. For example, it would cover any film creation and post-production, or any conference costs.

In the absence of exceptional circumstances we generally expect our suppliers to hold the levels of professional indemnity insurance as requested in ITT irrespective of delivery and outputs.

In our view, as this project does not involve specific consultancy whereby the results are subject to direct action by a client (i.e. the output is providing stories for informative purposes), whether the requirement for professional indemnity insurance can be waived for this project?

The above table answers all queries relating to the Invitation to Tender for CDKN project KMGL-0056 that were received before the deadline of 17.00 UK Time 20 February 2013. No further queries regarding this ITT will be answered.

The deadline for receipt of final ITT documents remains **17.00 UK Time 28 February 2013**. Please submit documents electronically to cdknetwork.procurement@uk.pwc.com. Documents received after this deadline may be disqualified.