

Questions and Answers

Posted on July 8, 2022

Bid reference number: LinSME-RFP-09-2022

Project title: **Conduct independent review of selected regulations related to business activities**

- 1) **Question 1:** Are small US corporations with experience in Vietnam eligible to compete for LINKSME-RFP-09-2022?

[Answer: The RFP is open to companies/organizations registered in Vietnam only.](#)

- 2) **Question 2:** We are looking at the Request for Proposals about “Conduct independent review of selected regulations related to business activities”, the Bid Reference Number: LINKSME-RFP-09-2022, and have the following initial questions of the statement of work and deliverables:

1. In the page 4 of RFP, section 6.2 Activities,

- a. When should activities of field trip (No.2) and 10 workshops (no.3) be organized? Do these activities necessarily need to be carried out only after submitting the deliverable #1 (reviewing of all 10 areas), or can it be rolled over to the review progress of each areas?

[Answer: The field trips and workshops are designed for the consultants \(in collaboration with APCA and USAID LinkSME\) to collect data and information from stakeholders as inputs to the review and review report drafting. They will be conducted in line with the progress of report drafting in each area. They should be carried out before submitting the final reports. One survey or one workshop may serve different review topics/areas so the total number of surveys or workshops can be fewer.](#)

- b. the activities of field trip (No.2) and 10 workshops (no.3) seem uncertain to be carried out, should we include the cost proposal for all these probable activities?

[Answer: The field trips and workshops should be included in cost proposals.](#)

2. In the page 5, section 7. Subcontract Type and Deliverables:

- a. Could you please clarify your expectation about the “independent review reports for reforming business related regulations in selected business areas subject to business conditions” vs. “independent review reports for reforming business related regulations in selected business areas subject to business conditions **as specified in the Investment Law**”? Does it mean to the group of business conditions **as specified in the Investment Law** focuses on conditional business lines and industries as listed in the annex IV of the Law on Investment, while the other group refers to the business regulations in other legal documents and which affect to all enterprise?

[Answer: They are the same and they are both specified in Annex IV of the Investment Law. The phrase “as specified in the Investment Law” was added to further clarify what we mean by business areas subject to business conditions.](#)

- b. In case that there is an overlap between the two groups in one business sector, then there is no need for two separated review report on the same area/sector, isn't it?

Answer: Each report should focus on one specific area/group of regulations and the content of reports should not overlap. The term business area should be understood as one business line specified in Annex IV of the Investment Law or equivalent.

- 3) Question 3: It is found that the TOR did not elaborate on the review reports. Hence, we are seeking to know about the technical basis used by LinkSME to evaluate offerors.**

Answer: The evaluation criteria are clearly stated in the RFP in section 12.1, please review this section carefully.

- 4) Question 4: As the details of review reports are not clear, could LinkSME provide guidance or a suggestion on the Level of Effort for these reports (particularly for an expert with a daily rate of 197-250 USD to complete the expected reports)? This is an important basis for the calculation of the proposed cost and the duration of the task implementation.**

Answer: The project does not guide the level of effort. The contractor should estimate the time and effort needed to complete each report as defined. Such LOE should base on the expert(s)'s experience, knowledge, qualification and estimate the fee/day multiplied by the number of days needed.

- 5) Questions: For field trips and workshops, we find it difficult to come out with a financial proposal when the task requirements are not clear. Therefore, could the project share with us the cost range for these activities based on your experience? If not, could you share the number of field trips and the duration of each trip for a project?**

Answer: Usually, a field trip is 5-day long, including travel time, going to 2-3 provinces. 1 workshop is one day (plus one travel day if the event is in a province other than Hanoi). Consultants are paid for travel and accommodation costs.

- 6) Question: As the project's requirements for the reports are not clear, please clarify the basis for product/report acceptance.**

Answer: Deliverables are accepted on the basis of: Outline of the report is approved; regulatory problems are identified and analyzed; specific reform recommendations (which documents to amend, which provisions, in which direction) based on logical reasoning, data, evidence, and international experience; English and Vietnamese summaries with the most important contents.

- 7) We would like to express our concern about the unclear requirements of the project. So we would suggest a face-to-face discussion with the project to clarify your current requirements. We look forward to your acceptance of our meeting request.**

Answer: The requirements of the proposed subcontract are clearly outlined in sections 6.2 and 7 of the RFP, and the evaluation criteria are clearly outline din section 12.1. Please ensure that you have reviewed the RFP in its entirety. At this time we do not anticipate conducting one-on-one discussions with potential bidders in order to ensure transparency and fairness in the bidding process.