



Questions and answers regarding the Request for Proposal for Providing Services for Armenia Integrity Project (AIP) e-learning on Integrity in Public Service

Question 1: Eligibility of Legal Entities: In section 4.3 of the RFP, it is mentioned that "Companies and/or organizations are welcome to apply as single entities or in consortium/partnership with other organizations." I seek clarification on whether any legal entity, including Individual Entrepreneurs, is eligible to apply. Furthermore, if an offer is submitted by an Individual Entrepreneur, will it be considered valid and not subject to disqualification?

Answer: Individual entrepreneurs are considered a legal entity and are welcome to apply. Individual entrepreneurs may also apply as part of a consortium.

Question 2: Clarification on DBA Insurance Requirements:

- a. In the document "RFP SRC e-learning Integrity module.docx," it is stated that Defense Base Act Worker's Compensation Insurance (DBA) is mandatory and should be budgeted at 0.75% of all labor costs. However, in "Annex 4- Budget Template.xlsx," under section III, point 3.1, DBA is mentioned as 2% of all labor costs. I would appreciate guidance on which percentage should be accurately included in our budget proposal.
- b. I am operating as an Individual Entrepreneur without employees but with subcontractors, is it mandatory for me to pay for DBA insurance?

Answer: Clarification on DBA Insurance Requirements: Defense Base Act Worker's Compensation Insurance (DBA) is mandatory and should be budgeted at 0.75% of all labor costs. Please proceed with the provisions described in the RFP.

Question 3: Concerning the composition of the multidisciplinary team:

- a. Is it permissible for the offeror to include subcontractors as part of the team, or is it mandatory for all members to be direct employees of the offeror?
- b. In the event that including subcontractors is not allowed, should the subcontractor and offeror apply as a consortium?

Answer: It is permissible for the offeror to include subcontractors or short-term experts as part of the team. AIP will sign the contract with the company/organization, which will bear responsibility for the execution of the activities outlined in the RFP.

Question 4: Regarding the video production:

a. Is there a particular requirement or preference for the style of dialogues and animated scenes? Specifically, do you have any stylistic preferences, such as choosing between animated or blending real footage and incorporating stock videos and images?

Answer: There are no specific requirements for the style of the dialogue and animated scenes. However, animated scenes would be preferable for more customized and comprehensive explanation of the content. If the use of stock videos contributes to a better outcome, it can also be included. The emphasis should be on good quality while ensuring cost-effectiveness.

Question 5: About the video narrator (e.g. human speaker) and scene shooting:

a. Are there specific preferences or requirements for the narrator's presentation style, such as being anchored or dynamic?

Answer: There are not any specific preferences. The choice is left to the company/organization, with the emphasis on effectively conveying the content outlined in the RFP. It is expected that the company will maintain a balance between cost-effectiveness and good quality.

b. For scenes involving the narrator, do you have any location preferences? Is a studio setting preferred, or would more dynamic locations be more suitable?

Answer: Studio settings are preferred for scenes involving the narrator.

Question 6: We are planning to submit a proposal for "Request for Proposal for Providing Services for Armenia Integrity Project (AIP) e-Learning on Integrity in Public Service," issued by your esteemed organization, also the other proposal will be submitted for "Request for Quotation for Tax and Accounting Services". In our continuous effort to maintain the highest standards of ethical conduct and transparency, we are writing to seek clarification regarding potential conflicts of interest arising from our involvement in multiple tender processes. Specifically, we aim to understand if our commitment to providing tax and accounting services through the aforementioned tender could create conflicts or constraints for our participation in other tenders, notably the "Request for Proposal for Providing Services for Armenia Integrity Project (AIP) e-Learning on Integrity in Public Service" or any similar initiatives.

Answer: Upon initial review, we do not foresee any conflicts of interest that would impede your participation in both the "Request for Proposal for Providing Services for Armenia Integrity

Project (AIP) e-Learning on Integrity in Public Service" and "Request for Quotation for Tax and Accounting Services".

Question 7: We do have one clarifying question related to the call on providing services for Armenia Integrity Project e-learning on Integrity in public services.

We'd like to know whether there is any range (minimum-maximum) of the budgeted amount for the announced services for e-learning on Integrity in public services. If so, can we receive this information?

Answer: There is no specified range for the budgeted amount for the announced services for e-learning on integrity in public services.