

Questions and answers

HSI - 230123 D

- Question:** Do you have an application form, or should we do it in our form?

Answer: Please refer to point 11 of the Request for Proposals (RfP) - Submission of offers. For this tender, there is no specific application form to be submitted. The offeror must provide the proposed methodology, approach, and detailed implementation plan, including risks and mitigation measures. The offeror can submit their application form containing the above-mentioned elements. Further information is also provided under the Terms of Reference in the Tasks and Activities section.
- Question:** How many municipalities can we apply for?

Answer: The Terms of Reference specifies that the activity will be piloted in six municipalities. Please refer to the Draft Methodology on the DEMOS project website for the selection criteria of municipalities.
- Question:** Do I need to specify the budget or just complete your generalized form?

Answer: The form provided in this tender requires only the total amount. It is in the discretion of offeror to specify the items in the form provided.
- Question:** Is the distribution of prices for the assembly also included in our planning

Answer: The offeror can propose the type of prices for the most active MA members, however, they should not be costed. Helvetas Swiss Intercooperation will cover that activity.
- Question:** Is there a certain amount of the budget that we can apply?

Answer: The offerors must provide reasonable budget for this activity basing such cost on the scope, tasks and responsibilities of the offeror provided in the RfP. Helvetas Swiss Intercooperation reserves the right to negotiate all aspects of the offer.