

**Request for Quotation (RFQ)
for the
RFPPROC#2023_1417_ Provision of Business Development Training
BID BULLETIN
Addendum No. 2**

This Addendum No. 02 is issued to address inquiries and clarification from bidders and modify information provided in the Request for Quotation for various NFIs for IOM Lebanon issued to prospective vendors and posted in IOM and UNGM website on 06 November 2023.

A. Inquiries from Bidders

I. Technical Inquiries

| Question/Clarification | IOM Response |
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| <p>In the TOR, it is mentioned that "A business incubator provides comprehensive support and resources to early-stage and startup businesses in aims to help these startups grow and succeed".</p> <ol style="list-style-type: none"> 1. We just need to double check who are exactly the target audience/beneficiaries? 2. Are they existing businesses or early stage-startups owners or both? <p>This is crucial for us while reaching out to them, as well as the methodology of work will be different when it comes to supporting existing businesses or new scalable startups.</p> | <p>Please see below the target group details:</p> <ul style="list-style-type: none"> • For applicants residing in X area. • Individual should be economically vulnerable and needs micro business support. • Individual should be between 18-45 years of age. • Individual should have prior experience or skills in a related business to start a new micro business. • Individual should have a business in early stage and be willing to manage the business. |
| <p>In Annex 2 (the technical specifications form), are we expected to just highlight if the required service does comply with us as TEC or not? Is there any further explanation that might be required in this form?</p> | <p>Further explanation maybe provided or can put reference to the Workplan and Methodology.</p> |

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| <p>In Annex 2- Technical specs, we only have to mention if we comply/ not comply in the second column. Should the answer be “comply”, is it enough to answer that we comply or we should show how we comply and what the activities we are providing under the respective item?</p> | |
| <p>Do we need to submit another separate document as a technical proposal, highlighting the methodology and workplan at this phase or after contract issuance as mentioned in Annex 1? Or do we stick to adding all the details about the methodology in Annex 2?</p> | <p>The methodology and workplan must be submitted as part of the technical offer. The Annex 2 is an additional document to ensure Service Providers clearly understood the TOR.</p> |
| <p>The project duration is 15 months, whereas the actual duration of the service is 2 months and the training is over 10 to 20 days. Can you please give us more information about the difference? What is our role during the 15 months?</p> | <p>The actual duration of the BDT activity is up to two months. the incubator / service provider will hence be contracted based on the two-month time frame.</p> |
| <p>Are we responsible for the outreach of the beneficiaries in the beginning of the project? Or you will be identifying them in each area? And any other follow-up is required after the end of the capacity building phase?</p> | <p>The service provider will be responsible for the outreach in close coordination with IOM. Responsibilities as per the expected output section in the term of reference.</p> |
| <p>Also making sure about the level of the startup/businesses. Is it idea stage? Or pilot? If they have to be existing businesses, should they have previous sales?</p> | <ul style="list-style-type: none"> • Individual should have prior experience or skills in a related business to start a new micro business. • Individual should have a business in early stage and be willing to manage the business. |
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I. Commercial Inquiries

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| <p>Is it possible to provide the technical and financial proposal in our own template?</p> | <p>The technical offer composing of the methodology and workplan should be based on Service Provider’s template. The financial offer must make use of the forms provided to be</p> |
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| | able to easily compare offers. In case of additional prices or information not in the IOM template, this maybe added as separate line items. |
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Respectfully Yours,
Procurement department