

Clarifications provided in relation to the IOM - Request for Proposals for Expenditure Verification Services

	Request for Clarification	Clarification
#1	<p>“As it concerns a zero-value Framework Service Agreement, we only included our applicable daily rates and reimbursable expenses in the Financial Proposal. Can you please confirm that our proposal contains all the necessary information?”</p>	<p>Please refer to the Request for Proposals (RFP) documentation detailing the information and forms to be submitted, in particular Art. 7 and Section III – Financial Proposal - Standard Forms of the RFP.</p> <p>The RFP is published here: https://eea.iom.int/iom-request-proposals-expenditure-verification-services</p>
#2	<p>“Would it be possible to provide us some information on the next two questions: A) Is it correct that the financial proposal covers an offer for one mission, whatever the exact importance of the mission (in terms of number of members, number of budget lines and number of supporting documents, for which some guidance is provided in your document and which we should consider as the average number of members, budget lines and supporting documents? The fixed fee proposed by the service provider for a mission will be applied to each single mission in the two years period of the contract? B) Would it be possible to give an indication for how many missions an expenditure verification is expected to be carried out in the 2 years period of the contract?”</p>	<p>The financial proposal should be based on the estimated costs for the expenditure verification of one Election Observation Mission and it should be formulated on the basis of the information provided in the RFP, and specifically in its Section IV, par. 1.</p> <p>The daily fees proposed for the expenditure verification team members, as well as the unit costs of reimbursable expenditures, will remain fixed throughout the duration of the Framework Service Agreement. However, the budget for each specific expenditure verification assignment might vary depending on the size and complexity of each Election Observation Mission and following negotiations with IOM.</p> <p>It is estimated that per year 2 Election Observation Missions will have to undergo an expenditure verification exercise.</p>