

## **Request for Clarification**

### **Procurement of Funeral Home/Morgue Services**

**Bid Identification No: IFSLM/S/2022/002**

ITEM	QUESTION	RESPONSES
1.	<p>Please enlighten me on these points</p> <p>1. Can Funeral Home A Limited be entered as a Joint Venture operator with Funeral Home, B?</p> <p>2. If so, what documents for Funeral Home A Limited should be submitted in the tender documents?</p> <p><b>*Funeral Home name changed*</b></p>	<p>1. Joint venture submissions are not allowed in this tender process. Reference is made to the following:</p> <ul style="list-style-type: none"> <li>▪ Page 30, Section 111 Evaluation and Qualification Criteria under Qualification Requirements, Joint Ventures, which states submission of information by joint ventures is not applicable.</li> <li>▪ Page 35, Section IV, Bidding Forms, Joint Venture Partner Information Form states not applicable.</li> </ul>
2.	<p>Is it possible to receive a soft copy of the bid package?</p>	<p>2. The soft copy of the bid document is available on the Institute of Forensic Science &amp; Legal Medicine website. Please see link below.</p> <p><a href="https://www.ifslmja.gov.jm/">https://www.ifslmja.gov.jm/</a></p>

<p>3.</p>	<p>Please advise and point to section in document that speaks to whether or not the tender document can be uploaded to the system instead of printing hardcopies.</p>	<p>3. Please note the following:</p> <ul style="list-style-type: none"> <li>▪ Section II, Bidding Data Sheet, Page 17, ITB 1.3 which states that bidding will be conducted in accordance with hard copy procedures.</li> <li>▪ Section II, Bidding Data Sheet, Page 20, ITB 22.1 which states that bid should be submitted in hard copy.</li> <li>▪ Section 11, Bidding Data Sheet, Page 20, ITB 21.1 which states that bid submission should be in hard copy and deposited in the tender box located at: Institute of Forensic Science and Legal Medicine, Lobby, Main Building, 2 ½ Hope Boulevard Kingston 6.</li> </ul>
<p>4.</p>	<p>Please advise on point 1.7 of qualification information. Do we necessarily have to upload/attach all pages of financial reports</p>	<p>4. All pages of financial reports should be attached in bid submission.</p> <p>Reference is made to the following:</p> <ul style="list-style-type: none"> <li>▪ Section III, Evaluation and Qualification Criteria, Page 29, clause 4 (f), states that reports on the financial standing of the bidder, such as profit and loss statements and auditor’s reports for the past five years should be submitted.</li> <li>▪ Section IV, Bidding Forms, Page 37, Qualification Information, section 1.7, states that financial reports for the last five years: balance sheets, profit and loss statements, auditors’ reports, etc. should be attached to bid submission.</li> </ul>

<p>5.</p>	<p>Re: Item 1.10 (qualification information) while we are not involved in any litigation we would like to be directed to the document that speaks to this and also power of attorney.</p>	<p>5. (a) Please note the following regarding litigation:</p> <ul style="list-style-type: none"> <li>▪ Section II, Bidding Data Sheet, Page 18, ITB 12.1(i), states that information regarding any litigation, current or during the last five (5) years should be submitted.</li> <li>▪ Section IV, Bidding Forms, Page 37, Qualification Information, section 1.10 is to be completed by bidders to provide information regarding any litigation, current or during the last 5 years with the following details: <ul style="list-style-type: none"> <li>▪ The parties involved</li> <li>▪ Cause of dispute</li> <li>▪ Details of litigation award</li> <li>▪ Amount Involved</li> </ul> </li> </ul> <p>Additional pages in bid document which provide information regarding the submission of litigation information are:</p> <ul style="list-style-type: none"> <li>▪ Section III, Evaluation and Qualification Criteria, Page 29, clause 4 (i)</li> <li>▪ Section III, Evaluation and Qualification Criteria, Page 28, Checklist of Items to be Submitted, #14</li> <li>▪ Section III, Evaluation and Qualification Criteria, Page 30 states that a consistent history of litigation or arbitration awards against the bidder may result in disqualification.</li> </ul> <p>5. (b) Please note the following regarding Power of Attorney:</p> <ul style="list-style-type: none"> <li>▪ Section III, Evaluation and Qualification Criteria, Page 29, clause 4 (a) states that a written power of attorney of the signatory of the bid to commit the bidder should be submitted.</li> <li>▪ Section IV, Bidding Forms, Page 36, section 1.1, line 3 states that the Power of attorney of signatory of bid should be attached.</li> </ul>
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6.	Please verify the closing date and when should the document be submitted.	6. Please refer to the letter to prospective bidders dated January 18, 2023, which advises that the bid submission deadline has been extended to <b><u>2:00 p.m. Thursday, February 23, 2023.</u></b>
7.	There are no total number of cases to multiply the proposed rate to get the total price of the bid. Please advise.	<p>7. Only unit price/proposed rate for services should be stated. Please refer to activity schedule (Page 19), which should be completed by bidders.</p> <p>In the Letter of Bid Form (Pages 32 and 33), there are notes included that provides guidance on its completion. Where bid price is required, the unit price/proposed rate for services as per activity schedule (page 19) should be stated.</p>

8.	<p>Under Section II. Bidding Data Sheet/ C. Preparation of Bids; ITB 12.1 (i) &amp; Section IV. Bidding Forms, item "Letter of Bid".</p> <p>Question: Is this item required to be completed by bidders and to be done in ALL its aspects (as per pages 32 &amp; 33)?</p>	<p>8. The Letter of Bid Form (Pages 32 and 33) should be completed in its entirety using the guided notes provided.</p>
9.	<p>Under Section II. Bidding Data Sheet/ C. Preparation of Bids; ITB 12.1 (i), Item "Four copies of the original bid document".</p> <p>Question: Is this item required to be completed by bidders?</p>	<p>9. The bidder should submit one (1) original bid and four (4) copies.</p> <p>Reference is made to Section 1, Instructions to Bidders, Page 9, clause 22.1 and 22.2 which states the following:</p> <p>“The bidder shall prepare one original of the documents comprising the bid as described in ITB Clause 12 and clearly mark it “<b>ORIGINAL.</b>””</p> <p style="text-align: center;"><b>AND</b></p> <p>“In addition, for hard copy bids, the bidder shall submit copies of the bid, in the number specified in the <b>BDS</b> and clearly mark them “<b>COPY.</b>” In the event of any discrepancy between the original and the copies, the original shall prevail.”</p>

10.	In what particular section of the Bid Document can we see/find exactly which documents/statements/letters are required for us to be completely responsive?	10. Please note the following: <ul style="list-style-type: none"><li>▪ Section II, Bidding Data Sheet, Page 18, ITB 12.1 (i), provides a list of qualification information and bidding forms that should be submitted as part of your bid proposal.</li><li>▪ Section III Evaluation and Qualification Criteria, Page 28, provides a Checklist of Items to be submitted.</li></ul>
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