

Dear Supplier,

We hope this message finds you well.

This is to let you know that we have got the below questions regarding **RFQ No. MAAN-BPA-2024-007 - Stipend Distribution Services**. Please see the questions with our answers:

Question 1: Could you please provide details about the topics or areas that the training/workshops will cover?

Answer 1: The workshops are about achieving Ma'an activity aims which is to support select government entities in Iraq (national, regional and local) to improve service delivery performance through use of technology and process standardization while increasing the availability of and access to information, particularly related to public services. The activity also fosters improved and inclusive relationships and engagement between the government and the communities they serve. The activity goal is more equitable, efficient, and sustainable public services as well as improved government responsiveness to citizens' needs and demands, contributing to more accountable, transparent, and inclusive governance.

Question 2: What is the average number of participants expected per workshop or training session?

Answer 2: The events and workshops vary in size, typically accommodating between 15 to 50 participants.

Question 3: Can you share the anticipated total number of workshops/training sessions that will be held throughout the project?

Answer 3: The number of workshops cannot be anticipated for now. However, the BPA will be for 12 months, and we are anticipating around 5 workshops per week.

Question 4: Will invoices be issued separately for each workshop, or will the total payment be processed at the end of the contract?

Answer 4: The invoices should be issued per workshop.

Question 5: Could you clarify if the vendor needs to arrange DBA insurance coverage directly, or if there are any specific instructions regarding DBA insurance procurement through USAID's carrier?

Answer 5: Upon award, If DBA insurance is required based on the type of contract, the selected offeror must contact the DBA insurance carrier directly. Please note that instructions for obtaining DBA insurance are provided in the RFQ. DBA insurance will be required for individual purchase orders under the BPA, and the cost will be reimbursed to the selected supplier

Question 6: Could you please advise the maximum email size for the submission of offer to this RFQ?

Answer 6: Please note that it is 20 MB per email, and there is no restriction on the number of emails you send as part of your offer submission.

Question 7: Can we include Zip files in the tender submission emails?

Answer 7: Yes, you can.

Question 8: Should the pricing offer be in a separate email?

Answer 8: It is fine to be in separate email or same email with technical offer.

We look forward to receiving your quotation before the deadline.

Best regards,

Procurement Team