

## Annex 2

### REPLY TO SECOND SET OF QUESTIONS CONCERNING PROCUREMENT SAP PROJECT (Res. 1243)

#### Bidder Questions and ITU Answers (Q & A)

The following ITU answers complement the first set of answers that was provided to bidders.

These answers concern only the PROCUREMENT SAP project, and not the TRAVEL MANAGEMENT project.

#### 1. Pricing structure

Can the bidder propose a fixed-price for the design portion of the project (hereafter Segment I), together with a price-estimate for the development and delivery of the System (hereafter Segment II)? If yes, the bidder proposal will include the assumptions and the rationale on which the price estimate for Segment II is based. Then at the end of the PDR, the Consultant will propose a fixed-price for Segment II.

**Answer:** The bidder may include two estimates for Segment II: a minimum price and a ceiling price. In such a case, the ITU will consider the sum of the fixed-price for Segment I and the ceiling price for Segment II as the fixed-price for the overall project. This approach will enable ITU to comply with its principle of competitive outsourcing.

#### 2. Project location

Can the project be partially executed from the consultants' home country?

It should be understood that in this proposed manner of working no concessions will be made regarding the quality of the project deliverables. Nor will this lead to increased efforts at ITU's project team side. Only those activities that require no interaction with ITU's project team will be performed remotely from ITU's office.

**Answer:** The bidder may propose this method of project execution as an option with its own price, for ITU's consideration.

#### 3. User language

According to the RFP Appendix 1-A §2.8.1, the required language for user interaction is French. Does this include all communications during the process of creation of the business blueprint?

**Answer:** The answer to the above question is yes.

However, the bidder may propose, for ITU's consideration, the following option with its own price: the Consultant team during Segment I of the project will be English-speaking only, and the Consultant team handling the user training and the related training handouts will be French speaking.