

**Request for Quote – Research Services  
Market Development Facility (MDF) - Fiji**

**Addendum 1**

Date: 31 August 2020

Pages: 2

**Queries from Tenderers:**

**1. Are Public Liability and Professional Indemnity Insurances Compulsory?**

**Response:** It may be compulsory for Service Providers to hold Public Liability and Professional Indemnity Insurance. If you currently do not have these insurances, you might be required to take this insurance and maintain it for the duration of the services. This will be further negotiated during the contracting stage should you be preferred provider.

**2. What does the quote need to contain?**

**Response:** The quote submitted must have daily rate for one (1) team leader and one (1) enumerator respectively. Any management fee needs to be factored in this quote.

**3. What is the minimum team size required to apply?**

**Response:** You are required to have a minimum of two (2) team leaders and two (2) enumerators.

**4. Besides the daily quote, what other costs should be factored?**

**Response:** Please note accommodation and travel costs will be the responsibility of Market Development Facility (MDF), however you must include *per diem* rate per day in your quote.

## Amendment

- In view of the response to Question 4 above, the Financial Proposal Table in the Response Form is amended as below. Tenderers must use this table when completing the response form:

Item #	Item Description	Unit Cost in FJD (exc. VAT)	VAT per Unit Cost in FJD (if applicable)	Total Unit Cost in FJD (inc. VAT)	Service Provider notes if any
1.	All-inclusive Daily Fee for each Field Supervisor (inclusive of all management fees, and overhead costs – but exclusive of travel costs such as transport, and accommodation and per diems).				
1a	Daily per diem rate for each Field Supervisor				
2	All-inclusive Daily Fee for each Survey Enumerator (inclusive of all management fees and overhead costs – but exclusive of travel costs such as transport, and accommodation and per diems).				
2a	Daily per diem rate for each Survey Enumerator				
<b>Total Daily Fee per team of 1 Field Supervisor and 1 Enumerator</b>					

End of Addendum