



Ref. RFP/RQ – 01

## **RESPONSE TO BIDDER QUESTIONS**

### **REQUEST FOR PROPOSALS COMPETITION LAW AND ANALYSIS TRAINING WORKSHOP FOR THE REGULATORY STAFF OF THE EASTERN CARIBBEAN TELECOMMUNICATIONS AUTHORITY AND THE NATIONAL TELECOMMUNICATION REGULATORY COMMISSIONS**

#### **QUESTION 1**

Would the budget include the actual cost of the workshop, that is, hiring venue, costs for breaks and lunches, etc. or just the cost that will be incurred by the consultants: that is, time for preparing the lecture notes and manuals, travel expenses, subsistence, and fees for the days of the workshop?

#### **ANSWER**

The cost of booking and renting a venue and associated incidentals such as the provision of a sound system, flip charts, projector and screen, wireless internet as well as the provision of tea breaks and lunch for all participants will be borne by ECTEL. Therefore, submissions on the budget by all bidders should exclude these costs.

ECTEL will also bear the cost of reproducing any manuals or documents that the successful bidder prepares. Prior to the start of the workshop, all documents for use by participants during the workshop will be submitted to ECTEL in one hardcopy and electronically. ECTEL, at its own cost will make the workshop documents available to all participants. ECTEL will also establish a Secretariat at the venue to provide for the printing of documents where necessary.

Therefore, the budget provided by bidders should include the consultant's fee, travel and hotel expenses as well as the cost of developing the workshop

material. Costs for booking and renting a venue and associated incidentals such as the rental of a sound system, use of a projector and screen, flip charts, the provision of wireless internet as well as the cost for the provision of lunch and tea breaks and costs for reproducing the workshop material should **NOT** be included in the budget as these costs will be borne by ECTEL.

## **QUESTION 2**

Can you provide information at this time some idea as to the fee per day that ECTEL would be budgeting for, for this consultancy?

## **ANSWER**

It is suggested that the bidders' budgets for their consultancy fees, travel, accommodation and production of workshop material are kept at approximately **FORTY FIVE THOUSAND EASTERN CARIBBEAN DOLLARS (45,000XCD)**.

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