



## QUESTIONS & ANSWERS

### Macedonia Judicial Strengthening Project (JSP)

#### CAPACITY AND SUSTAINABILITY BUILDING PROGRAM WITH PROFESSIONAL ASSOCIATIONS AND CIVIL SOCIETY ORGANIZATIONS

1. **Q1:** In the Statement of Work, Part B – Project Objective, it is stated that Activities shall include workshops, discussions, meetings, trainings and other activities to accomplish the main goals established for each organization as enumerated in the report. Can you give us additional explanation what do you mean under “discussions and other standard activities”?

**A: In the attachment F –Deliverables Plan it is specified that vendor should provide exact number of trainings and workshops.**

2. **Q2:** Can you give additional explanation of what is it considered an activity in relation to Attachment G – Proposed Schedule of Activities? Is it only the implementation of workshops, trainings, and any others?

**A: It refers to the implementation of workshops, trainings and meetings. The applicant should also prepare a brief monthly report (no longer than 2 pages) highlighting the main activities of the month. The monthly report will be submitted no later than the 5<sup>th</sup> business day of each month.**

3. **Q3:** As part of the RFP, there is Attachment G – Proposed Scheduled of Activities. Is it expected to fill out this attachment only for the first quarter of the project, or for each of the planned quarters during implementation?

**A: This attachment is expected to be submitted for the all duration of the program (13 months).**

4. **Q4:** Are July and August acceptable months for implementation of the trainings considering that people can go to summer holidays during this period?

**A: From our own experience, it is challenging to implement activities between the period of July 15<sup>th</sup> to August 31<sup>st</sup>.**

5. **Q5:** Regarding the logistics, is it preferable that some of the trainings and workshops be held out of Skopje? If yes, can you give an approximate percentage of the events that you would like to be organized out of Skopje?

**A: Our preference is that most of the trainings be held in Skopje. However, the number of trainings out of Skopje should be maximum 10% or no more than 3 trainings.**



6. Can you give an approximate number of participants for the proposed trainings and workshops? This information is vital specifically for calculation of the costs required for events organized outside Skopje.

**A: Please refer to Page No. 2 of the RFP (second paragraph) for an answer.**

7. **Q7:** In Attachment D – Offeror Qualification Questionnaire, numeral No. 3 “Requirements in payment and amount of capital assets, evidence of solvency.” Can you give us additional explanation what kind of document this is in Macedonian environment and which institution issues this document? Also, is it expected the document to be provided in English?

**A: Documents can be provided in Macedonian language, although English would be helpful. The following documents should be provided to demonstrate evidence of solvency:**

- a. **Bank Statement – Direction of Public Revenue Office about solvency for an organization.**
- b. **Three last annual financial reports (2009, 2010 and 2011). The original documents need to be provided in Macedonia language.**
- c. **Recent audited report (if available).**