

Additional information

for the tender RFP 11-149

External technical assistance to develop a Chapter on Fixed Asset Management as part of the MRC Administration Manual

No	Questions	Answer
I	GENERAL	
1	List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required.	Please read the Tender Document, Section III – Term of Reference and Section VI – Financial Proposal Forms
2	Soft Copy of the Tender Document through email.	Please download from: http://www.mrcmekong.org/tenders/external-technical-assistance-No.11-149.html
3	Names of countries that will be eligible to participate in this tender.	This is an international tender. There is no limit for originality of the bidders
4	Information about the Tendering Procedure and Guidelines	Please read the Tender Document, Section II – Instruction to Bidders
5	Estimated Budget for this Purchase	Please read the Tender Document, Section I – Invitation for Proposals
6	Any Extension of Bidding Deadline?	No.
7	Any Addendum or Pre Bid meeting Minutes?	This Additional Information is the first release.
II	TOR	
8	The MRC already has a Procurement Manual. Does the scope of this engagement include reviewing the procedures for the procurement of fixed assets	No. However, the consultant may need to refer to all MRC relevant manuals/documents to ensure the new chapter to be developed will be comprehensive and applicable.
9	The memorandum of 20 February 2007 on Fixed Asset Management, attached to the TOR, refers to two databases of fixed assets, one at Vientiane and one at Phnom Penh. Does the MRC intend to maintain two separate databases or merge them into one?	MRCs has been using Microsoft Access to keep records of its inventory system in two offices. Although each office maintains a separate database for each location, the features of the database are the same. We don't have any concrete plan to merge the two databases into one at the moment. However, we would be happy to hear a feasible recommendation from the Consultant to ensure smooth operation in two offices while ensuring consistency and completeness of the recording.
10	The TOR includes training of relevant administrative staff members. Where are these staff members based? Will the training be held centrally, or will you require separate training at OSP and OSV?	Concerned administrative staff members are based in both offices. The training venue has not been decided but we aim to have it conducted at one time in one location (either OSP or OSV).