

# ADDENDUM N°1 to the TD: “REDEVELOPMENT OF TVET COURSE MATERIALS INTO MOODLE-BASED E\_CONTENT\_ BEL20006\_10005”

Dear Sir, Madam,

Taking into consideration de concerns and requests for clarifications from some of the interested bidders as regards to some of the Clauses of the tender specifications for the Supply of “REDEVELOPMENT OF TVET COURSE MATERIALS INTO MOODLE-BASED E\_CONTENT\_ BEL20006\_10005”;

Please find below, the clarifications to the received requests as well as some modifications on the TD

No	QUESTIONS	ANSWERS/CLARIFICATIONS
1	We received the Tender and after reading through, and we are a little bit confused, how the amount of experts (7 Experts) and hours of learning time (100 Modules with 400h learning time in total) corresponds with the estimation in days (We saw it was 54 days). We wonder, how it may be possible to structure material AND create for 50% of the courses multimedia content within the mentioned 54 days? Is there a mistake in the estimation of days? If so, will there any Tender Update?	<p><b>1. <u>Deliverables and timelines</u></b> (subpoint 3 on page 36 of the tender document) on the clause 5, <b>subpoint 3</b> of the TD, is modified as follow:</p> <p>The total estimated person days for the implementation of the project <b>are modified from 54 to 100 Days</b></p> <p><b><u>Please refer to annex 1</u></b></p> <p><b>The rest of the clauses of this point remain unchanged</b></p>
L	Is there any budget guidance on the said TORs?  What is the budget in EUR for the project?	<p>No budget guidance is allowed this being a competitive tendering process.</p> <p>The bidder is required to propose his/her own financial proposal in accordance with the requirements of the terms of the reference</p>
3	The LMS development and functionality is out of scope. We understand that there is an available LMS which is being used.	The Client uses the Moodle LMS which has been correctly configured. The selected consultant will gain/acquire course creator rights to the platform
4	Mobilisation of teachers, students, feedback groups is out of scope. These would be nominated by RP, RTB, Enabel teams	This is correct. The client will mobilise all stakeholders that will assist on this project.
5	Is there any possibility of sending the Bid by email: We understand this is not permitted, still asking?  The ToR state that the proposal must be delivered by post or by hand. Is there any option for submitting electronically?	<p>The bids submission by email is not an option for this tendering process.</p> <p>The bids should be submitted as requires in the <b>point 3.4.4</b> (How to submit tenders?) of the tender document:</p>
6	Please clarify: What is the expected date to award of the Project (start date of the projects)	The expected date for award the tender is the date on which the selected bidder will receive the award notification letter and the project starts one day after the this date

7	<b>You apply VAT reverse charge. Therefore, our tax authorities request an (Rwanda Development Board) RDB-Registration certificate and the most recent tax certificate from the Rwanda Revenue Authority. Is that possible for you to provide for us?</b>	Point 3.4.3.1. (Elements included in the price) provides a list of the elements to be considered by the bidder while preparing his financial proposal and this includes all the applicable taxes (in Rwanda) including the VAT, whereby for the international bidders, and their proposed amount for the tender (financial proposal) should include the reverse VAT as provided by art.12 of the law 37/2012 of 09/11/2012.  Please note that no other document is required from the client at this stage.
8	<b>On the provided Moodle, additional plugins may be installed by the provider?</b>	Additional Plug-ins are to be installed by the Service Provider, if needed.
9	<b>The assignment is foreseen 15 weeks in Kigali. Is it required to be in Kigali only face to face or may we include online phases for the implementation of this assignment?</b>	With reference to the requirement of the ToRs, the bidders are invited to make their proposal on how they intent to perform and the methodology to be used, then the evaluation committee will be the one to analyse the proposal and take a decision.
10	<b>We were not able to find the content division (Annex 1). Can you please share these?</b>	<b>Content division to be provided with this addendum. Or might obtained via <a href="mailto:evariste.sibomana@enabel.be">evariste.sibomana@enabel.be</a></b>
11	<b>On Page 34 you mention a needs assessment reports. Can you provide these?</b>	These details will only be provided at the inception phase.
12	<b>On Page 34 you mention also the provision of example documents as Annex. We were not able to locate these. Can you please share these?</b>	Attached to this addendum (see also point 10)
13	<b>The ToR refer to 100 online modules; is each module a separate course? If so, how many ECTS equivalent is each? If not, could you kindly explain what is meant by “module”?</b>	The ToR states that one module corresponds to more or less 4 hours of run-through time
15	<b>What is the average capacity (digital and moodle) of the instructors?</b>	Please refer to the requirements of the ToRS other details of the assignment will be provided to the selected bidder at the inception phase.
16	<b>Is there a capacity development project running parallel to this project to train instructors? If not, has there been any capacity development for instructors prior to this project?</b>	Please refer to the requirements of the ToRS other details of the assignment will be provided to the selected bidder at the inception phase.
17	<b>What course material has already been developed for the modules to be converted? Is there any e-Content already developed?</b>	The trades selected for this tender have no e-learning content developed so far.
18	<b>One of our developers officially has a bachelor’s degree, however, he has taken multiple certificate courses relevant to eLearning and has over 10 years of experience in managing and delivering TVET content. Can he be considered a master’s degree equivalent?</b>	Please refer to the requirements of the ToRS be it on the minimum and on the preferred profile.  The analysis of your proposal will be done by the evaluation committee.
	<b>Overall duration of the contract</b>	<b><u>Duration of the public contract</u> (clause 2.5 on the page 11 of the tender document) is modified as follow:</b>  The contract begins upon award notification and has an overall duration of maximum of five calendar months (5

		months) starting from the date of the reception of the award notification letter. The number of man days to execute the assignment is of maximum 100 man- days  <b>The remaining clauses of this point remain unchanged</b>
	<b>Extension of the Deadline for submission of bid</b>	<b>Clause 3.4.4:</b> How to submit tenders of the tender document is modified as follow:  The tender must be received <b>before 7<sup>th</sup> June 2022 at 4:00 PM Kigali time</b>  <b>The remaining parts of this clauses remain unchanged</b>

**Annex-1: A revised tentative timeline with 11 iterations (page 35 & 36 of the TD):**

#	Activities	Deliverables	Maximum Person days
1	Phase 1: Analysis + Kick-off meeting	Inception report with selected learning outcomes and needs analysis.	2 days
2	Phase 2: start of agile iterations:		
	<b>Iteration 1</b>	Consultant: Moodle back up files for Batch 1	8 days
	<b>Iteration 2</b>	Consultant: Moodle back up files for Batch 2  Enabel: Review and feedback on batch 1	8 days
	<b>Iteration 3</b>	Consultant: Moodle back up files for Batch 3  Enabel: Review and feedback on batch 2	8 days
	<b>Iteration 4</b>	Consultant: Moodle back up files for Batch 4  Enabel: Review and feedback on batch 3	8 days
	<b>Iteration 5</b>	Consultant: Moodle back up files for Batch 5  Enabel: Review and feedback on batch 4	8 days
	<b>Iteration 6.</b>	Consultant: Moodle back up files for Batch 6  Enabel: Review and feedback on batch 5	8 days
	<b>Iteration 7</b>	Consultant: Moodle back up files for Batch 7  Enabel: Review and feedback on batch 6	8 days

	<b>Iteration 8</b>	Consultant: Moodle back up files for Batch 8 Enabel: Review and feedback on batch 7	8 days
	<b>Iteration 9</b>	Consultant: Moodle back up files for Batch 9 Enabel: Review and feedback on batch 8	8 days
	<b>Iteration 10</b>	Consultant: Moodle back up files for Batch 10 Enabel: Review and feedback on batch 9	8 days
	<b>Iteration 11</b>	Enabel: Review and feedback on batch 10	8 days
3	Phase 3: Implementation + testing	100 modules redeveloped into Moodle activities  Testing report, including areas of improvement.	5 days
4	Phase 4: Training	Training on basic Moodle course development skills and editing of redeveloped content	5 days
<b>Estimated person days for the completion of the project</b>			<b>100 Person days</b>

**The total contract duration is of 5 calendar months, from the start of the projects** which is materialized one day after the reception of the award notification letter – with maximum 100 person days.

We thank you for your valuable collaboration,

Kind regards ;

**Signature:**   
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