

**CLARIFICATION DOCUMENT #2**  
**Request for Proposal # (2017/JCAA/11)**  
**To Undertake a Job Evaluation Exercise for Air Traffic Control Positions/Jobs**

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A Bidder requested clarification on the under-mentioned questions; the questions are in black and the responses from the JCAA are in **blue**. It is the JCAA's position that all Bidders must be privy to the same information in an effort to maintain transparency and fairness of the procurement process, hence us publicizing the responses to the clarifications being sought.

**QUESTIONS 1:**

Regarding the procurement procedure for: "Job Evaluation Exercise for Air Traffic Control Positions/Jobs". We would like to clarify if there is a ceiling amount for this project and if project should be concluded within 6 weeks.

**JCAA's RESPONSE:**

**There is no ceiling amount for this project. While we would like to have same concluded within the six weeks, we will yield to the expert's recommendation on the possible timeframe.**

**QUESTION # 2**

I've noticed there's a question mark on the Data Sheet, point 3.3 (b), after where it's stated "6 weeks?". What is the reason for this?

**JCAA's RESPONSE**

**We estimate that the consultancy can conclude within six (6) week, we however stand to be guided by you as the Consultants; hence the question marks after the six (6) weeks.**

**QUESTION # 3**

On item 3.6 of the Data Sheet, it's stated that per diem allowances, travel, accommodation, etc. are not applicable (N/A). I assume this implies that the JCAA does not require the selected consultant to travel and conduct local interviews, is this correct?

**JCAA's RESPONSE**

**Those are reimbursable expenses. Based on the consultancy all the interviews would be conducted at our head office. If there is a need for the consultant to visit the airports etc to conduct further interviews we will provide the transportation. As it relates to hotels and airfare we anticipate that those costs will be factored in the financial proposal to be submitted.**

**QUESTION #4**

- Since we are mailing the Proposal via DHL, the latest on December 28<sup>th</sup>, it will not be possible for us to use the date for the exchange rate specified on the Data Sheet (point 5.6) of January 4<sup>th</sup>. Is it acceptable for the JCAA that we use the exchange rate of December 26<sup>th</sup>?

**JCAA's RESPONSE**

**The rate of exchange for the day the payment is made is usually used. Therefore it is expected that for the submission of your proposal you will use the exchange rate of the day you are submitting the proposal.**