

REQUEST FOR PROPOSAL: CONSULTANCY SERVICE FOR THE TENDERING AND SUPERVISION AGENT FOR THE PREPARATION OF BASIC DESIGNS FOR THE REDUCTION OF NON-REVENUE WATER IN PRIORITIZED AREAS OF BARBADOS

RESPONSE TO INQUIRIES

1. Question: On-Site Presence vs. Remote Work: Could CAF/BWA clarify the expected frequency and duration of required field visits to Barbados by the Tender & Supervision Agent? Specifically, can most supervision and reporting activities be performed remotely, with only periodic site missions required for validation and inspections?

Answer: While tender-related activities may be carried out remotely, at least two field visits to Barbados by the Tender & Supervision Agent are expected to ensure effective coordination and quality oversight.

The first visit should take place at the beginning of the process, during the tender preparation phase. This mission is essential to meet with the BWA team, conduct site visits, and gather the necessary context to prepare high-quality Terms of Reference for the technical studies.

The second visit should be scheduled around a key milestone during the implementation of the studies, such as the selection of the preferred alternative. A face-to-face meeting — and possibly a field visit — at that stage could be critical to support sound decision-making.

The exact timing and objectives of both visits must be detailed in the schedule/work plan, ensuring that each visit delivers maximum value to the process.

2. Question: Scope of Supervision: The RFP indicates supervision of the technical consultancy's deliverables. Will the agent also be required to supervise any physical works (e.g., leak detection, pilot interventions), or is the scope limited strictly to design studies and consultancy outputs?

Answer: It is not necessary for the supervision to review field work; the supervision's role will be primarily to review deliverables and ensure quality control.

3. Question: Access to Technical Information: Will the Tender & Supervision Agent be granted access to the full Water and Sanitation Master Plan, existing NRW studies, and GIS/network data from BWA? If so, in what format and at what stage of the contract will this information be made available?

Answer: The Tender & Supervision Agent will have access to the technical information from the Master Plan, existing NRW studies, and GIS/network data from BWA for the preparation of the procurement documents for the technical consultancy. However, BWA may restrict access to information it deems confidential. Some confidential information can be provided after the execution of a non-disclosure agreement.

4. Question: Local Partnerships or Representation: Is there a requirement or preference for the Tender & Supervision Agent to have a local office or partner firm in Barbados

during the assignment, or will international firms operating remotely with periodic visits be considered equally?

[Answer:](#) It is not required for the Tender & Supervision Agent to have a local office or partner firm in Barbados during the consultancy. International firms may operate remotely, supported by site visits.

5. Question: Evaluation of Key Personnel: In case of subcontracting or consortiums, can CAF confirm whether the key personnel scoring will accept experts from different partner firms, provided they collectively meet the criteria, or must all key personnel belong to the lead firm?

[Answer:](#) CAF will accept consortia of consulting firms provided they jointly meet the criteria established in the RFP; key personnel may come from any of the partner firms. The joint venture or consortium (not the individual firms) will be the party to enter into the contract with CAF, and will bear sole responsibility for delivering all contracted deliverables.

6. Question: Budget Allocation and Eligible Costs: The reference budget is set at USD 90,000. Could CAF clarify whether travel and accommodation costs for field missions to Barbados should be included within this ceiling, or will such expenses be reimbursed separately?

[Answer:](#) As stated in Section 3.10 “Payment Terms” of the RFP, the contract is for a single, all-inclusive lump sum, which must encompass all costs and associated expenses, including travel and accommodation for field missions, overheads, taxes, and any other costs required to carry out the work.

7. Question: Deliverables and Approval Process: For each deliverable (Work Plan, Validation Report, Evaluation Report, Supervision Reports, Final Report), what is the approval timeline by CAF/BWA? Specifically, will there be defined maximum response periods for review/feedback to avoid delays in payment milestones?

[Answer:](#) CAF/BWA’s review and feedback on each deliverable typically does not exceed 10 business days.

8. Question: As we understand it, the assignment includes:

- Preparing Terms of Reference (ToR) for a Technical Firm that will carry out technical assessments (baselining, fieldwork, etc.)
- Supervision to oversee the Technical Firm’s work over 154 days.
- The tendering and supervision agent will NOT draft an NRW reduction contract for BWA, that will be responsibility of the Technical Firm

Could you kindly confirm whether this understanding is correct?

[Answer:](#) The response to your query is contained in Section 3.5.2 (“Specific Objectives”) and Section 3.7 (“Scope”) of the RFP.

9. Question: Prioritized zones and interventions: Is there a master plan or analysis available for determining the prioritized zones and waterworks where interventions are to be carried out? General reports would be very useful to define a more accurate methodology.

Answer: According to the RFP, Section 10.2 Available Technical Information, there is technical documentation available. The prioritization of work zones will be determined jointly with the BWA.

10. Question: Frequency of site visits: Could you clarify how often, or under which milestones, key personnel are expected to travel to the site? Given that travel has a significant budgetary impact, an estimation would be important for planning purposes.

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The second visit should be scheduled around a key milestone during the implementation of the studies, such as the selection of the preferred alternative. A face-to-face meeting — and possibly a field visit — at that stage could be critical to support sound decision-making.

The exact timing and objectives of both visits must be detailed in the schedule/work plan, ensuring that each visit delivers maximum value to the process.

11. Question: Timeline for Deliverable 3: The second payment is scheduled after 120 days, upon submission and approval of Deliverable 3: “Evaluation Report.” Is there a draft document for the Tender and Plan documents? We are concerned that the 120-day period may not allow sufficient time to evaluate the prioritized zones, prepare the Tender Plan and Tender Documents, conduct the tender, and complete the bid evaluation.

Answer: The 120-day timeframe is provided as a reference target, and offers the necessary benchmark for planning. However, proponents are welcome to submit an alternative schedule in their proposal, should they consider it more feasible given technical or logistical constraints. Such alternative timelines will be reviewed and evaluated by CAF and BWA during the proposal assessment.

12. Question: Field supervision requirements: Clause 3.7.5 indicates that the agent must continuously supervise the work of the contracted consultancy, including “field activity supervision: periodic on-site inspections to verify the quality of physical works and field data collection.” Does this imply the need for a full-time technician or field engineer for

several months? This requirement would also have a considerable impact on the budget.

Answer: No, it is not necessary to have a full-time field technician or engineer for continuous field supervision.

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The second visit should be scheduled around a key milestone during the implementation of the studies, such as the selection of the preferred alternative. A face-to-face meeting — and possibly a field visit — at that stage could be critical to support sound decision-making.

The exact timing and objectives of both visits must be detailed in the schedule/work plan, ensuring that each visit delivers maximum value to the process.

13. Question: General experience requirements: In Table 4, the terms require consulting firms to demonstrate experience in a minimum of three “supervising infrastructure project studies.” In our experience, such projects do not typically involve supervising consultants, at least in Argentina, and the role has only recently been incorporated by multilateral credit agencies. We therefore suggest including “execution of infrastructure project studies,” with technical parameters to define the scope of the projects (e.g., serving 100,000 people, 20 km of pipelines, 5 km of pipelines with a diameter greater than 500 mm, etc.). The same comment applies to “Prefeasibility and/or feasibility study supervision and/or final design of water and sanitation system projects.” We suggest including “execution of prefeasibility and/or feasibility studies and/or final design of water and sanitation system projects,” while also including technical parameters instead of cumulative sums.

Answer: CAF accepts this suggestion. Therefore, the criteria will be revised to include execution of pre-feasibility and/or feasibility studies and/or final design of water and sanitation system projects among the accepted experience.

14. Question: Specific experience of the Tender and Supervision Director: The requirements specify: “Minimum 5 projects leading Non-Revenue Water (NRW) reduction and potable water network optimization. Experience in network sectorization and information management systems. Participation in at least 2 projects funded by international organizations, managing contracts, budgets, and deliverable quality.” In our view, there are not many projects carried out with such specific goals. We therefore suggest broadening the criteria to include waterworks intervention projects meeting certain minimum technical characteristics, such as network size or complexity.

[Answer:](#) We will maintain the criteria as established in the RFP

15. Question: Supporting documentation Could validation letters or contracts to prove the firm's experience be submitted in Spanish?

[Answer:](#) Validation letters or contracts to prove the firm's experience may be submitted in Spanish, accompanied by an English summary of their content.