



USAID | PAKISTAN

FROM THE AMERICAN PEOPLE

Amendment Number: 01
Amendment Date: July 20, 2009

RFTOP Issuance Date: July 6, 2009
RFTOP Closing Date: August 6, 2009 (COB Washington, D.C. time)

Subject: Request for Task Order Proposal (RFTOP) No. 391-2009-024
Pakistan HIV/AIDS Prevention Program

Reference: HIV/AIDS – AIDSTAR Sector I – Technical Assistance IQCs:

Dear Offerors:

The purpose of this amendment is to revise sections of the RFTOP and provide answers to the questions.

PART I - RFTOP Amendment - RFTOP 391-2009-024 is hereby amended as follows:

1. a) SECTION C.4 – “STAFFING AND MANAGEMENT PLAN”

Delete the “Key Personnel Positions” on page 20, paragraph 3, and replace these with the following:

- 1) Chief of Party
- 2) Director of Administration and Financial Management
- 3) HIV/AIDS Expert – Senior Technical Advisor
- 4) Monitoring and Evaluation Advisor with experience in multiple aspects of HIV/AIDS programming

b) SECTION H.2 – KEY PERSONNEL:

Delete the “Key Personnel Positions” and replace these with the following:

- 1) Chief of Party
- 2) Director of Administration and Financial Management
- 3) HIV/AIDS Expert – Senior Technical Advisor
- 4) Monitoring and Evaluation Advisor with experience in multiple aspects of HIV/AIDS programming

c) SECTION L.B.1 – “STAFFING”

Delete the “Key Personnel Positions” and replace these with the following:

- 1) Chief of Party
- 2) Director of Administration and Financial Management
- 3) HIV/AIDS Expert – Senior Technical Advisor
- 4) Monitoring and Evaluation Advisor with experience in multiple aspects of HIV/AIDS programming

2. a) SECTION L.A – TECHNICAL PROPOSAL

Delete paragraph 3 and replace it with the following:

“Email copies must arrive by August 6, 2009 (COB Washington DC time) and hard copies must arrive by 3:00 pm Islamabad time August 12, 2009. Both are required. Proposals will be accepted for consideration as long as they arrive at USAID/Pakistan by the time stipulated.”

b) COVER LETTER

Delete paragraph 2 on page 2 of cover letter and replace it with the following:

“Proposals are due no later than **August 6, 2009 (COB Washington DC time)** and shall be submitted electronically by e-mail by this date with attachments up to 2MB limit per email. Proposals received after this deadline **will not be considered**. In addition, the actual proposals should be delivered to the following addressee, by courier services no later than 3:00 pm Islamabad time August 12, 2009. Proposals should be submitted in sealed envelopes with the name and address of the contractor and the number of the RFTOP on the envelope; telegraphic or fax applications are not authorized for this RFTOP and will not be accepted.”

PART II. In response to all questions submitted, the solicitation is further clarified as specified herein:

- Q1. RFTOP Page 12: Key personnel positions are designated as either “(US)” or “(US/Pakistan)”. Will you please provide further clarification on these distinctions and whether the related guidance is a requirement or a recommendation?

Ans: This section has been revised. See Part I of this Amendment.

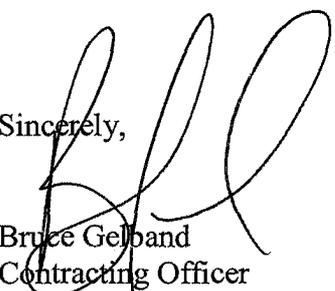
Q2. RFTOP Page 38: Section L states that "USAID must receive both the electronic copy (CD) and the hard copies by the submission deadline for the proposal to be eligible for consideration.", yet the original text in the cover letter states that "...actual proposals should be delivered to the following addressee, by DHL, submitted to DHL no later than above deadline." Will you please clarify whether hardcopy submissions need to arrive at USAID, or DHL, by the proposal due date?

Ans: This section has been revised. See Part I of this Amendment.

This constitutes Amendment 01 to Request for Task Order Proposal (RFTOP) 391-2009-024. The Offerors should take account of the expected delivery time required by the proposal transmission methods, and are responsible to ensure that proposals are received at USAID in Islamabad by the due dates and time specified herein. No further questions regarding this RFA will be entertained.

Thank you for your interest in USAID programs.

Sincerely,



Bruce Gelband
Contracting Officer
USAID/Pakistan