

# **TENDER FOR THE PROVISIONING OF CONSULTANCY SERVICES FOR THE DEVELOPMENT OF THE ASEAN DIGITAL MASTER PLAN 2025 (ADM 2025)**

## **Questions & Answers**

### **Scope of Works**

<b>No</b>	<b>Questions</b>	<b>Answers</b>
1	<p>Paragraph 40.2.7/40.2.8</p> <p>Please clarify if the schedule for ADM 2025 brainstorming sessions / MCMC timelines remains the same considering the developing COVID-19 situation.</p>	<p>At this moment the dates still stand. Should there be any changes, we will advise later.</p>
2	<p>Paragraph 40.2.7/40.2.8</p> <p>Please clarify the requirement on travel as travel restrictions currently in place by Philippines, Malaysia, Vietnam and/ or in home countries of the proposed working team (e.g. Singapore, UK) due to COVID-19:</p> <ul style="list-style-type: none"><li>- Many countries in the EU and UK have banned non-essential travel, and there are currently a couple of countries that have halted visa-free travel to individuals from these countries</li><li>- Singapore has advised to defer all non-essential travel from 17 March for next 30 days and subject to further review, as part of new Covid-19 measures</li></ul>	<p>This will depend on the respective countries. Situations are volatile and policies may change as time goes by. Should travel restrictions still be in place, alternatives will be considered (e.g.: video conferencing).</p>

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3	<p>Appendix H, 1C</p> <p>Does the project experience for international bodies/ formal regional groupings need to be within the last 5 years, similar to the requirement for 1A and 1B?</p>	<p>No. Not limited to five (5) years.</p>
4	<p>40.2.8 MCMC's timelines</p> <p>Please clarify the expectations for the drafts of the ADM 2025. Does each draft (specifically the 1st Draft) need to contain the complete ADM 2025 requirements, including action points, implementation guideline, monitoring guide? Or can the contents in the 1st and 2nd Draft build up to the final draft, where the complete ADM 2025 will be delivered?</p>	<p>Preferably, the first and second drafts should contain all the proposed elements. All proposed elements will have to be reviewed and approved by the ten (10) ASEAN Member States. However, these drafts will be working drafts and will be reviewed and amended, as discussions progress.</p>
5	<p>40.3.3. Detailed action points, which can translate into regional project goals;</p> <p>Please clarify the requirement on "regional project goals". Taking reference from AIM2020, "Target/Project" is the hierarchy below "Action Points" and this largely refers to a project/activity (e.g. Under action point 3.2.1, #1: Study the existing start-up ecosystem of incubators, seed funders and venture capitalists in ASEAN), instead of prescribing specific a goal.</p> <p>Does the requirement call for the development of projects/ activities to be initiated under a particular Action Point? Or will the winning tenderer be required to come with specific goals/ targets for each Action Point under the new ADM2025 framework?</p>	<p>"Regional project goals" is similar to "Target/Project" in the AIM2020. Initiatives undertaken by the ADGMIN, ADGSOM and ATRC must be in line with the current ICT/Digital Masterplan.</p> <p>Comparing the AIM2015 and the AIM2020, the former was less prescriptive (requiring AMS to develop projects and activities in more detail, for each work cycle) while the latter was more prescriptive (specific goals and targets).</p> <p>The ADM2025 should achieve a balance between the two previous masterplans, by allowing there to be action points general enough for the AMS to propose regional projects, in line with future ICT trends and trends, yet prescriptive enough for the ADM2025 to be focused.</p>

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6	<p>Pages 33 and 34</p> <p>Each strategic thrust has a few listed items (e.g. Next-generation infrastructure, universal design, smart digital environment, etc.).</p> <p>Whether tenderers can propose additional items for some of the thrusts or MCMC would prefer to focus only on the specifically listed items.</p>	<p>Tenderers can propose amendments and/or additions to the lists under each strategic thrusts. All amendments and additions are subject to ASEAN's approval.</p>
7	<p>Page 31 Proposed Themes</p> <p>Three options are listed. How will the final theme be chosen?</p>	<p>The ASEAN Member States (AMS) will need to collectively agree on a theme. There's a possibility the theme will be something different from the three (3) listed options. Tenderers are free to suggest new proposed themes, with justifications.</p>
8	<p>Pages 32 and 33</p> <p>Are the intended outcomes and strategic thrusts confirmed or should there be further work done by the consultant to confirm these?</p>	<p>They have been confirmed and approved by the ASEAN Digital Ministers (ADGMIN). However, should the tenderers think there could be proposed amendments which will benefit or improve the ASEAN Digital Masterplan 2025 (ADM 2025), then they may do so, with justifications. Subject to the approval by all 10 AMS.</p>
9	<p>Paragraph 43</p> <p>Does MCMC expect any other reports or presentations to be necessary beyond those listed in the deliverables in Table 4? In particular, we assume we will not be required to prepare any background reports, benchmark studies and so on, except to the extent that these are direct inputs to the Master Plan. Is this correct?</p>	<p>At this moment, the deliverables still stand. All deliverables must be in line with the requirements detailed under item 40. Should extra reports be required, MCMC will request the successful consultant in writing. That being said, should a tenderer have recommendations to propose additional reports or benchmark studies, please indicate so in the proposed workplan, per item 40.2.4:</p> <p>40.2.4 Provide recommendations to improve the structure and format of the ADM 2025, to</p>

No	Questions	Answers
		ensure a more robust, innovative and outcome-based masterplan.
10	Similar to the above, does MCMC expect the consultant to undertake any one on one stakeholder interviews as part of this project?	<p>Yes. Please refer to items 40.2.5 and 41.6:</p> <p>40.2.5 With the guidance of MCMC, liaise with all AMS and any related stakeholder on the input for the ADM 2025. This includes obtaining and collating input and views from, but not limited to, governments, the private sector, business councils and the consultants who are currently undertaking the AIM 2020 completion report;</p> <p>41.6. The Successful Tenderer shall provide a team of at least two (2) persons where the team must be able to act as full time contact points when AMS and other related stakeholders need to provide input or seek clarification with regards to the drafting of the ADM 2025, be proficient in English, both in written and spoken, and is able to carry out presentations and produce well-written papers and reports that are comprehensive.</p>
11	Can the MCMC confirm that the project timeframe will be adjusted, if required, to reflect the current situation?	Following the announcement by YAB Prime Minister, Malaysia on the extension of the Movement Control Order (MCO), MCMC will adjust the project timeframe. All updates will be uploaded through the appropriate channels.

## **General**

<b>No</b>	<b>Questions</b>	<b>Answers</b>
1	<p>41.1 The Tenderer is required to include copies of any recent work that are relevant to the scope of the Consultancy.</p> <p>A) How many copies of relevant work is required for the submission?</p> <p>B) The documents cannot be anonymised, due to the public nature of some of the work. This may contravene the directive in Section 7.8, requesting for the tenderer's name to be excluded from the submission. Please advise if we should continue to provide these work products in the Technical Submission since it cannot be anonymised, or if we should provide these under the non-anonymous financial submission instead?</p>	<p>A) 1 copy for each set of tender submission</p> <p>B) The copy of recent work shall be included in the Technical Evaluation and the company identification need to be redacted. for the purpose of this tender, the Tenderer may exclude any document that is deemed confidential and MCMC shall evaluate the tenderer based on submitted documents.</p>
2	<p>Financial checklist</p> <p>Please confirm that certified copies of the following is required; we note that Section 7.3.2 only requests that bank account statement be certified:</p> <ol style="list-style-type: none"> <li>1. Certified Copy of Tenderer's CCM Certificate or Certified Copy of Tenderer's certificate of registration from the relevant authority in the country of origin</li> <li>2. Certified Copy of Tenderer's audited financial statement for the last three (3) years</li> <li>3. Certified copy of the Tenderer's certified Bank Account Statement for the last three (3) months OR Credit Facility provided the financial institution</li> </ol>	<p>All the documents required shall be certified.</p>
3	<p>3.2 Tenderer's certificate of registration from the relevant authority in the country of origin</p> <p>If certified copy of the Certificate of Registration is required, please clarify if the Certificate for</p>	<p>We require hardcopy, but under the current circumstances we will accept printed copy of a scanned document. The tenderer should be able to produce the original document when requested.</p>

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	<p>Incorporation of Company from the Accounting and Corporate Regulatory Authority, Singapore [sample available in the link below], which can be authenticated online will suffice:  <a href="https://www.acra.gov.sg/docs/default-source/default-document-library/how-to-guides/buying-information/2a-certificate-confirming-incorporation-of-company.pdf">https://www.acra.gov.sg/docs/default-source/default-document-library/how-to-guides/buying-information/2a-certificate-confirming-incorporation-of-company.pdf</a></p> <p>The online authentication page is accessible by scanning the QR code on the Certificate (by using a QR code reader or download any QR code scanner application on a smartphone).</p>	
4	<p>3.3 Tenderer's audited financial statement</p> <p>Please clarify if the financial statements will need to be physically notarised from our auditors, or will a scanned version the notarised copy suffice. We may face challenges getting a physical copy due to the social distancing regulations put in place today.</p>	<p>We require hardcopy, but under the current circumstances we will accept printed copy of a scanned document. The tenderer should be able to produce the original document when requested.</p>
5	<p>3.4 Tenderer's certified bank account statement for the last three (3) months OR credit facility provided by the financial institution</p> <p>As the bank account statement contains confidential information with respect to project billing and salaries, we propose to provide the summary of accounts, which shows the balances at the end-of-month. Please clarify if this will suffice.</p>	<p>For the purpose of this tender, the Tenderer may exclude any document that is deemed confidential and MCMC shall evaluate the tenderer based on submitted documents.</p>
6	<p>3.6 Form CA</p> <p>Please clarify if we are still required to submit Form CA, since the credit facility is not applicable in our case.</p>	<p>Yes, if there is no credit facilities with any of the Financial Institutions, please state that in the Form CA for our record.</p>

No	Questions	Answers
7	<p>3.6 Form CA</p> <p>Please clarify if Form CA will need to be acknowledged by a Financial Institution if we do not plan to take up a credit facility with any of the Financial Institutions, and submitted by the financial institution in a sealed envelope.</p> <p>Please also clarify if a digital copy of the sealed Form CA is required for the submission.</p>	<p>The tenderer need to submit this form, if there is no credit facilities with any of the Financial Institutions, please state that in the Form CA for our record.</p> <p>Yes.</p>
8	<p>7.3.1 Technical submission, (i)</p> <p>Please clarify what is required under "Section 5" of the Technical Submission. We have understood this to be an explanation of our understanding of the project scope, and an elaboration of our proposed methodology, project plan and deliverables. Please clarify if this is the right understanding. We note that Statement of Compliance to Section 5 will be separately provided under Appendix G.</p>	<p>Section 5 refers to the Scope of the Consultancy, and what is required of the tenderer. The Scope of the Consultancy includes the details, of which are related to the consultancy services to be undertaken. The Statement of Compliance is to indicate the Tenderer's compliance to the scope and requirements. It is to be separately provided under Appendix G as part of the Technical Submission.</p>
9	<p>7.3.2 Financial submission, (i) and (ii)</p> <p>Please clarify what is required under "Section 3" and "Section 4" of the financial submission. We note that the Statement of Compliance to terms in these sections will be separately provided under Appendix A.</p>	<p>The Section 3 and Section 4 to be read together with Appendix A.</p>
10	<p>Appendix C: Form for Business Profile</p> <p>Please clarify what is required under Section 2.2 Experiences. We note that our project experiences will be provided under Appendix H in the technical submission.</p>	<p>Refer to Appendix C, item No. 5 for the requirement under Section 2.2. The list of experiences to be provided shall also include both Technical and Financial submission.</p>

No	Questions	Answers
11	<p>Based on the financial checklist, we are require to submit Tenderer's audited financial statements for the last three (3) years.</p> <p>1. Do we have to submit the complete set of audited financial statements for each year?</p> <p>Or</p> <p>2. Can we submit only the following statements for each years:</p> <ul style="list-style-type: none"><li>• Financial Position</li><li>• Changes in equity</li><li>• Cashflow</li></ul>	<p>You are required to submit the complete set of audited financial statement for the last 3 years.</p>