

Jakarta, 5 April 2024

### **QUESTION and ANSWER**

The question (Q) and answer (A) below is served to response the question and answer session of the Request for Quotation No. RFP-ILOA-LAO-2024-001 Employment of Record Services.

1. **(Q)** : Of the positions identified in the document, will any be filled by expatriates, or are they all local employees?  
**(A)** : All positions listed in the RFP will be local nationals.
  
2. **(Q)** : RFP Section C of the Deliverables, Timelines, Special Terms and Conditions on page 6 of the RFQ document states that the fee is a "Fixed Rate (percentage) per Month", however, the Pricing table below it shows Unit Fixed Price (Each) with an option for LAK XXXXX.  
Please confirm if it is a percentage, or fixed LAK amount? We work with percentages that scale down based on the monthly dollar value of project.  
**(A)** : The cost should be presented as a percentage of total labor.
  
3. **(Q)** : Since the payroll will be in USD, if bidders standard is to issue invoices in USD. If required, bidder can issue invoices in LAK, but bidder would use the exchange rate at the time of invoicing. Please confirm.  
**(A)** : The preference would be to receive invoices in US Dollars since labor will be paid in US Dollars.
  
4. **(Q)** : What is the salary ranges of the employees?  
**(A)** : The salary range of staff are from \$10,000/year to \$47,000/year.
  
5. **(Q)** : Can RTI share the forms in Word format?  
**(A)** : Yes. They are attached.
  
- **(Q)** : RTI Terms and Conditions (TnC) #2.1 specifically states that the supplier is not able to engage in procurement activities in Laos. Does RTI requires a company with operations outside of Laos to perform the activities?  
**(A)** : Basically, this clause applies if USAID award RTI a project outside Laos and intent to engage local suppliers in Laos, then a special consent is

required. Since USAID award a project to RTI for implementation in Laos, then this clause is automatically not applicable and RTI can engage suppliers locally registered in Laos.

6. **(Q):** RTI TnC No. 3.1. If the bidder's normal structure is to receive payment 5 business days prior to the required pay day and if this is not possible, the fee structure changes to a payment in arrears model which is more expensive. Is there flexibility on the 30 day payment terms, or are bidders able to invoice prior to the beginning of the payroll period to ensure payment is received prior to the payday?

**(A):** The bidder should specify the best offer for the most efficient fee and competitive term of payment within the market in the EOR services. RTI will evaluate fairly as part of the proposal evaluation process. RTI familiar with the EOR services and expect a clear term of payment regarding payment deposit to ensure no issue on delay of the salary payment to the staff.

7. **(Q):** RTI TnC No. 8.0 as Laos is a developing country, some of the required insurances are not available. For example, there is no Workers Compensation insurance available in Laos. Is there flexibility on the requirements based on what is available in the country?

**(A) :** RTI expects to receive the proposal with clear and strong understanding of what is applicable to Laos labor law regarding minimum coverage on insurances, social security, taxes, PTO, Public Holiday, etc. Some of the items specify under this section may not be applicable in Laos, bidder can response in the technical proposal what would be not applicable in Laos compares to RTI TnC.

RTI TnC is a general TnC that written to anticipate a worldwide project implementation.