Question and Answer

Procurement of Data Analysis Software
Ref No: MCA-M/Proc/028

Issue Date: November 2, 2020

No.	Questions/Clarifications	Answers
1.	Letter of Invitation point 4 - Delivery of the Software Since 2016, CaseWare IDEA has delivered IDEA to its clients using a link to download the data in an email containing the installation instruction (as well as an installation guide). The software is no longer delivered as a CD via mail, or courier. Is the provision of the software electronically acceptable? If so, we will need an email address to which to send the link if we are awarded the contract.	Provision (delivery) of the software electronically is acceptable. The e-mail addresses, with appropriate contact details will be formally provided to a successful supplier once the contract (purchase order) is awarded.
2.	As part of the submission, should Annex 4 be included in a tabular form to indicate the method in which technical specifications are met by the software?	The offerors are required to submit the quotation using the appropriate submission forms of the RFQ. The Annex 3 is a tabular form Required Minimum Technical Specifications and includes the column were the offeror (supplier) should insert the technical specifications of the offered software.
3.	Please clarify the meaning of online training tutorial. Is this intended as instructor led hands on training, or a self-study tutorial for use by the software users?	The applicants may suggest the instructor led training and/or a self-study tutorial for use by the software users. Any of the above-mentioned options will be considered as acceptable.
4.	In the technical specifications (Annex 4) is it permissible to include additional features which are not currently included in Annex 4?	The Annex 4 of the RFQ indicates the minimum mandatory requirements to be met by offerors. Therefore, inclusion of any additional features which are not included in the Annex 4 is permissible.

5.	How many people will be the training be for?	The training (online tutorial) is required for 2 persons.
6.	Does the installation include report development?	The delivery of the software should include installation of the software.