Response to Queries for Compensation Survey 2018.

1. In project scope its mentioned: "The organization should have fresh data available for the organizations in target sectors of Karandaaz Pakistan". Please confirm if you expect the bidding organization to have data at hand before the bids are placed? Normally our process of soliciting participation from comparative basket organization starts after the contract has been awarded.

**Yes. It will be highly preferred that the org already has data at hand. KRN will prefer to commission a desktop survey/study.**

1. Has Karandaaz already short-listed a comparable list of organizations that they would like the survey to benchmark them against? Although we will be happy to share a list, but that list would be tentative based on the participation confirmation from the respective organization once the contract has been awarded.

**Yes. Abacus already understands KRN comparators. However, as mentioned in Q.1, KRN will aim to engage a firm for desktop analysis preferably.**

1. In reference to sub-clause b, of clause b of survey methodology section, please note that Mercer surveys do not include overtime payments –

 **Please mention in proposal**

1. Under evaluation criteria, financial part consists of our commercial/project costs? Or does that also require us to submit our latest financial statements.

**Only submit project costs.**

1. Timelines: Based on our extensive experience of working with different clients, please note that 3 weeks is quite short a time to solicit participation, acquire data, validate it and publishing of final report. Normally these activities take at least 8-10 weeks’ time.

**Ability to complete assignment in the least possible time will be preferred and proposals will be scored on a comparative basis**

1. Payment terms: Are the payment terms full and final?, our standard payment schedule works on a 50:50 split between mobilization and final report. This can be reduced in favor of the final report but we may require at-least 20% payment upon contract award.

**25 % is the maximum percentage that we can pay as advance.**

1. .       In case bidders want to propose a different payment schedule, would Karandaaz be open to consider it?

**As per procurement policies Karandaaz can only pay 25% as advance. The rest we are open to discuss other schedules.**

The time frame stipulated seems restrictive. Are bidders allowed to propose a timeframe based on their work plan?

**The timeframe cannot be stretched beyond since information is required urgently.**

 Should the proposal be couriered as a hard copy or submitted through email? Please provide contact details of person to be addressed.

**Email should be fine unless Proc has a hard copy submission policy.**

 Should the technical and financial proposals be submitted separately or as one document?

**Separately**

* Has Job Sizing / Job Evaluation been conducted?

**No. Formally/Externally not conducted**

* Do you have salary ranges mapped against each grade?

  **Yes**

* What is the target percentile salary benchmark for KRN?

 **75%**

* What is the salary cycle at KRN? (When are increments/bonuses disbursed?)

 **Effective July 1st every year**

* Do we have an agreed basket of comparator group?

 **Sector are mentioned in the TORs. Organizations can be negotiated**