

Questions and answers

based upon Pre-bid conference before bid submission held
March 09, 2017, 14:00, UNDP Office (Institutskaya 28, "Alexanyan" Conference Room)

RFP UKR/2017/010

LONG-TERM AGREEMENT (LTA) FOR PROVISION OF CONFERENCE SERVICES TO UN SYSTEM IN UKRAINE

QUESTION 1. Should translation of documents (like Charter, Certificate of Business Registration) be provided?	ANSWER 1. Translation is not necessary, scan copies should be provided.
QUESTION 2. What is a preferable currency of Proposal? Ukrainian Hryvna or US dollars?	<p>ANSWER 2. Recommendation of UNDP – Preferable currency of proposal is USD, to minimize currency risks.</p> <p>PLEASE NOTE! UN Currency rate should be considered to calculate local currency equivalent.</p> <p>If Bidder submits proposal in local currency, then the price will be fixed in it, and afterwards, during comparison process, it will be transferred to basic currency (USD) as per UN rate for the day of Proposal submission.</p> <p>UN Currency rate for March 2017 is available following the link https://treasury.un.org/operationalrates/OperationalRates.php.</p>
QUESTION 3. Based upon Bidder's Proposal, for which period Bid Security should be issued?	<p>ANSWER 3. Usually, Bid Security is issued for the period, which exceeds Proposal validity period by one month.</p> <p>In this case, Bid security period is 120 days from the date of Proposal submission by the Bidder.</p> <p>Application method: Bidder should attach scan copy of Bid security original to the proposal.</p> <p>Bid Security could be returned to the Bank after tender results' announcement.</p> <p>Notification from UNDP regarding tender results is the basis for application to the bank, for further determination on bank warranty status.</p>
QUESTION 4. If Bidder submits Proposal for two lots, then Technical / Financial proposals should be submitted together / separately?	<p>ANSWER 4. Technical and Financial Proposal could be submitted for each lot separately.</p> <p>It's important to divide both technical and financial proposals of lot 1 and lot 2 (because requirements on requested services are different).</p> <p>As per UNDP requirements, it's important to provide financial proposals password protected separately for each lot.</p> <p>If technical proposal is the same and applicable for two lots– it should be mentioned.</p>

<p>QUESTION 5. While submitting Proposal, there is a list of Standard Forms. Is it necessary to print, stamp, and scan them?</p>	<p>ANSWER 5. Yes. While signing the documents, Bidder agrees with main UNDP requirements and confirms submitted data.</p>
<p>QUESTION 6. Information Form of the Bidder (Form 5, item 14) – there is section «Attached are copies of original documents of».</p> <p>Which documents exactly meant? Registration? Should documents be listed here?</p>	<p>ANSWER 6. No, not only registration documents. Documents as per RFP / Terms of Requirements should be attached.</p> <p>List of documents is not necessary, but could be useful for Bidder to control what exactly was submitted to UNDP.</p>
<p>QUESTION 7. Regarding Information Form with joint venture (Joint Venture Partner Information Form).</p> <p>It may occur the case, when several Physical Entity-Entrepreneurs belong / are controlled by one LLC.</p> <p>Should we attach financial reporting of Physical Entity-Entrepreneur (as partner of joint venture) additionally to main company's information (LLC).</p> <p>Could we attach documents for few Physical Entity-Entrepreneurs?</p>	<p>ANSWER 7. If Proposal is provided by joint venture/consortium of affiliated companies, then such affiliation should be proven.</p> <p>Affiliation between all companies taking part in the joint venture should be proven by document having legal force.</p> <p>For example, main company is pointed out, and the partner mentioned. Affiliation should be proven.</p> <p>If that partner has other partners, which will participate in services' provision, then, connection between them should be described.</p> <p>Financial data should be provided for all partners involved in joint venture.</p>
<p>QUESTION 8. At RFP mentioned both UNDP LONG TERM AGREEMENT FOR THE PROVISION OF SERVICES/GOODS and General Terms and Conditions of UNDP's Contract for Professional Services.</p> <p>If we have no objections with both, should it be additionally confirmed?</p>	<p>ANSWER 8. Confirmation of awareness of typical contract, which is provided in RFP is not necessary.</p> <p>Discussion of the text will be held with the winner of the tender.</p> <p>When it comes to General Terms and Conditions of UNDP's Contract for Professional Services, while submitting the Proposal, Section 4: Proposal Submission contains following information: «We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Contract for Professional Services».</p> <p>By signing that Form, Bidder confirms the acceptance of the terms, which is one of major conditions of partnership with UNDP.</p>
<p>QUESTION 9. Clarification on Form 8 – «Bid Security Form». To clarify what should be filled.</p>	<p>ANSWER 9. Document «Bid Security Form» in the text of RFP is missing, but link to it exists.</p> <p>UNDP will additionally submit that Form, which is an example of document to be provided by the bank on its letterhead.</p>
<p>QUESTION 10. There are hotels' list in RFP. Is it possible to change hotels (in particularly in regions)?</p>	<p>ANSWER 10. Hotel names and referent prices are mentioned in that RFP to calculate reference price in weighted financial proposal. These hotels are selected retrospectively based on previous experience with hotels within few years. Bidder should not obligatory work with exactly these hotels. Your options should be provided in Form of Technical proposal, describing Region facilities.</p>
<p>QUESTION 11. Question regarding including Tourist fee to the expenses.</p>	<p>ANSWER 11. Tourist fee could be mentioned as additional expenses in line OTHERS at Financial proposal. It will not influence the comparison of weighted proposals, but will be</p>

	considered and fixed in the financial proposal of the Bidder.
QUESTION 12. What is meant by Catering?	ANSWER 12. Catering is services, which are provided by the Bidder. Catering services of the Hotels are not included in that Form.
QUESTION 13. In Technical Part there is transportation reimbursement foreseen. However, that reimbursement could be considered as financial benefits' reception as per taxation rules (if legal entity form is LTD). How such compensation will be mentioned in documents?	ANSWER 13. Services regarding DSA payment and transport expenses' reimbursement should be done as per tax legislation of Ukraine. Separate payment for the service, excluding service fee as per Contract, should not be charged. In case of unavailability of such service, or its contradiction with taxation system of your company, it should be mentioned in Technical Proposal.
QUESTION 14. In Documents' list there are obligatory documents mentioned, including: «Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder». What exactly is meant: «Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations»?	ANSWER 14. Bidder should provide reference from Taxation Authority regarding sum of debt, if any, or only a copy of Tax Payer Certificate, which will be used to check the absence of tax debt (from official sources).