

RFP Clarifications Q&A – JCC Training Programme

Reference: IRQ10-RFP-082/17 Iraq

Question: I'm writing to enquiry if clause '26' of the Data Sheet on page 21 of the *Training Program to the Joint Crisis Coordination Centre RFP*, as hereunder, is an absolute requirement to have an office registered with the Kurdistan Regional Government?

"Local Government permit to locate and operate in the current location of office"

→ **Answer:** As per the requirement stipulated in the RFP, the firm/company must have license or permit to operate in Iraq and the Kurdistan Region. Otherwise it will not be possible for the company to implement the project.

Question: For this project, we think that getting Arabic-English speaking trainers and assigning along with them Kurdish translator in the classes would be the best option. Is that possible or does it disqualify us?

→ **Answer:** The training is to be delivered in Kurdish and English. Your proposed alternative would disqualify you.

Question: I am confused to who should we submit our final proposal for, in one section it says to send the "final bid" to bids.iraq.sc@undp.org and in another it says to send the "final e-submission" to bids.iraq@undp.org

→ **Answer:** Please submit the proposal to bids.iraq.sc@undp.org. Further please note that the financial proposal should not be part of technical proposal. The financial proposal should be password protected and password will only be provided upon request from the undersigned.

Question: We intend on submitting the proposal by email. Would you please inform me how to submit the technical and financial offers; I understand they should be separate. Should I submit the two proposals in separate emails? And should the financial proposal be password protected? If so, how do I send you the password?

→ **Answer:** Please refer to page 21 of the RFP where it is clearly stipulated that the companies/firms will submit separate technical and financial proposal and financial proposals shall be password protected. The password should not be shared with the anyone. The respective case officer will send an official email requesting for Password in case the company is considered technically qualified and responsive. In case the financial proposal is found to be part of technical proposal it will be rejected.

Question: Would you please advise us how to provide a price offer for training outside Iraq without knowing the destinations and how many courses outside.

→ **Answer:** To provide an offer for training outside Iraq, the proposer can select 1-2 countries that you find appropriate, where the proposer has the legal right and the logistical possibilities to arrange trainings and base the financial offer on the proposed options. Please consider that the proposer will be responsible for processing visa and arrange travel for the participants so this must be taken into consideration when selecting countries.

Question: As we are already registered as vendor with UNDP, should we provide the requested documents to establish Eligibility?

→ **Answer:** Even proposers that are registered as vendors with UNDP must submit all required documents.

Question: Are the requested courses for the same group of employees, or different groups?

→ **Answer:** For each LOT a primary group of participants will be identified by UNDP and the JCC. This primary group under each LOT will attend the three courses of the LOT that they have been selected for. Other participants can be added to each lot as secondary target group.

Question: With respect to the UNDP's recent RFP for a *Training Program to the Joint Crisis Coordination Centre* (IRQ10-RFQ-082/17), I would be grateful if you could provide the following clarifications:

- Whether or not applicants are required to be legally registered in Iraq? The Data Sheet/ToR states that applicants must be 'legally registered and have required documentation to operate in Iraq' – does this applicants legally registered in other countries and who possess any relevant documentation to operate in Iraq may apply, or that all applicants must be legally registered within Iraq itself?
→ **Answer:** Yes, as per Iraqi Government regulations, the Company should have registration in Iraq.
- Are consortia/joint ventures/partnerships etc eligible to apply to the call?
→ **Answer:** Please fill Out the JV Form that is part of the RFP. Please provide complete information of other partner and also mention the roles and responsibilities of other JV Partner/s;
- In the event that consortia etc are eligible, and that applicants need to demonstrate legal registration within Iraq, do all consortia members need to be registered in Iraq, or would it be sufficient for only the lead organisation to possess registration in Iraq?
→ **Answer:** The lead partner must have legal registration to operate in Iraq. However, it will be the responsibility of the Lead Partner to get necessary approval/work permit for the other Partner/s.
- Also, can you please confirm that the application deadline is the 21 April, as point 21 of the Data Sheet lists it as 21 May.
→ **Answer:** the deadline is 21 April 2017. It was also corrected in the UNDP Global website.

Question: the training program duration is 120 days divided into 12 months?

→ **Answer:** As outlined in the ToR, the training programme consists of four different LOTs. Proposers that are interested in all four LOTs should divide their technical proposal into four sections. Each LOT consists of three training workshops/courses starting at the basic level followed by intermediary and ending with an advanced level course on the specific topic of the LOT. Each training workshop/course is to be minimum 5 days. The full duration of the training

programme is 12 months, however should UNDP select two or more proposers/bidders for the four LOTs, the individual contracts with each selected proposer may be shorter.)

Question: the target groups number (how many people will be attending the training program)?

→ **Answer:** each training workshop/course will have approximately 20 participants as outlined in the TOR. This would imply that, for example for LoT 1, 20 people will participate in three consecutive training workshop. The same applies to the other LOTs)

Question: in page 18, row 5. C20: there are four thematical areas, would you tell me where these locations are (which cities at least)?

→ **Answer:** the locations are not predetermined. The proposer/bidder is expected to suggest locations within Iraq and within the region where they have the legal and logistical capacities to deliver trainings. The financial proposals should reflect the locations selected by the proposer/bidder. Please note that the proposer is responsible for all logistical and administrative matters including securing travel and visa for the participants. Proposers that do not have this capacity for the trainings locations that they have selected will be disqualified

Question: the proposal should be two separate sections “Technical” and “Financial”, so where should I include the (Section 4: Proposal Submission Form, **Proposer Information Form**, Joint Venture Partner Information Form (if Registered), FORM FOR PROPOSAL SECURITY, Section 9: FORM FOR PERFORMANCE SECURITY, Section 10: Form for Advanced Payment Guarantee). should they be included in the technical as Appendices or should they be in a separated envelope?

→ **Answer:** Please note that all these forms should be part of technical proposal. Only the financial part should be submitted separately and with password protected. The password will only be obtained from the firms/companies considered technically qualified and responsive