

#	Question	Answer
1.	The handbook for setting remuneration is mentioned several times in the RFP but we couldn't locate it, we already have the one we used while conducting a salary survey for UNDP Jordan in 2016 and it is attached herewith, so can we use it also for this proposal or we should have a different one? If a different one should be used, we would appreciate providing us with it.	Please refer to attached, we have uploaded the Handbook.
2.	Regarding point e in page 9, if the purpose of contacting the specified organizations is to collect secondary data, we will be collecting primary data from the comparators, so will it still be necessary to contact the specified organizations?	We will be considering organization in point E as primary data in part of comparators list.
3.	Would it be possible to request an extension on the deadline of at least two weeks.	Proposals submission has been extended to the 21 <sup>st</sup> of May 2017
4.	The RFP propose liaising with some government and private sector entities on any recent salary survey studies conducted, did UNDP approach those entities or shall we start the communication with them upon selection of the vendor?	UNDP or the government haven't approached any of the comparators, Your organization will have to conduct the communication upon selection
5.	Can we propose other payment schedule which is more aligned to the effort associated with each phase of the project?	The indicated timelines could not be revised. The proposal submitted should meet original timelines indicated in Term of Reference
6.	Regarding the financial proposal, we understand that it's mandated to add the bid price in one of the required fields, however you requested that we attach encrypted file on the financial proposal, kindly clarify the instruction on financial proposal submission.	Financial proposals will be opened for those who pass the technical evaluation, accordingly please encrypt the file with password and we shall request the password only if you proposal has passed the technical evaluation. as for the bid price field please add 1 (number one digit) revealing price prior to technical evaluation will disqualify the bidder. please refer to the Q&A attached.
7.	We have submitted our proposal on 06 May 2017, Do we need to process any action regarding the submission after its deadline extension?	After submission of the proposal, the Supplier can amend / update its proposal before deadline. If any amendment or update is required.