

**Questions and answers upon results of pre-bidding conference, conducted on 19<sup>th</sup> of May 2017, 15-00, at the  
UNDP Ukraine office in Kyiv (1, Klovskiy uzviz, Aleksanyan hall)**

**26-2017-UNDP-UKR-RFP-RPP**

**Organize trainings and consulting services to local authorities' officials and staff of centers of public  
administrative services (TSNAP) in Donetsk and Lugansk oblasts**

<b>QUESTION 1.</b> Over the previous week, many tenders were announced. Is there any connection between all of them, and if so, what is the place of this RFP in general structure?	<b>ANSWER 1.</b> There is no direct connection between all tenders, except that they are conducted within the framework of the UNDP project "Recovery and Peacebuilding Programme". This project includes three main components, according to which work is being done, and so it coincided that in several directions tenders were announced at once.
<b>QUESTION 2.</b> According to the provided terms of references, 2 groups of trainers are supposed to be working, one in Luhansk and one in Donetsk region, respectively. Would it be possible to exchange trainers by region, when the same trainer can be involved in both groups?	<b>ANSWER 2.</b> Yes. This approach is possible and even desirable. It is planned that trainings will consist of modules on different topics, and certainly, different trainers have different areas of expertise, and participate in trainings, respectively. Thus, when planning trainings, you can consider the workload of trainers, and plan that the trainer on one topic will conduct classes in both groups at different times. Since the location for all trainings in Luhansk and Donetsk regions is likely to be fixed, this will simplify the process of logistics of trainers between groups.
<b>QUESTION 3.</b> So it is possible to change the number of trainers, isn't it?	<b>ANSWER 3.</b> Yes, if such changes are reflected in the schedules and this does not entail changes to the program. But it is necessary to take into account that the trainings are planned to be held in parallel in two groups in two different areas. Considering this plan in terms of reference, the maximum number of trainers corresponds to these conditions indicated.
<b>QUESTION 4.</b> In clause "Requirements for team of trainers and conditions for conducting training" of Result 2 (page 40 of RFP documents) there is a sub-clause: "Recruitment of participants to attend the trainings should be conducted in close cooperation with representatives of UNDP, Donetsk and Lugansk regional civil-military administrations and self-government of 20 hromadas". But at the same time, it is stated that UNDP will provide the list of participants. In this case, what is the role of the company in recruitment of participants?	<b>ANSWER 4.</b> Complete list of training participants will be provided by UNDP representatives. The task of the training organizing company will include communication with all participants for distribution to groups, according to the training plan, informing them about the training process and answering the possible questions of the participants.
<b>QUESTION 5.</b> According to provided terms of references organizational and logistic part of the assignment would be handled by different company. How will the interaction between this company and the company conducting the trainings take place?	<b>ANSWER 5.</b> The company in charge of the trainings prepares a schedule of events for the entire period and submits it to the company that organizes the logistics so that they can prepare the corresponding plans for accommodation and transport. We draw your attention to the fact that the organization of logistics for the team of trainers is part of the responsibility of the company - organizer of trainings.
<b>QUESTION 6.</b> The tender documents indicate that prices should be provided without VAT. Should the amount of VAT be filed separately? Or what will be the procedure?	<b>ANSWER 6.</b> As you could see in the tender documentation there is a letter explaining that the purchase of goods and services announced in the tender will be carried out within the framework of the international technical assistance project, which is not subject to VAT. That is why, we ask all bidders to submit financial proposals without VAT, if the company is a

	<p>VAT payer. Separate provision of VAT amount in this case is not necessary.</p> <p>There are certain financial reporting procedures according to which you should be able to reflect this transaction in your accounts so that it will be officially exempt from VAT.</p> <p>Thus, this mechanism should not cause additional costs on your part.</p>
<b>QUESTION 7.</b> Can lower number of trainings than mentioned in Terms of References be considered?	<b>ANSWER 7.</b> No