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**Friday, 14 July 2017**

## **Clarifications to Bidders**

### **Regional Long-Term Agreement for SC Salary Survey in Asia-Pacific Country Offices, Ref. BRH/007/2017**

#### **Question No. 1**

Form B: Bidder Information Form : Please clarify whether “UNDP Vendor Number” is same as “UNGM Vendor number” or they are separate.

#### **Answer No. 1**

The UNGM Vendor Number and UNDP Vendor Number are separate, however for the purpose of submitting proposals, bidders may enter any one of the two in Form B.

#### **Question No. 2**

Form E: Technical Submission Form: As mentioned in point. 22.1, 22.2 of the RFP, we have to sign every page of the Proposal. Due to this the size of Form E: Technical Submission Form has become large (i.e. more than 10 MB). Request you to clarify whether we can split the Technical Proposals in 2 to 3 parts (e.g. Technical Proposal Part-1, Technical Proposal Part-2, or something).

#### **Answer No. 2**

Technical Proposal may be split into multiple files, bidders are advised to label file names carefully for easy identification. Please refer to section 5.3 of eTendering Instructions Manual for Bidders for details.

#### **Question No. 3**

Can the bid/response to RFP cover only a part of the listed countries?

#### **Answer No. 3**

Bidders may respond to only a part of the listed countries, however bidders are advised to clearly indicate the countries in their proposal

#### **Question No. 4**

Can existing/available market data be used, where available, instead of conducting a salary survey?

#### **Answer No. 4**

Existing/available market data can be used, provided the list of comparators is agreed with



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UNDP, However bidders are advised to provide details of countries for which they intend to propose existing/available data in their proposal

**Question No. 5**

Custom Survey Deliverables, items 4.b Minimum and Maximum remuneration values of all job matches obtained from comparators, and 4.g All completed questionnaires together with relevant salary scales and all relevant documentation and correspondences received from the respective comparators. Is UNDP requiring the “raw data” or actual participant submissions? Even when aggregated or summarized and without specific participant names, these “expected outputs” are very sensitive and confidential and not shared outside of the service provider.

**Answer No. 5**

Yes, the raw data is to be provided to UNDP. For specific assignments, UNDP would provide contact information for transmission of such data.

**Question No. 6**

Is the prescribed 8 weeks to cover both completion of salary survey and development of a salary structure/scale?

**Answer No. 6**

Timelines and duration of each engagement would be made specific for each assignment as specified in the assignment Terms of Reference.

**Please note: Financial Proposals must be submitted as a separate file encrypted with a password. None of the financial proposal data is disclosed in other documents of the submission. UNDP shall request password for opening the Financial Proposal only from the proposers who pass the Technical Evaluation as per the criteria established and disclosed in the solicitation document. The proposer shall assume responsibility for not encrypting the financial proposal.**

**DO NOT DISCLOSE YOUR PRICE IN THE LINE ITEMS. YOU MUST PUT PRICE AS 1 IN THE SYSTEM AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED ABOVE.**