

24 July 2017

**Bid Bulletin No. 1**

**IRQ-RFP-299/17 Provision of Legal support services, Mosul Iraq**

Please see below our responses to bidders' queries, for your reference.

| Query                                                                                                                                                                                                                                                  | Response                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Is it possible for national NGOs to apply for the proposal, and How to apply?                                                                                                                                                                       | Yes, the RFP is open to NGOs only, as mentioned in the ToR Section 3B, paragraph 3.<br><br>On how to apply – please refer to section 2 – Instructions to Proposers, including the Bid Data Sheet; which provides detailed guidelines on the application/submission process.                                                                             |
| 2. The project title is not clear for us and this is related to which cluster                                                                                                                                                                          | Please refer to the Bid Data Sheet, BDS No. 1 and 2 for an explanation on the project title and services.                                                                                                                                                                                                                                               |
| 3. The call was forwarded by UNDP Mosul office on July 21, 2017, but according to your instruction on your website, the forwarded email for those whom it is not in your invitation list must be not later than July 20, 2017? Can you clarify for us? | The procurement notice was issued on 17 <sup>th</sup> July 2017, and interested bidders were supposed to acknowledge their participation by 20 July 2017. Since you received the notification later (21 July 2017), you can still confirm your participation, as the purpose of the acknowledgement is to record the number of interested bidders only. |
| 4. Are we limited to the 5 staff mentioned in the RFP, or can we add lawyers especially for activity number 4 in the TOR? (providing legal assistance for 1000 families) will definitely need more lawyers especially duration is very short?          | No, there is no limit to the number of staff members in a team. The number of staff referred to is the minimum for each team.                                                                                                                                                                                                                           |
| 5. Is it allowed to submit this proposal electronically? If yes, can we also submit our internal control documents (e.g. procurement policy, HR policy...) attached with the same email?                                                               | Yes, it's allowed,<br>Please refer to the Bid Data Sheet, BDS# 23 for guidance on electronic submission and BDS # 26 for the Documents to be Submitted.                                                                                                                                                                                                 |

Yours sincerely,



Victor Machoka  
Head, UNDP Procurement Unit