



## **QUESTIONS AND ANSWERS REPORT**

**To:** Bidders

**From:** UNDP Syria

**Subject:** Professional Services for conducting Exchange Visits between National NGOs in Syria and Lebanon.

**Reference:** UNDP-SYR-RFP-111-17

**Date:** 5 Sep. 2017

UNDP Syria Procurement Unit has received questions regarding the subject Tendering Procedure. All questions received to-date are documented below with respective answers.

### **Questions and Answers**

1. Based on our previous experience in scheduling study tours, we believe that it will be difficult for one NGO to accommodate the visiting group of participants for three consecutive days; As such would it be possible to propose that participants visit three NGOs per study tour, whereby participants will visit one NGO per day. This will ensure that participants are exposed to a wider range of NGOs covering different activities and expertise.

Answer: No objection at all.

2. For the third visit that includes the wheelchair service training and extends over a period of 12 days. Participants will be spending a weekend in Beirut; as such we would like to inquire if the weekend shall be assigned as a free time for the participants to conduct leisure activities on their own.

Answer: Confirm that the weekend shall be assigned as a free time for participants.

3. In terms of the participants' DSA, it is stated that the total amount of the DSA should be 246\$/full day for each participant however if the company handles the logistical issues and costs then the participants will be paid a DSA of 108\$/day. Does that mean that the company will be responsible for paying the hotel accommodation as well as breakfast and lunch meals on behalf of the



participants, and that the participants will then be paid 108\$/day for the remaining dinner and miscellaneous expenses?

Answer: Confirm you are right: the company will be responsible for paying hotel accommodation as well as breakfast and lunch meals on behalf of the participants. In addition, the company will pay 108\$ per participant per day.

4. Should the transportation costs of participants to conduct the site visits within Lebanon be included in the proposed budget as a separate line-item? Or are they included in the participants' DSA. We plan on renting minibuses (12 passenger capacities) to shuttle the participants from the hotel to the NGO sites that will be visited.

Answer: Please add a line in your budget to cover transportation during visits as per your suggestion of shuttles.