

QUESTIONS AND ANSWERS REPORT

<u>To:</u>	Bidders
<u>From:</u>	UNDP Lebanon
<u>Subject:</u>	Provision of Professional Cleaning Services
<u>Reference:</u>	LBN/CO/ITB/46/18

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

Questions and Answers		
1.	Q.	Can companies with no VAT Registration submit an offer?
	A.	Answer: Yes, companies with no VAT Registration can submit an offer.
2.	Q.	Number 27 in the Datasheet: we understood that we should fill in the names of the key personnel only, please confirm. Please note that the names of the other staff members are to be decided upon after signing PO.
	A.	Answer: It is confirmed that companies shall fill in the names of the key personnel only.
3.	Q.	Number 32 in the Datasheet: in our field of work, very few companies have an annual turnover of more than 200,000\$. We don't, what can be done in this case? Please note that our project reference have many sites and many of them are governmental facilities.
	A.	Answer: Please note that it is a requirement to have an annual turnover of more than 200,000\$.

4.	Q.	Number 33 in the Datasheet: we understood that this part is to be considered after choosing the awarded company, please confirm.
	A.	Answer: These are post qualification actions and they are part of the evaluation.
5.	Q.	Page 25, regarding the server room, is there a special procedure for this room?
	A.	Answer: The requirement is vacuum cleaning without wet/moisturized material.
6.	Q.	In case of joint venture, can one of the companies be VAT free and the other with VAT registration certificate?
	A.	Answer: Yes, it can be. Please note that in case of joint venture the contribution and services provided by both companies will be evaluated.
7.	Q.	We arrived to the site visit late and was told that we will be contacted for another site visit. We accept at our own responsibility to send an accurate offer without attending the visit, can we still send our offer? In both cases, can you send us the answers of the questions asked during the site visit?
	A.	A site visit 2 is scheduled to take place on Friday March 9, 2018 at 02:00 pm Beirut Local Time