



20 July 2018

## **Bid Bulletin 1**

### **RFP-2018-050 RE DECADE REPORT**

**Question 1:** At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Does this mean that in such event, it is only the UNIT PRICES (e.g., the rate per person-day of team members) that cannot be changed, but the total cost may be adjusted accordingly, based on the increase or decrease of the quantity of services that may be required by UNDP at the time of Award of Contract or Purchase Order?

- ✓ **Answer:** This is only applicable on goods (e.g. if ever that we request magazine printing for 500 pcs., but the actual P.O is only 250 pcs, even if the volume decrease, the amount per pcs is still the same.

**Question 2:** On Annex 1 of RFP (Brief Description of the Required Services), item viii, it said that magazines are of different sizes. What is UNDP's preferred size for this publication – letter size or A4 size, or any other specific size?

- ✓ **Answer:** There is no specific size as of the moment, the actual size could be discussed during inception meeting once the contract is already awarded to the winning bidder.

**Question 3:** Under the RFP document "Expected duration of work," it is stated that "This contract is targeted to start NLT 06 August 2018 and be completed with the submission of a ready to print report by 06 December 2018. However, Annex 1 also states that the latest completion date is December 18, 2018. What is meant by this?

- ✓ **Answer:** This is a typographical error, kindly disregard the December 18 deadline. The latest completion should be on 06 December.

**Question 4:** Does the phrase 'lowest price among the proposals received by UNDP' refer only to the technically-responsive proposals, or to ALL proposals received by UNDP whether technically-responsive or NOT?

- ✓ **Answer:** Kindly refer to page 7 of the RFP documents under "Criteria for contract award", **Lowest Price Quote among technically responsive offers**

**Question 5:** Under page 10 of RFP document, under the description of the required documents, ii Coverage, it said that qualification of RE Decade Report shall cover only completed and on-going projects from the time the RE Law was put in effect to August 2018, what do you mean by the phrase 'on-going projects'?

- I. Do these cover projects under construction or has started construction on before August 2018 but are not yet completed by August 2018?

✓ **Answer:** All ongoing and not yet completed as of August 2018.

II. Do the 'on-going projects' only include projects that are operational during the effectivity of the RE Law in 2008 to August 2018?

✓ **Answer:** Only projects started after passage of the law until August 2018.

III. Some projects may have been completed during the decade but may have stopped operation during the same decade. Are these projects included?

✓ **Answer:** Yes, these will also be covered.

**Question 6:** Will a bidder need to pass the cut-off score (if any) for the Technical Proposal before its Financial Proposal is opened for evaluation?

✓ **Answer:** Yes

**Question 7:** Relatedly, we intend to submit our Technical and Financial Proposals on-line. In this regard, should we submit the Technical Proposal in a separate file from the Financial Proposal. Please provide us with instructions on how to package our Technical and Financial Proposal in accordance with your evaluation process.

✓ **Answer:** The subject line of the e-mail(s) for the technical proposal should state "Technical proposal for PHL-RFP-2018-050\_RE DECADE REPORT. Separate email for Financial Proposal: "Financial Proposal for PHL-RFP-2018-050\_RE DECADE REPORT. The Financial proposal must be password protected. The password must not be sent to UNDP until officially requested by UNDP if the proposal is deemed technically qualified.

**Question 8:** Could one of the 4 major members of the Team, say, the Layout Artist be a regular employee of another firm but will be engaged as an individual by the bidding firm? Will this scheme comply with the 'One Service Provider' guideline from the UNDP?

✓ **Answer:** The layout artist should be the regular employee of the bidding firm.