

## **ITB for the “Provision of Massive Open Online Courses (MOOC)”**

### **ITB No. UNDP-OHR-ITB-2018-003**

#### **Q & A, Round 2 (5 Sep 2018)**

1. Q: As a private company, we are unfortunately unable to provide our financial information or list of shareholders. Does this harm our score on the evaluation criteria (we're hoping not)? Would it be sufficient to confirm that our annual turnover is over 500,000 USD, and speak generally to our current level of financial resources based on publicly available data?

A: Financial information and information on the list of shareholders require a mandatory YES response. Please follow the instruction provided.

2. Q: Two of the questions in the Yes/No section (21 and 23) are worded in a way that it is slightly unclear how to respond if they do not apply. Is it correct to say that if we are not providing an ISO certificate, we should say No?

A: Provision of ISO certification does not require a mandatory response.

3. Q: Question 19 in the Yes/No section asks if we have included the Schedule of Requirements and Technical Specifications. These questions and responses are already included in the Bidding Documents in Form E. Do we need to add this separately as well?

A: We confirm Form E covers Schedule of Requirements and Technical Specifications. You may just please respond in the affirmative if these were indeed presented and part of your submission.

4. Q: For Form E, there are spaces for Yes/No answers, as well as a very small space for explanation. Are Yes/No answers sufficient for these questions? It appears as though Sections 1.1-1.4, 2.1-2.5, and 3.1-3.2 are designed for longer-form answers.

A: If required, please adjust the space of the Table based on your answers, as needed. The form is in word document.

5. Q: The company name we registered with in the bidding system [XXXXXX] is not our formal name [XXXX, XXX.], as the system did not allow us to use the proper punctuation. So long as we use our proper name [XXXXXX] throughout the bid, is this fine?

A: We take note of the system limitation. This is fine.

6. Q: The payment schedule proposed in the ITB is full payment in arrears, after delivery of the service. We unfortunately do not function this way - all of our contracts pay either the full year upfront, semi-annually, or quarterly. How possible is it to adjust the payment schedule so that it works for both parties?

A: We recognize the possible non-applicability of the proposed payment terms in this regard. Payment Terms shall be the subject of discussion at contract award, within the provisions allowed under the UNDP General Terms and Conditions.

7. Q: It doesn't seem as though Form G is required. Can you confirm? Under what circumstances would we need to complete it for submission?

A: We confirm Form G is not needed – as also noted in the Bid Data Sheet, item 6. It is not among the returnable forms provided in word document.