

UNDP's Responses to Vendors Questions

RFP/UNDP/OHR/001/2013

1. Paragraph 17 in the General category of Instructions to Vendors (pgs 9/10) is titled "Currencies", and the first part of it relates to that topic. The second part at the top of page 10 is entirely unrelated to currencies, and is about joint ventures, subcontractors and so on.

- a. Is the section at the top of page 10 (items a to f) a purposeful inclusion? If a valid inclusion, please let us know the following:

A: Yes, it is a purposeful inclusion.

- b. Company A and a consultant of Company B are considering working together in the delivery of this project. In one possible submission model, the consultant of Company B would provide a bid on Lot 1, and Company A would provide a separate bid on Lot 2. If these were successful bids, would the consultant of Company B be prohibited from working as an associate (a temporary employee of Company A) on parts of Lot 2, for instance providing 360 feedback?

A: Any proposer can submit only one offer for each Lot, i.e. a proposer cannot submit at the same time its own proposal and be a subcontractor with another proposer for the same Lot. This situation will raise a conflict of interest. Further, the same CVs of key personnel of company B cannot be used for the proposal of company A, or vice versa.

However, Companies A & B can form an association and submit ONE proposal for one or both Lots. In this case the companies have to select a leading company amongst them which will sign the contract with UNDP, if recommended for a contract award.

- c. In the Letter of Invitation, paragraph 2, page 2, it says vendors can submit offers for one or more Lots. However, in the data sheet (DS 5, pg 19), it says that submitting proposals for parts or sub-parts of the TOR is NOT ALLOWED. Since the TOR includes both Lots, we would appreciate clarification. We assume that we can submit proposals for either or both Lots, but this is not clear.

A: Yes, you can submit a proposal for either or both Lots. Parts and sub-parts refers to incomplete Lot. Each Lot should provide all service lines requested.

2. In the Data Sheet, DS 26 (page 23), it is required that audited financial statements be provided. We are registered with the UNGM at Level 2, and have provided three years of recent audited financial statements. Will this suffice, or do you require separate submission of these?

A: Please submit the financial statements with your proposal as per RFP requirement.

3. In the same item, it is required that “Statements of Satisfactory Performance” need to be provided for our top 3 clients. Is this a standard form, and if so can it be provided to us?

A: There is no specific standard form for this.

4. In the summary of proposal evaluation protocols, on page 27, Language Qualifications are identified as having substantial weight for Management Structure and Key Personnel. Since no language requirements are specified other than that reports etc must be in English, is this included in error?

A: English language is required. Key Personnel may have language competencies, but all Corporate Reports/Evaluations are done in English.

5. For Lot 2, on page 33, it is specified that the vendor “is expected to provide face-to-face/Skype feedback”. In the Deliverable outputs (pg 34) it is specified that the counseling and feedback will be provided virtually or through Skype, with no mention of face-to-face. Perhaps the intention is that face-to-face feedback is to be provided in some circumstances (e.g. the candidate pool process), and remote feedbacks for other purposes. Please advise.

A: Counseling and feedback is required to provide virtually or through Skype.

6. In Deliverable Outputs for Lot 2 (page 34), it is specified that 1-hour feedbacks for candidates will be provided. While this is reasonable for psychometrics, it will be very difficult to do so for both psychometrics and the 360, which normally takes at least an hour by itself. Have 360 feedbacks been missed here? We note that no provision for 360 feedbacks is included in Lot 1 either.

A: Lot 1 does not require 360 feedback as this service is covered in Lot 2.

7. How many Candidate Pools assessments are planned for 2013? Can you provide dates and locations?

A: In 2013 UNDP expects to have assessment of candidates up to 75 as planned however it may reduce the number of candidates if the circumstances will not allow having two assessment sessions.

8. Can you please reconcile Guidelines for Proposals, Section I for Lot 1 (page 31) and Section G for Lot 2 (page 35) with the Financial Proposal Form (page 46). The former both state “Costs for the individual assessments should be indicated on a per candidate basis” while the latter states that the “Financial Proposal must provide a detailed price breakdown of consultancy fees” and only provides for ‘fees’ rather than costs per candidate.

A: Fee refers to price of per each candidate to be assessed. Fee might include other overhead costs (except travel and DSA).

9. Will it be possible to have the RFP document in word format as you have a CV format that we will need to use? The pdf version will not allow us to type the information.

A: UNDP will upload CV format in word document. Please refer to the UNDP Procurement website to access the document.

10. We are based in the UK and have Associates in different parts of the world/have the cultural diversity – will this be acceptable?

A: If you are submitting your proposal as a consortium (or similar arrangement) one of companies in such consortium should be a lead company on behalf of other companies. If your proposal is accepted UNDP will sign contract with lead company only.

11. We are not a big company –we are in the process of developing our services in the UN system – will this be acceptable?

A: RFP is open for any potential company as long your proposal meets RFP requirements. We encourage you submitting your proposal.

12. Is there a minimum turnover that will be required?

A: There is no specific minimum turnover required.

13. We have a question concerning travelling and accommodation costs. I would be grateful if you could clarify what is written in the TORs as following:

“The vendor is responsible for full cost of all travel, accommodation to/from the venue during the full assessment period(s). Each assessment may last 2 weeks and are conducted twice a year. UNDP will not accept travel costs exceeding those of an economy class ticket. Should company personnel wish to travel on a higher class they must do so using their own resources. Under no circumstances will UNDP’s reimbursement of living expenses exceed UNDP’s DSA rates for each duty station (country) for the period of each assessment and as per UNDP DSA policy, reduced DSA rates will apply for provided meals and accommodations.”

So what we would like to know if travelling and accommodation costs are reimbursable or not by UNDP?

A: UNDP will cover reimbursement of travel costs not exceeding those of an economy class ticket along with living expenses not exceeding UNDP’s DSA rates for each duty station (country) for the period of each assessment. Please note however that reduced DSA rates will apply for provided meals and accommodations.