**QUESTIONS AND ANSWERS REPORT**

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| **To:**  **From:**  **Subject:**  **Reference:**  **Date:** 04-12-2018 | Proposers  UNDP Syria  **Request of Professional Services for conducting Exchange Visits between National NGOs in Syria and Lebanon**  UNDP-SYR-RFP-132-18 |

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

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| **Questions and Answers** | | |
| 1 | Q.  **A.** | 1.            What is the country of payment?  For Syrian companies, the payment will be to bank accounts within the Syrian Arab Republic, in Syrian Pounds (if the bid currency is USD for Syrian Companies, the payment will be in equivalent Syrian Pounds at the prevailing UN exchange rate at the date of the invoice). International company will be paid in USD to the bank account specified by them out of Syria. |
| 2 | Q.  **A.** | 2.            What is the payment method to the participant and/or hotels (by our company)?  Settlement with the hotels is the job of the contractor (company winning the bid). As for the participants, the contractor must pay the participants in cash upon arriving to Lebanon, the full DSA amount as determined in the TOR page no. 6. |
|  | Q.  **A.** | 3.            We are Syrian entity and will submit our bid with our partners (licensed) in Lebanon. Would you kindly explain the legal submitting conditions to submit our proposal to your esteemed organization, please indicate all the legal forms and documentations to be submitted either for Syrian or Lebanese company.  In case of submitting a joint venture offer, the bidding parties need to fill in Form C: Joint Venture/Consortium/Association Information Form, included in the returnable bidding documents. Moreover, the proposer should abide to all instructions to bidders relevant to the joint venture available in section 2- instructions to bidders. The joint venture should submit all the required documents requested for both entities forming the joint venture stated under “required documents” page 21 of the RFP. And the evaluation criteria will be checked for both entities. |

All other terms and conditions remain unchanged