

Clarification No. 2- Minutes of the pre-bid conference

**UNDPSO-ITB-2018-012
Provision of Security Services in Somalia**

Query Reference	Clarification Requested	UNDPs Response to the Request for Clarification
<p>Instructions to bidders: clause 22 (submission of bids), page: 12</p> <p>Bid Data Sheet (BDS): Clause 16, page 20</p>	<p>Must financial submission be password protected?</p>	<p>No, this is an ITB, the financial bid should not be password protected. It is submitted together with the other required documents in the ITB. This, however must be signed and stamped just as it is required for the other documents.</p>
<p>Instructions to bidders: clause 40 (Contract Type and General Terms and Conditions), page: 16</p>	<p>Could you please provide us with a draft contract/terms and conditions?</p>	<p>This is provided for in the link on page 16 clause 40.</p>
<p>Bid Data Sheet (BDS): clause 6, Page 18</p>	<p>Is a surety bond an acceptable format for the bid security</p>	<p>No. The ITB has stipulated the acceptable format of bid security, with an exception of Certified Check (for countries where the banks do not issue bank guarantees).</p>
<p>Bid Data Sheet (BDS): clause 16, Page 20</p>	<p>BDS #16 says email submissions can be max. 10MB or 5MB per transmission – need to confirm which (10 MB or 5MB) is correct</p>	<p>10 MB is correct</p>
<p>Section 4: Evaluation criteria (Certificates and licences) Page (24-25)</p>	<p>Is there substitution allowed for the ICoC membership</p>	<p>ICoC membership is required for Armed Guard Services. This is not necessary for the Unarmed Guard Services for Lot 2. The ITB has been revised accordingly to remove the International Code of Conduct (ICoC) membership from lot 2.</p>
<p>Section 4: Evaluation criteria (Certificates and licences) Page (24-25)</p>	<p>Due to changing requirements on other work we do, we need to change our bidding entity. Challenge we have is our license for the selected entity for Somaliland might still be in process at time of bid submission but will surely be completed by the time you ask us to mobilize, should our proposal be successful of course.</p>	<p>The requirement for business licence in the area of operation should be strictly adhered to. It is an evaluation criterion.</p>

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	Is that acceptable to you, showing documentation that our license is underway for the purpose of the proposal?	
SECTION 5a: Schedule of Requirements and Technical Specifications. Page 29 & 32; 43, 47, 49-50	If Bidders are submitting bids for both Lots, can they propose the same Key Personnel (e.g., the Training Manager)?	Absolutely, training manager's role is as and when required, hence it is expected that a bidder submitting offers for both lot 1 and 2 would utilise the same personnel for both lots, as long as such combination comply with the Statement of Requirements and allow efficient contract implementation.
SECTION 5a: Schedule of Requirements and Technical Specifications. 3. Quantities Expected (Estimated Volume)	43 x guards. Does this mean 43 x guards in total (all shifts included)? Reference the above query, the ratio of supervisors as listed in the table does not reflect the ratio that is normally expected for supervisors to guards - 1:8 Only 2 supervisors are stated - is this correct?	All shifts included, and yes the number of supervisors is correct.
Form B: Bidder Information Form, page 37 and "Technical Bid Requirements" [page 61],	<p>In reference to the "Administrative Requirements" [Form B: Bidder Information Form, page 37] and "Technical Bid Requirements" [page 61], would Federal Government of Somalia security and business licenses be sufficient to meet the following RFP requirements:</p> <ul style="list-style-type: none"> • Local Government Permit to operate in Lot 1 • Permit to operate in Puntland or Proof of Application – how is this permit different from the "Local Gov't Permit" directly above? • Firearms Permit for Puntland Authorizing the Bidder to Import, Carry and Use Firearms and Ammunition. (Does question above also apply to this?) • License to Provide Armed Security Services and to Import, Carry and Use Firearms and Ammunition in the Territorial State Where the Bidder Will Operate, as Defined by the Montreux Document (Lot 1) – confirm that this is the same requirement as having "Authorization to perform security and guard activities in Somalia issued by the MoI"? • Certificate of Incorporation/Business Registration (Lot 1) • Trade Name Registration, if applicable (Lot 1) 	<p>The contractor needs business licenses to operate in Puntland regional state.</p> <p>The permit is mandatory, hence the ITB has been revised to remove the proof of application, refer to ANNEX 1 - Statement of Requirement Clause 68, Page 62 Firearms permit is critical requirement for Lot 1- Puntland.</p> <p>The license for provision of Armed security services, import, carry and use firearms is different from authorization to perform security and guard activities in Somalia issued by ministry of Interior.</p>

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Form D: Eligibility and Qualification Form: Page 40.	It is still too early for the 2018 financial statement to be produced; however, due to some technicalities our company has encountered in 2017, there has been a severe delay in the production of our audited financial statements. Can we please request that we provide our audits for 2015, 2016, and submit to UNDP our 2017 audited financial statement on 31 March 2019?	Please submit the financial statements as per the request, you can submit the draft report of the 2017 Financial Statements with a letter from the Auditors stating the delay.
Form G: Bid Security Form, page 53	Certified Check – Bid Security. Is the payee wording simply “UNDP”?	Yes, UNDP Somalia
ANNEX 1 - Statement of Requirement: Clause 38, page 59	Can you please confirm the type of VHF radio system the Contractor should procure to comply with UNDP radio and frequency requirements?	No, the ITB is requesting for ability to communicate with VHF radio and not the supplier to supply the VHF radios. This will be provided by UNDP.
ANNEX 1 - Statement of Requirement: Clause 40, page 59	Can you please confirm that all employees in Hargeisa are to be issued with body armour in addition to those based in Garowe?	No, this is only for Lot 1- Garowe.
ANNEX 1 - Statement of Requirement: Clause 52, page 60.	a.) Can you please confirm that UNDP will provide accommodation for all third country nationals as per Appendix 7 Guarding Numbers for Lots 1 & 2, in both Garowe and Hargeisa? b.) If so could you please confirm the day rates per person for messing facilities at each location?	No, accommodation will not be provided by UNDP. The Contractor will be responsible for the provision of life support services such as food, water and medication for internationally recruited personnel.
	Can the guards access dining facilities on base (and contractor to pay) or are all meals taken at accommodation?	Yes, they can access. No restrictions to access the dining areas. There is no provision for accommodation for the contractors
ANNEX 1 - Statement of Requirement: clause 52, page 60.	Can the UNDP please clarify what life support – food, lodging, etc. – will be provided for Contractor personnel at the camps?	This is the responsibility of the contractor. UNDP will not provide life support at the camps.
ANNEX 1 - Statement of Requirement Clause 56, Page 61	Kindly confirm if UN sees mob-and demob costs as ONLY TRAVEL COST from home base to work location	Mobilization fee is the cost of settling in at the start of the contract which includes but not limited to shipment of the equipment at the start of the contract, installation costs and other related costs. Demobilization costs incurred in

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		decamping from the area of operation and back to country of origin.
ANNEX 1 - Statement of Requirement	Transport to and from hotels at contractor's responsibility	Yes, that will be catered for by the bidder/contractor.
ANNEX 1 - Statement of Requirement Clause 56, Page 61	Mobilization/Demobilization (page 60) states: "Initial mobilization period for security personnel will be within 45 days. Demobilization and/or mobilization to a different location will be within 30 days from date of notification. Demobilization will be 60 days." This conflicts with earlier statement (page 54) that the mobilization time period is up to the Bidder. Can the UNDP please clarify?	UNDP proposes the mobilization period of 45 days and demobilization period of 30 days. The contractor will have the actual responsibility of mobilization and demobilization.
ANNEX 1 - Statement of Requirement Clause 65	"Each location has approved commercial hotels for mission staff of the Contractor." Could you please provide us with the names of the hotels that are approved and if there are UNDP rates? Can the Contractor use alternative hotels if they wish?	The supplier is at liberty to stay at any hotels they wish to. UNDP rates do not apply to the Contractor. The point being made here is that there are plenty of hotels in both locations for accommodation of international staff.
ANNEX 1 - Statement of Requirement	Is there an incumbent provider at either location, please?	Yes, this is not a new service, there is a company currently providing the services
ANNEX 1 - Statement of Requirement	Please clarify the definition of a "TCN" – is this considered any individual who is not Somali? - Specifically, is it expected that the PM and Training Manager will be expats, not TCN as stated in the RFP	We do not have TCN requirement in this ITB
APPENDIX 5- Training Manager/ Instructor (For both Lot 1 and 2) Clause 4, page 70.	Please confirm there is no requirement for K9 teams, given the following is included in the RFP: "The Contractor shall provide regular and continual security training at all locations across Somalia where security personnel and explosive detection dog teams are deployed in support of the UN."	Confirmed, there is no requirement for K9 nor explosive detection dog teams. The ITB has been revised accordingly to remove the wording on explosive detection dog teams.
ANNEX 1 - Statement of Requirement Clause 39, page 59	Somalia is currently under an arms embargo; previously the UN stated they would provide the LOA to import weapons for the contract, whereas the RFP states that "...licenses to provide armed security services and import, carry and use firearms and ammunition on the	The embargo is still in effect. Import of weapons require clearance from the Somalia and Eritrea Monitoring Group (SMEG), these requests are addressed to the Sanctions committee in New York, and only If the contractor intends to bring

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	<p>Territorial State on whose territory the Bidder will operate, as defined by the Montreux Document, are required.”</p> <p>Can UNDP please clarify if the UN will provide the LOA needed to import weapons? If the UN will provide the LOA, confirm that it would cover Lot 1 and that the Firearms Permit for Puntland is NOT also required [see below].</p>	<p>weapons from outside Somalia. Locally procured weapons in Somalia would require licensing from Federal Government of Somalia and Puntland Ministry of Interior.</p> <p>No, UNDP will not provide the LOA for acquiring the licences.</p> <p>The contractor will be fully responsible for the import of any technical equipment, weapons and ammunition required to fulfil this contract.</p>
Price schedule	<p>Should the training manager be quoted as a per unit cost (as per SoR Appendix 5 points 8 and 9) or as a reimbursable cost (as per the price schedule)?</p>	<p>This is to be quoted for as reimbursable cost since it is a cost to be utilised as and when required.</p>

Note:

Bidders are advised to frequently check the following websites for any addenda/clarifications that may be posted on the following websites

http://procurement-notice.undp.org/view_notice.cfm?notice_id=52473

OR

<https://www.ungm.org/Public/Notice/82196>