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| **Questions received through email** | **Response from UNDP** |
| Should we attach and send the forms specified in Section 6 of RFP and also the documents establishing eligibility and qualifications of a bidder with the technical proposal? | Yes, the returnable forms in Section of the RFP should be submitted including all the documents establishing eligibility and qualifications with the technical proposal. |
| Should we submit the technical proposal and other required documents via email, in hard copy of through the online system?  If through online system, is there any guide on how to accomplish the submission online? | All proposals should be submitted through the “UNDP ATLAS E-tendering system” (<https://etendering.partneragencies.org>)  No hard copy or email submissions shall be accepted by UNDP  The step by step instructions for registration of bidders and proposal submission through the UNDP ATLAS E-tendering system is available in the attached “English UNDP eTendering User Guide for Bidders - Feb 2018” |
| In order to be on the safe side, please let us know what is the last date of submission of proposals? | As per indicated in eTendering system, deadline of submission is on 31 March 2019, 6:00AM EDT. Note that system time zone is in EST/EDT (New York) time zone.  We advise that you try to submit your bid a day prior or well before the closing time.  Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist. |
| We would like to know whether we should submit the proposal before the 24th of March or following the pre-bid conference. | Proposals can be submitted on or before the deadline of submission of 31 March 2019. |
| Section 2A of the RFP specifies “Bidder’s comments and suggestions on TOR”, if a bidder has nothing to comment or suggest then we assume that the same section should left blank. Please confirm | Leave Section 2A blank if you have no comments and suggestions on the TOR. |