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Addendum- I and Minutes of Pre-Bid Meeting

Tender Description: Provision of Third-party consultancy services for the personnel of UNDP and other UN agencies

Tender Number: UNDP/AFG/ITB/2019/ 3641

A- ITB modification:

Dear Mr. /Ms: Bidders:

Please note the following condition has been changed in the subject ITB:

ITB Reference	Description
Deadline for Bid Submission – Clause 22, C.21.1 D.24	<p>The deadline for submission of the bid has been extended, please refer to the date and time shown in the e-tendering event.</p> <p>Details:</p> <p>Date and Time: As specified in the system (note that time zone indicated in the system in the New York Time zone).</p> <p>PLEASE NOTE:-</p> <p>Date and time visible on the main screen of the event (on E-Tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the E-Tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly to the system. Try to submit your bid a day prior or well before the closing time. Do not wait until the last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.</p>

This information given in this Addendum shall be taken into account by each protective bidder in the preparation of their proposals.



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B- Quires raised by vendors through procurement.af@undp.org

During the presentation the following questions and inquiries were raised by the bidders:

#	Question Raised During the Pre-Bid Meeting by Bidders	Responses provided by UNDP
1.	As indicated in Table 2 (price schedule, p.43), is there specific guidelines or format for filling in deliverables for each position?	Table – 2 formats have been changed, the bidders are required to provide their price breakdown based on the new format. The information in Table-2 is for the price reasonability assessment purposes.
2.	Is there separate cost or compensation for those applicants/candidates who are unsuccessful in the recruitment process. i.e. if they do not pass written tests, due diligence process or final interviews? In cases where no suitable candidate is found to fill in any of the advertised positions, who will bear the associated costs?	In the event that a recruitment process is completed based on ToR requirement, however, UNDP for some reason did not fill the position or that particular post is abolished, UNDP will pay the contractor only the recruitment fee.
3.	In the Recruitment Process category of price schedule, contract administration is separate from the contract management fee. Can you please clarify which one is valid?	Contract administration shall start from the time when the contract is awarded to the applicant. The recruitment process starts when a candidate is recommended for a position. As indicated in the price schedule, the recruitment fee is a one-time cost, while contract administrative cost is on a monthly basis. The vendors are required to provide cost for all components as indicated in the price schedule. However the table-2 price schedule has been revised, please use the recent amended format.

Cleared by:

Name: Supply Chain Management Head

Date: 24 April 2019