

## Round No. 2

**Questions – RFP No.: 55310 Project: Mid-Term Evaluation of the Inclusive and Equitable Local Economic Development Programme (IELD) Country: Tanzania, Bangladesh, Uganda –**

**22 May 2019**

**Question 1:** *I note that the proposal forms include Form H, Proposal Security Form. As the bid data sheet says that no bid security is required, I assume we do not need to include this?*

**Answer:** As indicated in Section 3. BDS No. 6, No Bid Security is Required, consequently Form H is not required to be included in the proposal forms to be submitted.

**Question 2:** *What is the time zone for the proposal to be submitted before the 3rd of June?*

**Answer:** *The deadline for submission is the 3<sup>rd</sup> of June 2019 Eastern Time Zone.*

**Question 3:** What is the format to be used so that the proposals are encrypted and protected by a password?

**Answer:** As indicated in Section 3. under BDS No. 16 Electronic Submission., proposals should be submitted in PDF files only, two separate password protected pdf files one for the Technical proposal and one for the Financial proposal shall be provided. Password for the financial proposal must not be provided to UNCDF until requested.

**Question 4:** *It is mentioned that the original proposal security shall be sent to an address that does not seem to be specified in the ToR*

**Answer:** please refer to Q 1.

**Question 5:** *What sort of information the bidder is to provide to demonstrate its prospective long-term profitability?*

**Answer:** Please refer to Section 4. Of the RFP document, page 19 Evaluation Criteria, Minimum Eligibility and Qualification Criteria and Form D Qualification Form on page 65 of RFP document.

**Question 6:** *Can we get more information about how the Q&A session is supposed to take place? will it be on line? is the whole team supposed to participate?*

**Answer:** No Question and Answer session is planned to take place. According to Section 3. Bid Data Sheet, Bidders have until the 20<sup>th</sup> of May to submit questions and/ or requests for clarifications. Answers to these questions and requests will be published on the UNDP Procurement website: [http://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=55310](http://procurement-notices.undp.org/view_notice.cfm?notice_id=55310)

**Question 7:** *Evaluation reports of comparable scope are requested - what are the preferred form of evidence for this criteria?*

**Answer:** Some of the Technical Evaluation Criteria require the submission of 3 (three) Evaluation Reports of similar scope (i.e reports from previous evaluations conducted by your company of topic/ themes relevant to this evaluation exercise), to allow the procurement assessment panel to review the proposal received.

**Question 8:** *We were hoping to ask you what the maximum or estimated budget would be for this project?*

**Answer:** Due to the UN Procurement rules and regulations we are not authorized to communicate maximum or estimated budgets for this evaluation. We would however encourage you to read the Terms of Reference carefully as we have defined the scope of work with the budget in mind, in particular the level of efforts.

**Question 9:** *The budget mentions 100-100 person days but what is the maximum budget amount?*

**Answer:** Please see reply above .

**Question 10:** *Appropriate signature is requested. Do signatures have to respect a particular format?*

**Answer:** Where it is required in the forms, they must be signed by an authorized representative.

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