

21 November 2019

Bid Bulletin No. 1
RFP-148-PHL-2019: Services of a Strategic Innovation Advisory Firm under the
#NextGenCities Philippines Initiative

Dear All,

Please find below clarifications to queries we have received with reference to the abovementioned project.

Clarifications from Bidders	Responses
1. Has UNDP produced any city partner-specific documents for Pasig and Marikina that are available to share with bidders?	The city partner-specific documents are currently in development and will be provided to the winning contractor.
2. Does the earmarked \$30,000 for city experimentation require further elaboration on how it might be allocated? If not, will this come as part of deliverable 4?	Yes, it is part of deliverable 4. It would be good for the bidders to elaborate recommendations on how the 30,000 may be spent and/or options for doing so. Though not required at this point, the information will help us assess the capabilities of the bidders.
3. As deliverable 2 includes 'a minimum of 6 sessions', which is not a set figure, how should additional session requests be reflected in our financial proposal/Gantt Chart, or is the service provider expected to charge the same regardless of session numbers?	The financial proposal should reflect the intended number of sessions, which should not be less than 6.
4. On the Forms a. Form A Technical Proposal Submission Form Does this just need to be signed by the lead or all parties?	a. This is to be signed by the Leading partner, but JV must also be indicated in "Name of Bidder" (e.g. Company X in JV with Company Y)

<p>b. Form B Bidder Information Form Does each party need to complete this and provide the listed supporting documentation?</p> <p>c. Form C: Joint Venture/Consortium/Association Information Form If we are submitting a letter of intent to form a JV/Consortium/Association with this form, what are the implications - do we need to provide evidence of the finalised agreement within a certain timeframe if our bid is accepted?</p> <p>d. Form E: Format of Technical Proposal Please confirm that this form refers to all partners as applicable by section of the form and represent the combined approach that will be provided by the combined parties, as represented by the lead. Do the CVs need to be embedded into the proposal or can they be attached separately?</p> <p>e. Form F: Financial Proposal Submission Form Does this just need to be signed by the lead or all parties?</p> <p>f. Form G: Financial Proposal Form Does this need to specify how the money will be distributed between the partners or just broken down</p>	<p>b. This is to be completed by both parties, attaching the supporting documentation</p> <p>c. Please see Section 2. Instruction to Bidders, clause 14.1: <i>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</i></p> <p>If you are submitting a letter of intent with the proposal, make sure it is notarized. The actual signed and duly notarized JV agreement must be provided by the winning bidder to UNDP after award, before contract signing.</p> <p>d. Yes, this refers to the technical proposal which incorporates the work to be done by both members of the JV. The CV's may be provided by using the "Format for CV of Proposed Key Personnel." More detailed CVs may also be attached separately, indicating role in the team.</p> <p>e. This is to be signed by the Leading partner, but JV must be indicated also in "Name of Bidder" (e.g. Company X in JV with Company Y).</p> <p>f. Cost breakdown must reflect all the components of the proposal, not the distribution of costs between partners.</p>
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as per the tables provided - overall summary by fees, costs, deliverables.	
5. Are there any additional considerations we should be aware of with regards to submission on behalf of a JV/Consortium/Association.	<p>Requirements for JV submissions are indicated per requirement/criterion.</p> <p>Please also refer to Section 2. Instruction to Bidders, clause 14. Joint Venture, Consortium or Association; Section 2. Instruction to Bidders Clause 15. Only One Proposal; and Section 4: Minimum Eligibility and Qualification Criteria.</p>

Please be guided accordingly.

Thank you.