

**Questions and Answers upon results on the Pre-Bidding Conference,
Ref. 37-2021-UNDP-UKR-RFP-Plastics Assessment of plastics waste management practices in the regions of
Ukraine**

February 03, 2021, 11:00, Zoom meeting

№	Question	Answer
1.	What companies regarding the nature of services provided are eligible to take part in tender? Should it be only a research institution or other service providers may also apply?	Eligibility to take part in the tender is not directly linked to the nature of services as per registration documents, the focus is on the relevant experience of the bidder. For example, it may be a consulting company, having experience in the subject, or several companies in consortium, providing different expertise.
2.	The current tender is a re-advertisement of previously announced one, with some changes noticed in the documents required. For example, instead of reports only samples of reports are required. What does it mean?	Based on the results of the previous iteration of the evaluation we found out that provision of the whole report may be a problem to the bidders, since they are restricted with confidentiality clauses or other requirements from previous clients in this regard. But as we have to evaluate the quality of previous analytical documents and level of expert judgement to ensure the quality of the end-product under current activity, we decreased the requirement to provision of abstracts/samples only. Another change in provision of documents is that currently we don't require recommendation letters from previous clients for the team members proposed, but the examples of previous relevant analytic products.
3.	Will it be enough to differentiate relevant projects of team members from CVs or another format is required?	We would like to diverse relevant projects of the company from relevant projects/experience of the team members, since they may have projects from their previous employments. The relevant projects of the company should be reflected in the table, showing information about the client name, nature of the assignment, results, and contact for possible reference check. Speaking about the projects of team members, please indicate this information in CVs, based on the templates provided as part of solicitation documents. Please clearly indicate CVs and the part dedicated to the previous relevant projects.
4.	To get maximum scoring for the projects implemented, will it be beneficial to reference analytic projects from the past, for example 11 years ago?	Please differentiate years of experience, which should be reflected in CVs, showing the years of employment and major relevant functions performed during that period, and quantity of analytic reports. The later may be during recent years, the most important is the relevance of the research/analytic reports.
5.	Is UNDP a VAT payer? Should VAT be included in the proposal?	Since this project was not registered as participant of international technical cooperation, there is no basis for VAT free cooperation. Though UNDP is not a VAT payer regarding operational expenditures for own necessities, the projects may be VAT payers as per their status of registration. Please provide proposals including VAT in this particular case, as indicated in solicitation documents.

6.	Please clarify the deadlines of the project and deliverables. Those indicated in TOR are not realistic, what are your expectations?	The deadlines indicated in solicitation documents are best preferable option from our side. But we understand that the dates may be shifted in frames of the project validity period. The project may be extended, but we would like to count on implementation during 6 weeks from the date of the contract signature. Please indicate your best possible dates of delivery, though realistic.
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