



*Empowered lives.
Resilient nations.*

Date: 24 April 2014

Our Ref: 2014/08/RFP

Subject: Transfer of Czech Experience: Training Program and Study Tour on Energy

Please find below a list of questions and answers related to this tender.

No:	Question	Answers
1	How many lectures are supposed in this phase? Should it be a set of meetings or a set of lectures or a mix of both categories? I thought that the lectures could be done in abroad and then the CZ tour could be intended as a visit of CZ companies, interesting places, public institutions, etc...	It is up to the applicant to select an appropriate and effective training method (bid's methodology assessment is part of the evaluation). Generally, during trainings we expect lectures/working groups depending on the subject, during study tours it is expected that the applicant will select which institutions/persons are crucial to visit/meet in order to transfer the experience (in this case in EE in buildings). There should be also a social event component, such as dinner, or a guided tour.
2	What kind of hotel should be booked for the participants (3 stars or 4 stars) What is the average budget?	The prices vary. There is no specific instruction to the booking of accommodation, however the hotel should provide a decent comfort (4 stars is probably more appropriate), and should be ideally centrally located, with a good transport connection.
3	Is allowed to be a consortium of two or more entities for this bid? If not, is allowed to involve an external expert for workshops in Armenia, Kyrgyzstan and Kazakhstan and for the study tour as a subcontractor to our experts team?	<p>If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that :</p> <p>(i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along 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.</p> <p>After the Proposal has been submitted to UNDP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNDP. Furthermore, neither the lead entity nor the member entities of the joint venture can:</p> <p>a) Submit another proposal, either in its own capacity; nor</p> <p>b) As a lead entity or a member entity for another joint venture submitting another Proposal.</p> <p>The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP. Where a joint venture is presenting its track record and experience</p>

		<p>in a similar undertaking as those required in the RFP, it should present such information in the following manner:</p> <p>a) Those that were undertaken together by the joint venture; and</p> <p>b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the RFP.</p> <p>Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>If a joint venture's Proposal is determined by UNDP as the most responsive Proposal that offers the best value for money, UNDP shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities.</p>
4	<p>There is a request for full board and refreshment for the 5 days of the study tour. Additionally, there is a fix sum (set by UNDP) for pocket money for the participants. Then, what is expected to be included in the full board and refreshment? Shall we expect that lunches and dinners will be covered by their pocket money or not?</p>	<p>The applicant is expected to provide full board plus additionally provide participants with pocket money as indicated in the template.</p>