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Resilient nations.*

Date: 30 April 2014  
Our Ref: 2014/09/RFQ  
Subject: Procurement of Layout and Design Services of Online and Printed Publications and PowerPoint presentations in English and Russian

Dear Sir / Madam,

We have received request for clarifications from potential bidders. In accordance with our standard practices, we are sending the request received and the respective UNDP response to all potential bidders.

Please note that the closing date of the invitation to bid now should read:

Quotations may be submitted on or before **Wednesday May 7, 2014 16:00 hours (Istanbul time)** electronically to the e-mail address: [procurement.rsci@undp.org](mailto:procurement.rsci@undp.org)

All other terms and conditions of the request for quotation remain unchanged.

Please consider the below list of questions and answers related to this tender when preparing your bid.

No:	Question	Answers
1	Do preliminary layouts (3 samples of the cover, 2 samples of the inside layout) have to be designed to each individual report?	The idea is to have a layout template which we can use and slightly modify for each of the reports. So when we agree on the most appropriate sample then we use for all of the reports.
2	Is it part of our duty to design charts, tables and illustrations?	Yes, it will be part of the duties of the contracted company to work with the charts, tables and illustrations in order to standardize them and ensure consistency. They will however be provided as part of the final version of the reports and if need be in editable versions.
3	Do we need to organize printing of layouts locally in our country –	printing of the documents are not envisaged at this stage. The focus is on preparing the final electronic versions of the products (reports, power point presentations etc.) for publishing online but also for printing which will take place at later stage of the project
4	Quite a few documents are requested on page 2 of the RFQ pdf file e.g. Latest Business Registration Certificate, latest internal revenue certificate, tax	Yes, these documents can be submitted in local language, however English translations must be provided when requested by UNDP.

	clearance. They are available but mostly in local language and will need to be translated into English which will take some time. Also, in some cases getting these documents might take up to 30 days. Is it possible to submit in local language to make the process faster and then submit translated versions subsequently?	
5	Does the absence of ISO Quality Certificates disqualify the application automatically?	While the absence of these documents do not lead to automatic disqualification, the availability of these documents are considered during the course of the evaluation
6	In case we get the contract do we have to issue invoice for the individual jobs, or UNDP pays without an invoice based on the contract?	The payment terms are indicated in the RFQ documents. Invoices will have to be submitted by the awarded contractor for each progress payment.
7	Also, we are still waiting for confirmation from the tax office on the question of VAT. Hence how do you advise to proceed – include the VAT in total amount and then revisit if need be based on response from tax office?	<p>This issue is addressed under Section 18 of the Annex 3 to the RFQ.</p> <p>“Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes”</p> <p>In any case financial quotations may be submitted with applicable taxes indicated separately.</p>