

United Nations Development Programme

برنامج الأمم المتحدة الإنمائي



Iraq

19th June 2014

Clarifications No. 1

RFP-049/14 - Entering into a Long Term Agreement (LTA) for Provision of Events Management Services for UNDP-Iraq Office

Dear Bidders,

Please find below clarifications to questions received by bidders:

Question No. 1:

Under Section 7A and 7B - Five Cases:

- 1.1 Are these only examples or actual cases to be implemented in the future?
- 1.2 Are the timetables, for these programs, still valid or will be shifted forward?
- 1.3 Are the new timetables ready or will be fixed later-on?

Answer No. 1 by UNDP-Iraq:

- 1.1 All events and dates are entirely **fictitious** and were designed merely for the purposes of financial evaluation under this RFP.
 - 1.2 Time table shall remain as is.
 - 1.3 Time table shall remain as is.
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Question No. 2:

There is a Focal Point on the part of the contractor (P.24). In addition there is a UNDP Manager/ Focal Point (P.34). Are there two Focal Points, or only one (i.e. Contractor's Focal Point?).

Answer No. 2 by UNDP-Iraq:

Under each LOT, only one Focal Point is required.

Question No. 3:

Regarding Per diems:

- 3.1 How much is per diem per trainee?
- 3.2 How much is the per diem per supervisor?
- 3.3 Does the per diem cover arrival and departure days?

Answer No. 3 by UNDP-Iraq:

- 3.1 The per diem is paid according to the location of the event as per UNDP standard agreed per diems. Note that per diem fees could change. UNDP has provided below the current rates in each of Iraq, Amman and Istanbul. Note that these rates are not fixed and change according to requirements and actual payments that are already covered by UNDP. For example, when accommodation and meals are provided to participants then the rates go down and only the applicable part is paid. Also note that for events inside Iraq, the given rates depend on the geographical location from which the participant is travelling to join a certain event.

Baghdad: USD358.00

Elsewhere inside Iraq: USD290.00

Amman: USD 233.00

Istanbul: USD 349.00

- 3.2 Per diem is distributed to participants as and when requested by UNDP, regardless of position, the per diem rate is flat for all.
- 3.3 Per diems do not include terminal expenses.

Question No. 4.:

Regarding Airlines

- 4.1 What airlines will be used?
- 4.2 Iraqi Airline is not dependable? Who bears the risks and costs (hotel reservations, etc...) in case the trainees do not arrive on the scheduled time. This is a force majeure case not clearly covered in Section 12, No.14.0. In other words, what risks and costs will UNDP bear in this case?

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Answers No. 4 by UNDP-Iraq:

- 4.1 Accredited authorized available airlines, most direct economical route
- 4.2 UNDP-Iraq till now has not faced such situation where an event has been cancelled due to late arrival of airline. In the incident such situation occurs, the timing of the event may move forward.
- The usual practice is that the event service provider shall provide an offer to the UNDP focal point each time there is a request order for an event. Usually such offers refer to no show policy conditions. On a case by case basis, it is expected that flexibility is provided from the Hotel's side and agreed upon for no show policy
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Question No. 5.:

We need detailed information regarding the additional room and other services for VIP persons (P. 32, No. 3.2).

Answer No. 5 by UNDP-Iraq:

The information is already provided in the TORs for example the given rate for the additional services shall be part of Hotel room reservation such as internet services, laundry...etc.. where this shall be agreed upfront, upon UNDP agreement to such arrangement.

Also, kindly note that reservation of standard rooms is the usual practice in UNDP, however, an upgrade sometimes could be obtained as a courtesy from the hotel.

End of Clarifications.....

UNDP-Iraq Office

Procurement Unit