

United Nations Development Programme

برنامج الأمم المتحدة الإنمائي



Iraq

14th July 2014

Clarifications No. 3

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 by Bidder:

Could you please determine the maximum estimated Budget that should be allocated per event; since we need to define an estimated amount of budget to be reserved for the project (according to our internal financial procedures), in order to control the cash flow and liquidated amounts.

Answer No. 1 by UNDP-Iraq:

The budget differs in accordance to the size, number of participants, requirements, number of days and any other related services. From our current historical data the highest budget spent on an event is of approximately USD180,000.00. Note that frequency of events of such value is low and may occur around 3 times a year. The second highest budget is of approximately USD70,000.00. Please also refer to the historical data given in the TORs on page 30 of the RFP that refers to the total estimated amounts spent on events per the given year including number of events and number of participants.

Question No. 2 by Bidder:

For Staff Allocation purposes, is there any possibility to implement 2 or 2 events at the same time in parallel, in different countries?

Answer No. 2 by UNDP-Iraq:

Yes.

Question No. 3 by Bidder:

The proposer is not required to photocopy the written training materials, according to the number of participants.

Answer No. 3 by UNDP-Iraq:

Correct.

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Question No. 4 by Bidder:

The proposer is not required to interpret the written training materials into Arabic, which means that interpretation covers only oral interpretation of the lectures and their oral discussion.

Answer No. 4 by UNDP-Iraq:

Correct.

Question No. 5 by Bidder:

Please advise in terms of ticketing services?

Answer No. 5 by UNDP-Iraq:

There are no ticketing services required in this RFP.

Question No. 6 by Bidder:

Please confirm the proposal submission address. Shall we submit it to the address as stated in RFP, ITEM 20, PAGE 19 (Amman address). Or shall we submit to UNDP Baghdad office?

Answer No. 6 by UNDP-Iraq:

Please submit to the address mentioned in the RFP document on page 19, item 20.

End of Clarifications.....

UNDP-Iraq Office

Procurement Unit