

**UNDP's Response to Proposers' Question**  
**RFP/UNDP/OHR/020/2014 for the Event Management Services**  
**– Round 2**

1	<p><b>Q If we decide to submit a proposal as part of a partnership with another company – do we need to have a registered joint venture agreement at the time of the proposal submission? Do we need to have a MOU? (we have a range of partners that we work with but have different types and levels of agreements with them).</b></p>
	<p><b>A</b> 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 : (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> <ul style="list-style-type: none"> <li>a) Submit another proposal, either in its own capacity; nor</li> <li>b) As a lead entity or a member entity for another joint venture submitting another Proposal.</li> </ul> <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.</p> <p>Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner:</p> <ul style="list-style-type: none"> <li>a) Those that were undertaken together by the joint venture; and</li> <li>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.</li> </ul> <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>

2	<b>Q</b>	<b>In the excel table there are some numbers, person amounts and costs populated in the cells – are these examples or are these set prices that UNDP have requested that we work with?</b>
	<b>A</b>	Bidders are requested to work with the numbers set in the Price Schedule (Excel document). These numbers are information for the Bidders to consider in proposing their price or discount level. Bidders just need to fill in the relevant empty column and should not change the numbers set in the price schedule. The evaluation process will also use these numbers as the baseline.
3	<b>Q</b>	<b>Can you give an estimate of how many events are expected per month and per year?</b>
	<b>A</b>	20-30 events per year.
4	<b>Q</b>	<b>Can you give us an example of past or upcoming events so that we can understand the size and scope – how many people attending on average and type of event (i.e. conference meeting)?</b>
	<b>A</b>	Upcoming Induction workshop for 35 people.
5	<b>Q</b>	<b>Each lunch menu will have different price. Please provide details on the menu.</b>
	<b>A</b>	As per the Excel Sheet (Price Schedule), Lunch is part of the Meeting Package price where Bidders are expected to propose a <u>minimum level of discount from the market</u> price equivalent to the relevant 3 stars and 4 stars venues. If awarded the contract, within the LTA period, if requested, bidder should be able to provide the same or higher discount for this service.

Date: 29 October 2014