



QUESTIONS AND ANSWERS REPORT

<u>To:</u>	Consultants
<u>From:</u>	UNDP Lebanon
<u>Subject:</u>	Provision of technical support by a Civil Engineer on Framework basis to provide technical follow-up on the implementation of community infrastructure rehabilitation projects, in the North Region. (Three Engineers will be selected for this Procurement Notice)
<u>Reference:</u>	LEB/CO IC/136/14
<u>Date:</u>	December 18 th 2014

UNDP Lebanon Procurement Unit has received several questions regarding the subject Tendering Procedure. All questions received to-date are documented below with respective answers.

Questions and Answers		
1	Q.	Unfortunately am not aware about the locations and nature of sites and projects in North that I can decide the value of each site visit according to that
	A.	The projects will be implemented in all North Villages. Types of projects are infrastructure and / or constructions. The Engineer is supposed to go to site and check the location for proper feasibility studies execution. As such the Engineer should take into consideration his fee per day (site visit) as well as any transportation cost to be added.
2	Q.	The format of financial proposal could not be the best framework to compare between all the candidates, because the TOR did not quantify how many hours of work are necessary for each mission could be estimated for better comparison, nor how many missions are probable by year also could be estimated in an equal basis). Also the TOR doesn't say where the feasibility analysis shall be prepared, in Lebanon or in home-based.
	A.	The feasibility study can be prepared in his / her office, but of course a site visit is necessary to make sure that the BOQs and ToRs prepared are appropriate. The financial offer proposed is the correct form and can enable us to compare the offers. This is specifically because we are asking for cost per day and cost per 1 feasibility study. In some days the Engineer may visit more than one project and in other times two or more, yet only one day site visit will be charged. As such, the Engineer should indicate

		the cost per day.
3	Q.	In the Annex II form, Am I supposed to fill out page 3 only? (beneficiary and emergency contact)
	A.	Annex II is just for reference, and no need to fill it out
4	Q.	In the Annex III form, I'm not sure how to fill out part e. Is it basically asking how much I'm charging per site visit? Please provide some clarification on how to fill out my "financial proposal".
	A.	Yes, we are asking how much the engineer is charging per site visit. The Engineer is supposed to go to site and check the location for proper feasibility studies execution. As such the Engineer should take into consideration his fee per day (site visit) as well as any transportation cost to be added.
5	Q.	Also, in order for me to provide my "technical proposal", especially " a brief methodology on how you will approach and conduct the work" I need to know more information about the infrastructure rehabilitation projects performed by UNDP.
	A.	The projects will be implemented in all North Villages. Types of projects are infrastructure and / or constructions.
6	Q.	Concerning the table (breakdown of costs) annex 3 the question is: The cost of the feasibility study design must be proportional to the cost of the project or on base of lump sum cost
	A.	It should be based on lump sum cost