



QUESTIONS AND ANSWERS REPORT

<u>To:</u>	Consultants
<u>From:</u>	UNDP Lebanon
<u>Subject:</u>	Provision of Individual Services of Graphic designer for the design of publications related to climate change
<u>Reference:</u>	LEB/CO IC/1/15
<u>Date:</u>	January 15 th 2015

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.	Whether companies from Outside LEBANON can apply for this? (From India or USA)
	A.	Kindly note that the subject procurement notice is for the request of services form individual consultants and not from companies
2	Q.	Whether we need to come over there for meetings?
	A.	Meetings are required to be held at the Ministry of Environment in Lebanon with the UNDP project's teams.
3	Q.	Can we perform the tasks (related to RFP) outside LEBANON? (From India or USA)
	A.	The consultant would need to come to Lebanon for meetings and to follow-up on the printing process.
4	Q.	Can we submit our proposals via email?
	A.	Yes
5	Q.	Would it be possible to bid as a company and submit CV's for individual designers. We could allocate 1 designer for the project who could also travel to your office in Lebanon.

	A.	Kindly note that an individual designer from your office can submit a proposal mentioning that if selected for the assignment, he/she will request your company “Phoenix Design Aid A/S”, as the employer, to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on his/her behalf.
6	Q.	Regarding the “sectional technical report” (100-150 pages) and the “teacher’s guide to climate change” (200 pages): Will they be typed by contractor or provided to contractor as electronic files?
	A.	The reports will be provided in electronic formats
7	Q.	Cost of living?
	A.	As of January 1 st 2015 the Daily Sustenance Allowance Rates for Beirut, Lebanon is USD 268.00
8	Q.	Do you expect a home-based consultancy? With some travels on the field? or is it a consultancy that takes place full time on the field? Or is it not defined yet?
	A.	The consultant would need to come to Lebanon for meetings and to follow-up on the printing process, and meetings are required to be held at the Ministry of Environment in Lebanon with the UNDP project’s teams.