

QUESTIONS AND ANSWERS REPORT (1)

<u>To:</u>	Offerors
<u>From:</u>	UNDP Lebanon
<u>Subject:</u>	Provision of professional services for a Consultation for Lebanon's Intended Nationally Determined Contribution (INDC)'s Preparation and Submission
<u>Reference:</u>	LEB/CO RFP/52/15
<u>Date:</u>	30 April 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.	<p>On page 4 of the attached RFP it states that no travel is required:</p> <table><tr><td>Latest completion date</td><td>Six (6) months from contract's signature date.</td></tr><tr><td>Travels Expected</td><td>Not Applicable</td></tr><tr><td>Special Security Requirements</td><td>Not Applicable</td></tr></table> <p>However, later in the document in the terms of reference section (Appendix 4, pg. 23) it states:</p> <p>At least 2 stakeholder consultation workshops are envisaged throughout the The costs of the stakeholder consultation(s) should not be added to the f incurred will be covered by the project.</p> <p>Which has led us to believe that travel is required in order for the workshops to take place.</p> <p>Please could you clarify which is correct?</p>	Latest completion date	Six (6) months from contract's signature date.	Travels Expected	Not Applicable	Special Security Requirements	Not Applicable
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Travels Expected	Not Applicable							
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	A.	<p>Yes, travel is required. Please refer to the Updated Request for Proposal.</p>						
2	Q.	<p>In the terms of reference it states (page 23):</p> <p>“At least 2 stakeholder consultation workshops are envisaged throughout the INDC development process. The costs of the stakeholder consultation(s) should not be added to the financial offer since all costs incurred will be covered by the project.”</p>						

	<p>I am confused by the highlighted line, and hope you could provide some clarification. Does this sentence mean that the tenderer should include the cost for the stakeholder consultation workshops in their final financial offer (for example include costs for venue hire, catering etc.), or does it mean the UNDP will cover the cost of the consultation workshops, excluding the time and expenses of the consultants? The last two words “<i>the project</i>” is a little misleading.</p>
A.	<p>The tenderer should NOT include the cost of the stakeholder consultation workshop in the financial offer.</p>