

United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الأمم المتحدة الإنمائي / برنامج مساعدة الشعب الفلسطيني



Empowered lives.
Resilient nations.

RFQ-2015-134

Date: 12 August 2015

Addendum No. 1 Reference: RFQ-2015-134

RFP: Consultancy services for the preparation and development of operation and management plan for Maqam Nabi Musa historical site in Jericho Governorate

Issue Date: 3 August 2015

Closing Date & time: 20 August 2015 at 2:30 p.m.

Dear Sir/Madam,

This correspondence pertaining to the above-mentioned requirement should be considered as an integral part of the tender documents. Below please find the UNDP/PAPP clarifications and an official reply to all inquiries raised by participant bidders.

Responses to the queries that have been received:

1. Is the 100 hours mentioned in the "Expected Duration of Work and Timing" column of the "Payment Terms" table the expected level of effort in man-days, or simply the expected duration of the tasks?

Reply # 1: The expected duration of work is 100 calendar days and six month during the startup period as per milestones mentioned in the ToR.

2. If the breakdown in the "Payment Terms" table is indicative of level of efforts, can the bidder suggest different levels of effort?

Reply # 2: NO.

3. Can the bidder propose an alternative payment schedule, including an initial or mobilization payment upon contract signing?

Reply # 3: NO.

4. Can the UNDP provide guidance on the expected level of effort expected over the start-up period?

Reply # 4

- a) The duration of the startup period is 6 months.
- b) Task 5 is intended as support services during the start-up period as cleared in task # 5.
- c) The expected level of effort will be depending on the needs and the outputs of the listed four tasks to ensure the successful operation of the Maqam En-Nabi Musa.

RR



RFQ-2015-134

Date: 12 August 2015

5. For the support services to be rendered over the duration of the start-up period, can these services be priced on a time-and-materials basis or on a retainer basis? Or do you require a full cost breakdown with units of time, travel expenses, etc.)?

Reply # 5: A full cost breakdown is required.

6. In the evaluation criteria (form 2d) you specify a minimum of 4 years of relevant experience for staff. On page 12, you require all staff to have a minimum of 10 to 15 years. Which is binding?

Reply # 6:

The Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, including:
 - a.1 Cultural Tourism Specialist with minimum 15 years' experience
 - a.2 Economist with minimum 15 years' experience
 - a.3 Marketing Expert with minimum 15 years' experience
 - a.4 Livelihood Specialist with minimum 10 years' experience
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

7. In Task 3, the RFP mentions "integration of ex-drug addicted patients" in the operations plan. Can you provide any context for why this is a focus for the UNDP?

Reply # 7:

A drug rehabilitation Centre is located in part of the complex (six rooms) since the last ten years. The center nowadays handles approximately sixteen individuals who are recovering from drug addictions.

8. How does the UNDP prefer bidders to apply overhead and fees? Shall bidders apply overhead and fee rates in separate lines in the budget, or shall we build the overhead and fee into the line items?

Reply # 8:

Overhead and fees should be integrated and included within the financial offer and not as separated items.

9. We understand that this particular project is part of a broader, EU-funded effort to create a model for PPP engagement in management of tourism sites. Will the PPP component of the Nabi Musa project be a pilot, or will it be expected to use models already existing in the MOTA or created as part of the broader EU-funded effort?

Reply # 9:



RFQ-2015-134

Date: 12 August 2015

The PPP component of the Nabi Musa project is considered as a pilot experiment in Palestine.

10. It is our understanding that there is a National Coordinator based in Ramallah for the duration of this project, among whose responsibilities will be facilitation and coordination with governmental stakeholders and the Maqam En-Nebi Musa Joint Committee. Will this National Coordinator be able to host and facilitate stakeholder meetings mentioned in the RFP's task descriptions? Or should the bidder budget for the coordination and logistics of these meetings?

Reply # 10:

Coordination and facilitation role among project stakeholders is fully provided by UNDP.

11. ON page 7 under technical Evaluation Criteria Form 2 d. staff previous experience and level of education (minimum post-graduate degree and 4 years relevant experience.
On page 12 under Tasks 5, the service provider must provide
a.1within minimum 15 years' experience
a.2.....within minimum 15 years' experience
a.3.....within minimum 15 years' experience
a.4within minimum 10 years' experience

Please clarify is it 4 years or the 15 & the 10 years of experience.

Reply # 11:

Please see Reply No. 6

12. Is there an identified level of effort for the whole task which can be shared with us, as the technical assistance for 6 months for the company is too broad, it can be 10 man days level of effort or it can be 50 man days level of effort! The two options are correct but it depends on the budget.

Reply # 12:

Please see Reply No. 4

Interested firms shall acknowledge receipt of this addendum by returning/including it, signed and stamped, with their technical proposals.

For your kind attention and reference.

Sincerely Yours,

Khaled Shahwan
Deputy Special Representative
Operations - UNDP/PAPP