

TO ALL INTERESTED COMPANIES

Ref: ITB-UNDP-MYS-003-2016 – Provision of Travel Management Services for UN Agencies in Malaysia

Round 2 clarification

Provided below are Answers to Questions raised regarding the above assignment:

General Questions:

- 1) Q: In regards to the Acknowledgement Form which is to be sent no later than 26th April 2016 3PM , what would be the format? Is there any specific form or format which needs to be sent?

A: We do not require any specific format. You can use any format to express your intention.

- 2) Q: Reconfirmation on the Method of submission - Electronic (as per page 19) or manual (page 12 item 23.3)?

A: The submission should be made by electronic submission (email).

If you refer to page 12 item 23.3, it specifies the address for submission is specified in Data Sheet (DS) no.20 (page 19).

Then it finally refers to DS 23 (page 19), which specifies the electronic address submission (psa.bid@undp.org).

- 3) Q: Page 22 – item 27, 2nd Paragraph – how do we receive a confirmation?

A: Please utilize the link “ <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list> ” provided in the General Conditions of Contract for Services (page 65, item #25.1), to check whether your company is listed.

- 4) Q: Page 22 – item 26 third 3rd Paragraph – please explain on the self- statement of Satisfactory Performance of the Top 3 Clients during the past 5 years in terms of Contract Value.

A: This means, from your own perspective, please provide the relevant contract value of your best 3 clients, for the past 5 years.

- 5) Q: Joint Venture Partner Information Form – does that refer to any Partnership we might have internally or a JV with UNDP?

A: It refers to your internal partnership.

6) Q: **Data Sheet – Item No 23 . D 23.2 and D.26 - Page 20**

Digital Certification/Signature: [All bids must be signed by signatory authority of submitting bidder]

We are using encryption email and our email domain is protected by security certificate.
Is this sufficient?

A: This statement is just to ensure that bidders signed the documents where they are expected to sign in the provided forms (i.e; Section 4, Section 6 and Section 7).
You can choose whether to submit a physically signed documents or with the digital signature.

7) Q: **Section 4 , Section 5 , Section 6, Section 7 – From Page 40 – 51**

We would like to have the soft copies in either Microsoft Words / Excel for us to complete. Kindly advise whether these can be provided to us.

A: The soft copies format (Microsoft Words) are available at the advertised UNDP Procurement Notices website and can be downloaded from there.

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