



Date: 26 April 2016

Our Ref: 2016/12/ITB

Subject: 2016-12-ITB-Analysis-EMBLAS-II

Please find below a list of questions and answers related to this tender.

No:	Question	Answers
1	<p><u>Question 1 related to Section 6 (Technical Bid Form):</u> In DS No. 28 (List of Documents to be submitted), it refers to</p> <ul style="list-style-type: none"> (a) A list of MSFD or WFD implementation related projects (b) Description of the analytical equipment available in the laboratory (c) Description of the methodologies for analyses of tendered parameters (d) CV of 1 key expert responsible for overall management of analytical work and ensuring proper reporting of results of analyses (format to be provided by EMBLAS project) <p>Later, in Section 6 (Technical Bid form), there is space provided under paragraphs 1.2 (WFD/MSFD related projects), 2.1 (Compliance with the requirements of Annex 1), 2.2 (Compliance with the requirements of Annex 2) and 2.3 (Compliance with the requirements of Annex 3) for the description of the projects and the methods for the compounds of Annexes 1,2,3. We have completed the Annexes and prepared separate documents for the description of the projects, the instrumentation/analytical equipment of the laboratory and the methods of the analyses, as attachments of this form. Is this fine?</p>	<p>Yes, this would be acceptable.</p>
2	<p>Moreover, we have prepared CVs for all the team members, as required in DS, # 4, Requirement 9, where it says "CVs for key personal proposed for this project, as per minimum stated below". In Section 6, paragraph 3.2, it asks for the CV of only 1 key personnel. I assume we have to add all the personnel of the lab, involved in this project, correct?</p>	<p>The submission of the CV of one key personnel is obligatory, as requested in the Section 6, paragraph 3.2.</p>
3	<p>Moreover, in DS No.28 it says that we have to follow the format provided by EMBLAS project. Is this the template in paragraph 3.2 of Section 6? But then, how we will include our publications to show the relevance to the WFD/MSFD or emerging contaminants analyses? Should we use an annex for our CVs (all the people who will involve in case we qualified) in our common format?</p>	<p>The expression "(format to be provided by EMBLAS project)" does not refer to the format of the CV. It refers to the results of analyses. i.e. the key expert in the paragraph 3.2 will have a task to provide the results of analysis in the required format.</p> <p>If you wish, you can add also the CVs of other people involved, in your format.</p>

		The list of publications could be an annex in your submission. Kindly note, that examples of these publications (or their relevant part) should be attached
4	<p><u>Question 2 related to Section 3b Related Services</u> <u>This is just a confirmation document of acceptance of UNDP terms for this procurement action.</u> - Delivery term: should we check DAP? What is it?</p>	DAP refers to INCO Terms 2010 “Deliver at Place” indicated so the results of the analysis will be delivered at the address indicated by UNDP (in this case the UNDP Istanbul office)
5	UNDP Preferred Freight Forwarder: who is it?	Not applicable in this case
6	Distribution of shipping documents: I do not understand what I have to fill in here.	If shipping documents will be required for any reason, they will be shipped to the UNDP IRH Office in Istanbul.
7	Delivery Date: Do you mean the delivery of the results from our side or the delivery of the samples from the sampling crew? If it is the first one, should we propose incremental delivery of the results of the analyzed samples or a final report with all the samples?	The delivery of results means providing of the filled in “Data Collection Templates” = results of analyses in the form provided by UNDP before the start of the analytical work.
8	Technical Support Requirements: What is this? Any hint?	Not applicable in this case
9	Payment Terms: Should we check "100% within 30 days upon UNDP's acceptance of the goods delivered as specified and receipt of invoice"? If yes, this means that we issue an invoice any time we deliver the results of a batch of samples, correct? Or does it mean that we will finish all the analyses, report them in one report of analyses and then we issue an invoice?	The payment will be done after finalization of all analysis, reporting and submission of the final invoice. Advanced payment may be considered in accordance with the conditions indicated in the tender documents under section: DS12 for any potential advanced payments that may be requested by the bidder for consideration by UNDP.
10	<p><u>Question 3 on Section 5: Documents Establishing the Eligibility and Qualifications of the Bidder</u> We are a public university (University of XYZ), run under the public law. The Laboratory of Analytical Chemistry which is submitting the offer, belongs to the XYZ (it has a different establishment year, but not its own legal entity. The legal entity if the XYZ). We are operating only in one country. I'm not sure about the answers to the following points: - Year of Registration in its Location: Do you mean in a Tax Office (i.e. the Registration VAT number and the year of its issuance?) or the establishment of the XYZ (i.e the year XXXX)?</p>	Both dates may be indicated.
11	Value and Description of Top three (3) Biggest Contract for the past five (5) years: Do you mean the projects of the overall XYZ or those of the Laboratory of Analytical Chemistry? I understand the first (XYZ). All the other projects of LAC relevant to the WFD/MSFD are included in the Technical Bid Form, Correct?	Yes, the project of the University and top LAC relevant projects.

12	Are you in the UNPD List 1267.1989 or UN Ineligibility List?": I assume we are not in this list; I would tick NO; what more do UNDP needs to certify that?	Yes, please tick "no". UNDP will double check this from the ineligibility lists.
13	Latest Credit Rating (Score and Source, if any): From where?	Kindly check with your finance unit, If you do not have it, please state "not available".
14	If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law: We will provide you the law establishing the Special Account for Research Grants of the University XYZ, which is the official entity of the XYZ for the management of the research grants/income. This document shows the autonomy and compliance with the commercial law.	This is acceptable to UNDP.
15	<u>Question 4 on Section 8: FORM FOR BID SECURITY:</u> I'm not sure, if we have to submit now (in the offer folder) the security forms from banks (Section 8, 9 and 10) or we issue these after the completion of the evaluation of our offer.	These forms are not necessary, it would be required only in case of a pre-payment that would exceed 30,000 USD or 20% of the Contract value.
16	<u>A minor Question on Section 8 - Annex 2:</u> In Annex 2, the LOQ units for sediment and biota are not displayed correctly. I assume that the units are µg/kg. Am I correct?	Yes, this is correct. The incorrect unit (missing "micro" sign) was due to conversion to pdf.

Please take the above clarifications into consideration while preparing your bid.

All other terms and conditions remain the same.