

Date: 7 November 2016

Bulletin 1

Request for Proposal (RFP) for Preparation of Revenue Improvement Action Plans (RIAP) for selected six Municipalities in Nepal

Reference No.: UNDP/RFP/018/2016

Question and Answers

RFP Clause	Reference	Query	Response
Page 4	Currency of Proposal: Local Currency	Whether International Firms registered outside Nepal can also apply for this assignment. If yes, then we request that either United States Dollar or Indian Rupee should also be accepted as Currency of Proposal	Yes USD is acceptable currency of proposal
Page 5 Page 22	Criteria for Contract Award: Lowest Price Quote Para 8. Score of Financial Evaluation: The technically qualified highest combined scorer with (70% technical) and 30% weightage of the financials will get the award of the contract.	Whether the Evaluation Criterion is 70:30 or L1.	Please refer to Criteria for contract award: Lowest price quote among technically responsive offers. Only technically qualified bidders who scores 70% will be eligible for financial evaluation.
Page 7	The Financial Proposal and the Technical Proposal Envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either TECHNICAL PROPOSAL or FINANCIAL PROPOSAL, as appropriate. Each envelope MUST clearly indicate the name of the Proposer.	Whether the Hard Copies of the Proposal are to be submitted or proposal can also be submitted through email. In case international firms are allowed to bid, we request that submission of the proposal through email should also be allowed. (Financial Proposal may be submitted through a password protected file).	As indicated in the RFP, submission of hard copy is required. No provision of email submission.

Page 1	If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.		
Page 17 Annex 4	<p><i>Organize workshops in individual municipality</i> with key stakeholders to identify key issues for local revenues, revenue potentials and improvement actions. The key stakeholders will also include local representatives of political parties and CSOs.</p> <p>The team of consultants within the selected firm will visit all the selected municipalities and conduct orientation workshops to Municipal Officials, partake in brainstorming for data requirement data availability.</p> <p>Prepare a draft RIAP and present it to the Municipality by organize workshops and incorporating feedback and comments received.</p>	Our understanding is that the consultant has not to budget for these workshops in the financial proposal. The expenditure for arranging logistics for these workshops shall be borne by UNDP Separately.	Please refer to page 9 of the bidding document, whereby section 4 indicates that the bidding firm should provide cost for these logistics arrangement for the workshops.