**RFP 619**

**Questions and Answers**

**3 December 2019**

Answers are provided in red letters:

1. In the request for proposal, page 3, “Names and curriculum vitae of individuals who will be involved in completing…”, the important remark states that “in case a sub-contracting is envisaged, the majority of required/proposed team members (key personnel) must be the Bidder’s (legal entity/s) employees, to include a Team Leader. Bids containing majority of the proposed team members that are sub-contractor’s personnel shall be rejected”. We are not sure about the meaning of this sentence. Does it mean, that if we bid as a sole company, the majority of the proposed experts must be internal employees of the sole bidder and not freelances? Or does it mean, that in case we bid with another company, the majority of the experts proposed should be regardless freelances or employees proposed and managed by the sole leader?

As stated in RFP document, in case a sub-contracting is envisaged, the majority of the required/ proposed team members (key personnel) must be the Bidder’s (legal entity’s) employees, to include the Team Leader. Bids containing majority of the proposed team members that are a sub-contractor’s personnel shall be rejected. Following the above mentioned, if bidder submits the offer as a sole company the majority of proposed team members shall be the sole bidder’s employees and the employees of the sub-contractor (another company) and/or freelances shall be in the minority.

Requirements related to joint venture/consortium are provided in the RFP document separately.

1. In page 30, in the Personnel requirements section, it is stated that the selected bidder shall provide a team of 3 experts. This team can be enlarged if duly justified, “however it should be noted that UNDP will only undertake technical and financial evaluation of CVs of the above-mentioned experts”. Does that mean that the team leader requested in the point quoted in the previous question, shall be included without a budget for his/her working days? Or does this team leader person must be impersonated in one of the 3 key experts requested in the Terms of reference (sustainable office expert, energy expert, mechanical engineer)?

Please be informed that the team leader shall be one of the following 2 proposed key experts:

1. Sustainable office expert, or
2. Energy expert

and shall have at least 5 years of experience in project management as requested in the TOR (details to be provided in the respective CV).

The Selected Bidder will provide the team structure with clearly specified roles of the proposed team members (Team Leader, etc.).

1. We would like to know where the border of the project is. In other words, we would like to know whether we should analyse the office building with the surrounding area or the office building only (e.g. Should we analyse installation of PV panels above the neighbouring parking space? Should we analyse possibilities for making boreholes for using geothermal energy or installation of heat pumps or construction of a wind turbine outside of the building?)

The Study shall be limited to the building itself, i.e. more specifically the cadastre parcel

number 1120/3, cadastral municipality “Novi Beograd”.

1. Is it obligatory that KE – 2 (Energy expert) has license 381? We have two engineers  with licenses 381 in our team but would like to propose them for position of KE 1 Sustainable office expert and position of KE 3 mechanical engineer who also has the licence 330. We understand that the ToR requests an engineer with license 381 in the team but that is irrelevant whether it will be KE 1 or KE 2. Please confirm.

Confirmed. The Bidders may propose Energy expert without the relevant licence 338 issued by the Serbian Chamber of Engineers if one of the other two proposed key experts (Sustainable office expert and Mechanical engineer) possess the said licence.

1. In the Deliverables and Deadlines it is prescribed that Study on sustainable offices has to have maximum 20 pages? Is it obligatory? In our opinion, this project is very complex and requires a lot of details i.e. that the estimated number of pages might be enough for an extended Executive Summary only. Please clarify.

The number of pages of the Final Study shall not be limited, whereas the number of pages of the Draft Study shall be limited to 20 as specified in the TOR. The Draft Study shall contain a summary of foreseen scope of works that shall be reviewed and accepted by UN. Once the scope of works has been accepted, the Selected bidder shall provide all the necessary details of the works in the Final Study.

1. How many days you plan for conducting training session for employees (one or more days)?

The training for employees shall be held over a course of one day.

1. In document “REQUEST FOR PROPOSAL”, Annex 4 – ToR, page 24 Legal and financial issues and

recommendations your request is to “Identify any legal gaps and constraints of all aspects of sustainable office management and propose recommendations for solving such gaps and constraints”.We understand that Consultant should identify legal gaps and constraints for application of packages of EE/RE measures, which are identified in the previous task (Task 3) and which could ensure a sustainable office management i.e. sustainable energy consumption. If there are such gaps and constraints in Serbia, the Consultant should recommend how to solve them. Please confirm that our understanding is correct or clarify the request.

The referenced requirement “Identify any legal gaps and constrains of all aspects of sustainable office management and propose recommendations for solving such gaps and constrains.” is related to all listed tasks and all deliverables of the TOR, not just Task 3. The Selected Bidder shall identify any legal gaps and constraints that would prevent implementation of the measures foreseen by the Study and propose recommendations that would make said measures in compliance with the relevant laws and regulations. For example, the Selected Bidder shall identify all legal requirements related to the installation of rainwater harvesting system or those related to making the switch from the district heating system to an alternative means of heating if these works are foreseen by the Study and undertake legal gap analysis and provide recommendations to overcome them.

**Update, 6 December 2019**

8. Related to the Procurement RFP 619 Greening the Blue Recommendations we would like to ask for several clarifications:

* Document page 2, broken link [http://www.un.org/depts/ptd/pdf/conduct\_english.pdf](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.un.org%2Fdepts%2Fptd%2Fpdf%2Fconduct_english.pdf&data=02%7C01%7Cprocurement.rs%40undp.org%7C45e1a2d8d1434420aee008d7799c30d8%7Cb3e5db5e2944483799f57488ace54319%7C0%7C0%7C637111584052631115&sdata=CN0Ba0PHN%2Fw4mmSAhZK04fPQv7pPGQ%2FwgVBqdDUkZ2Y%3D&reserved=0) - **Question**: can you please provide correct link?

Answer:  Please find the new link:  [https://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.undp.org%2Fcontent%2Fundp%2Fen%2Fhome%2Fprocurement%2Fbusiness%2Fhow-we-buy.html&data=02%7C01%7Cprocurement.rs%40undp.org%7C45e1a2d8d1434420aee008d7799c30d8%7Cb3e5db5e2944483799f57488ace54319%7C0%7C0%7C637111584052631115&sdata=pmpgsV8aBo3nSWGr%2BAamvLpNKyutbpzlcXoS5u9DvKY%3D&reserved=0)

* Document page 5, under *Documents to be submitted*, point *Proven experience*, and later on page 26 in ToR – the requirement is to provide “extracts from the analysis reports containing sufficient information to prove that the Selected Bidder has the requested experience to be submitted”. **Question**: We have references for governmental and commercial projects protected with NDA. What to provide in this case? It the Title page and corresponding content sufficient?

Answer: As minimum, if the exact information can’t be provided due to a NDA, Bidders shall fill in the table listed under the TOR’s Corporate requirements providing the mandatory full details in the column 1 (Clients’ contact details), a detailed description of the project (i.e. project title and detailed description of activities performed), duration of the project without specifying the exact dates (year of the project implementation and duration of the project in months, i.e. 2018 – 2 months) and approximate project value without specifying the exact amount (a project value range, i.e. US$ 50,000-60,000). As supporting documents, Bidders can attach (but not mandatory) copies of the extracts from the Contract (NDA) that include cover page and the content of the analysis report as the evidence that the project listed in the aforementioned table has been performed.

* Annex 4 ToR, Scope of work point 2 (pg. 24) – Calculate heat demand – **Question**: should we include design sizing calculation in the offer or these data can be taken as inputs from the provided HVAC as build documentation?

Answer: The Selected Bidder shall perform design sizing calculations and shall not consider previously calculated input data for the existing HVAC system.

* Annex 4 ToR, Scope of work point 2 (pg. 24) – estimation of overall energy consumption – **Question**: is there any more specific requirement about the level of estimation? It could be as simple as using unit energy consumption or going to the complex solution and dynamic energy modeling

Answer: The Selected Bidder shall perform dynamic energy modeling.

* Annex 4 ToR, Scope of work point 3 (pg. 24) – maximizing daylight usage – **Question**: similar as above. What level of calculation is requested? It could be as simple as using tabular data and % savings or going to the complex solution and daylight modeling

Answer: The Selected Bidder shall perform simple calculations for maximizing daylight usage such is the named tabular data with listed percentual savings.

* Annex 4 ToR, Scope of work point 4 (pg. 25) – Corporate requirements, List of projects to be submitted in the following format; Value $ - Question: We have references for governmental and commercial projects protected with NDA. What to provide in this case? Is it possible to provide range for the project value?

Answer: Please see answer to the previous question above, which is related to the NDA and table with details of the previous experience.