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ADDENDUM 03 - RESPONSE TO REQUEST FOR CLARIFICATIONS – PRE-PROPOSAL MEETING
RFP 186/19 PROVISION OF BUSINESS GRANTS FOR WOMEN LEAD BUSINESSES IN MOSUL -NINEWA
GOVERNORATE, IRAQ

All potential interested proposers to take note of the response to clarifications as provided;


No:	Bidders Requests for Clarification	UNDP Response to Clarifications
1	Form F(i) and Form G seem to be exactly the same. What is the difference?	<p>RFP Section 6 returnable forms:</p> <p>Form F(i) is a standard financial Submission Form while Form G contains additional instructions for calculations on the Financial Proposal with information already indicated in Form F(i).</p> <p>Please see the updated mandatory forms Form F(i) and Form G attached and shall be returned separately as part of the Financial Proposal.</p>
2	<p>At page 18, it is said that 'Project management and indirect costs must be reflected separately, and they shall not exceed 18% of the total budget.' Could you clarify what is included in this 18%?</p> <p>Also clarify on Cost of any ancillary items/materials needed to support the grants assessment activities should not exceed 35% of the total proposal costs;</p>	<p>Project management and indirect costs relates to the usual day to day projects running cost. These costs must be broken down, reflected separately, and shall not exceed 18% of the total budget</p> <p>While the ancillary items/materials (needed to support the grants assessment activities should not exceed 35%) costs should be reflected under the related to grants management fees if applicable. Please refer to the updated form-G attached.</p>
3	<p>(i) Where do we present our total budget?</p> <p>(ii) Where in the tables in Form G do, we include the direct activity costs (the grants etc.)?</p>	<p>(i) The total budget should be indicated in Form F(i): Financial Proposal Submission Form Table 1: Summary of Overall Prices.</p> <p>ii) The costs direct activity costs should be indicated in both Table 1: Summary of Overall Prices, and Table 3: Breakdown of Other Costs.</p>
4	<p>RFP Section 6 returnable forms:</p> <p>i) Form B notes that an official letter of appointment is needed if a bidder is submitting on behalf of an entity located outside of the country. Our firm will be</p>	

No:	Bidders Requests for Clarification	UNDP Response to Clarifications
	<p>submitting through our international HQ-based entity for contractual purposes, but local firm would carry out project activities. Is such a letter required for us?</p> <p>ii) On Form C, if a partner is not being proposed, should this form be deleted from the submission? Or should a blank copy be retained in the returnable forms document</p>	<p>i) Please be guided by your articles and memorandum of association and the mandate of your local representative.</p> <p>ii) All Interested proposers informed to use forms as applicable during the preparation of their technical proposal.</p>
5	<p>Please can you clarify which staff positions require submission of a CV? Are CVs necessary for all these positions?</p>	<p>Please see RFP Section 4: technical evaluation criteria (Form 3: Management Structure and Key Personnel) for the mandatory CVs to be submitted.</p>

This Addendum - 03 forms an integral part of the RFP 186R19.

All other Terms and Conditions in this ITB will remain unchanged.

Yours sincerely,



Piero Emanuele Franceschetti
Head of Service Center - UNDP

