

RESPONSE TO BIDDER #1

Consultancy: UN HOUSE Project Manager

1. What is the proposed effective start date?
✓ The exact date is not certain; however, it is anticipated that the consultancy will begin March 2020.
2. What is the address of the proposed UN House?
✓ 14-20 Port Royal Street, Kingston, Jamaica.
3. The time between the expect completion of the renovation of the UN House and the move in date is 4 months. Will you require the agencies to move themselves or will we procure a moving company?
✓ The consultant will be responsible for identifying and proposing several moving companies and, the final selection of a company will be made by the UN. In addition to this, each UN Agency will be responsible for the cost related to this service. The IC is not expected to include cost for relocation in their proposal.

✓ The IC is therefore expected to facilitate the actual relocation by supporting the procurement process of a moving company and coordinate the move for each agency.
4. What is the current address of UNWOMEN, UNDSS and IOM?
✓ UNWOMEN and UNDSS are located at 1-3 Lady Musgrave Road, Kingston, Jamaica.
✓ IOM is located at 25 Dominica Drive, Kingston, Jamaica.
5. Is there an established budget for the project?
✓ Yes, there is an internal budget for the project, however same cannot be disclosed. Consultants are expected to propose a cost that is comparative to the work outlined in the TOR.
6. Is the financial proposal to respond in US\$ or Jamaican dollars?
✓ The preferred currency is Jamaican dollars however if the consultant quoted in US dollars or any other currency then the payment will be converted to Jamaican dollars using the UN Rate of Exchange.
7. Has the UN House already been identified and secured?
✓ Yes, the UN House is located at 14-20 Port Royal Street, Kingston, Jamaica.
8. If so, is it owned or a rental?
✓ Owned, sponsored by the Government of Jamaica.

9. What is the move in by, deadline?

✓ November 2020

10. Kindly explain the option given on the site where one could choose to participate by way of reimbursement by a company they are employed with.

✓ The Individual Consultant can choose to be paid via a Reimbursable Loan Agreement (RLA) where their employer agrees to loan them to UNDP for the period of the consultancy and the payment is made directly to the employer and not the consultant. The contract therefore is signed between UNDP and the employer and the services are performed by the consultant.

11. What would be the requirements of the company versus the individual in that option, as it relates to the paperwork etc.?

✓ The paperwork required by the employer is to sign all the agreements; however, the Individual completes and submits the proposal.

Prepared by:-

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