

Questions & Answers Round 1

Request for Proposal (RFP) Ref. #: UNDP-BMS-LO-RFP-2020-006 Service to conduct a review of the UNDP Legal Function

- Q:** What is the committed budget for this tender?

A: Please note that under UNDP's policies, the budget or cost estimate is not disclosed. Bidders should price their proposals based on their understanding of the requirements of the Terms of Reference as reflected in their Methodology, timeplan and personnel resources. As guidance, the TOR provides the duration of services and suggested inputs in terms of full-time equivalents (FTE) for personnel resources as further elaborated in response to Q10 below.
- Q:** What formula is used to calculate the ranking of the financial proposal? Is it on the basis of the lowest value among the offers received, or on the basis of a base value?

A: As indicated in the RFP, Annex I – Criteria of the Assessment of Proposal” (pg.4) “the Financial Proposal score is computed as a ratio of the Proposal’s offer to the lowest price among the technically responsive proposals”; The proposal selected for award will be based on the Highest Combined Score (based on the 70% technical offer and 30% price weight distribution).
- Q:** The tender language is English, but the official documents required are, in the present case, written in a different language (Portuguese). Do such documents need to be accompanied by the respective translation.

A: There is no need to send the official documents in original language and translated into English. Documents in original language are accepted. However, should you already have translated documents, please do send them together with the originals. The offer itself including CVs should be in the English language.
- Q:** Is there a form available for the Written Self-Declaration that the company is not in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List?

A: There is no specific form for the Written Self-Declaration. A Written Self-Declaration duly signed would suffice.
- Q:** Is there a form available for the written confirmation from each personnel that they are available for the entire duration of the contract?

A: There is no specific form for the written confirmation. A written confirmation duly signed would suffice.
- Q:** On the “mandatory requirements” referred on the summary of the “Technical Evaluation Criteria” a minimum of 2 contracts/engagements of “similar value” is required. What is the value to take into consideration for this purpose? Is it the value of the proposal itself?

A: Yes, the value to be taken into consideration would be the estimated value of the proposal.

7. **Q:** On the “technical evaluation criteria form 1” proven ability to deliver successfully is required. What does “with relevant client reference” mean? Which type of reference is required?

A: Client reference would be required, including client’s contact details.

8. **Q:** Please note that RFP is not clear on the location of the work. On one hand, it is mentioned that “...the outputs will be produced...at UNDP’s headquarters in NY...”. On the other hand, “...subsequent analysis and drafting at the contractor’s place of work...” (but the outputs seem to cover all the work to be carried out). Finally, it is mentioned that “specific work schedule including days required and location will be proposed by the contractor”. Please clarify what is the minimum number of trips to New York and the minimum duration of work to be carried out in New York to comply with your requirements.

A: There is no contradiction on the location of work. The TOR requires some time resident in UNDP’s Headquarters in NY when necessary for client engagement and consultations, while the contractor’s analysis and report drafting can be done at their own offices. The TOR leaves the specific work schedule including days required and location to be proposed by the contractor.

9. **Q:** Per paragraph c) of section 4 of the Request for Proposal, what is meant by “inputs”?

A: The inputs refers to the contractor team’s personnel resources as further elaborated in response to Q10 below.

10. **Q:** Per paragraph c) of section 4 of the Request for Proposal, is it correct to assume that 4.5 full-time equivalent is equal to 180 hours for the entire duration of the work?

A: Please note there was an error and “4.5” should read as “1.5”. As guidance UNDP expects that the resources will not exceed 1.5 full-time equivalent (FTEs) over the 3-month period. This means nominally (1.5 x 3 months x 22 days x 8 hours = 792 hours). However, it is left to the bidder to determine the requirements based on its working practices and assessment of needs as per the TOR.