



UNITED NATIONS DEVELOPMENT PROGRAMME

CLARIFICATION #1

REF.: 16859 RSC 2019 – Inputs for the Regional Human Development Report – Survey

DATE: March 9, 2020

The following inquiries have been received in relation to the above-mentioned process:

Question #1: On the one side there is this general instruction:

“Interested firms should submit proposals under reference 16859 UNDP 2019 - Inputs for the Regional Human Development Report – Survey no later than March 13, 2020 at 3:00 (UTC /GMT -5), New York time, to the following address: <https://etendering.partneragencies.org> (BU Code: R4610; Event ID number: 5499).”

And then in the sections of the document this one:

“The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification.”

The mention to paper submission is in several places in the RFP.

Please let us know which the correct way is to submit. In detail please.

Answer to question #1: As mentioned in BDS No. 14, page 18 of 36 of the RFP invitation document, the allowable manner of submitting proposals will be through e-Tendering. The term “envelope” should be interpreted as electronic file.

For a complete guideline for e-Tendering submission, visit the following page for system user guides and videos in different languages:

<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/>

Question #2: Please let us know how to do this:

All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf.

The page is not working and there is no instruction how to do it.

Answer to question #2: We apologize for the outdated link. Please find the current UN Supplier Code of Conduct at the following site:

<https://www.undp.org/content/dam/undp/img/corporate/procurement/UN%20Supplier%20Code%20of%20Conduct.pdf>

Question #3: RFP asks for at least 3 letters from clients. Please advise how we can fulfill this request when no "clients" as such are available.

There is also no template for the letter of satisfaction. What should it contain?

Answer to question #3: If letters of recommendation from former clients – government agencies, research centres or multilaterals – are not available, please state this fact, explaining the reason(s) for not being able to fulfill this requirement.

The requested recommendation letter has no fixed format. It should contain the name of the client, brief detail of the receipt service, dates of service and overall performance evaluation from the supplier.

Question #4: Writing to ask about the item 12, section 2 - Instructions to bidders.

I do not understand this. What is a proposal security? An amount of money in the form of a valid bank document?

In this case it would not apply. Please confirm.

Answer to question #4: A proposal security is a bank guarantee by a recognized institution for the sum specified therein as security in the event that the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNDP's variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

Please be informed that a proposal security is not required for this competitive process.

End of the clarification