

**Questions and Answers upon results on the Pre-Bidding Conference,
which took place on March 17, 2020, 11:00**

Skype meeting

Ref. 81-2020-UNDP-UKR-RFP-EUPR

Provision of services to develop the new VRU Secretariat on-line training platform and on-line training courses

№	Question	Answer
1.	Language of bid submission	English is preferable, it is possible to provide submission also in local language (Ukrainian or Russian) in addition to English.
2.	Is it necessary to translate registration documents and some default local language docs?	The documents originally issued in local language, such as registration documents, may not be translated into English
3.	What documents must be attached to application forms?	Please provide supporting documents as per Section 4 of the RFP
4.	Should financial proposal be password protected as the whole archive or only as the file containing the proposal?	Password protection of separate files prevents situations when archive contains also other documents needed for technical evaluation, such as balance sheets etc.
5.	Audit reports for the last two years – what is an option?	You may also provide balance sheets as per Ukrainian tax format. In case the bidder is non-commercial organization (NGO) correspondent registration document should be provided, stating the non-commercial status of the organization.
6.	NGO has been registered in 2016, though the expert team has previous experience in Student Association, providing the same nature of service. How should this experience be proved?	The bidder should submit the document demonstrating the connection between Association and NGO, including the information about team of experts involved in the Association and relevant projects finalized.
7.	In case training platforms developed were transferred in the ownership of the client, can the bidder point them out as the experience?	Yes, the bidder can indicate the projects which were developed by its team and are currently available for evaluation of the service level. In case the team was partially involved for some parts of the project development, the role of the team in the project should be clearly indicated.
8.	Is it obligatory to have registration at UNGM to apply for the tender opportunity?	Registration at UNGM is desirable and useful, though not obligatory. This instrument will make it easier for the bidder to get information about procurement opportunities on UNDP Ukraine and other UN Agencies.
9.	Whom to address filling in the forms?	Mr. Sukhrob Kakharov, Operations Manager UNDP
10.	Should every page be signed and stamped?	Signatures of the authorized staff (as per the Charter or the Power of Attorney) and the stamp of the company should be used in designated places of the forms. Though in case you feel it needed each page can be marked with initials of signature in one of the page corners.
11.	Sustainable environmental policy – what provisions should it include?	This policy should reflect the commitment of the bidder to green and clean environment and actual measures taken to achieve it.