

Questions & Answers Report

Ref. UNDP-OSYR-ITB-018-20

Subject: Provision of Security Guard Services for UN Premises in Syria

- 1- We kindly request from you a letter of exemption from the three-year period that is usually required (note that we have been running since 2018) that states that we are allowed to participate in the bidding despite not fulfilling the three-years period.
Owing to the fact that we as a company are already qualified by all standards of equipment, human cadre and administration. Furthermore, our technical staff has years of experience in companies in the same field, and our managers have been working in companies in the same field for a long time. We point out that this would contribute to supporting new companies and young experts to participate in the field of work, and we in turn pledge that the level of our services and our follow-up will be at the required level.

Three years of experience is an essential and mandatory criteria, and an exemption to this condition is not allowed

- 2- on the application it is mentioned that the deadline is on Tuesday April 9th 2020, there is a mistake, since April 9th 2020 is Thursday and Tuesday marks the 7th of April 2020 (would you please review the attached file). Therefore, if you would kindly correct / specify the deadline clearly.

The deadline has been extended till Thursday 23 April 2020 @ 3:00 PM (Damascus Time)

- 3- Also, here in Syria there is no such thing as a police vetting process, so would a certificate of "non conviction" from the competent authorities suffice?

The requested is any official document confirms the integrity of staff, non-conviction document is approved

- 4- Regarding ITB- 018-2020, I can not get any of the information or find out how to submit the tender, any advice to direct me to the correct location would be very much appreciated

You can check and review the announced tender with all related documents through tab the following link:

https://procurement-notices.undp.org/view_notice.cfm?notice_id=64658

By clicking on the icon: [click here to participate](#) you can submit your bid.

- 5- we are as a limited liability company is there any need to fill the Joint Venture/Consortium/ Association Information Form ?

The joint venture form is required to be filled by bidders who will submit their offers jointly with a partner (two companies together for example), If you are participating by your company alone (regardless of the type of company) without another partner, there is no need to fill out this form.

- 6- Do you want us to send the CVs of all the staff (all security guards & supervisors....) or just the CVs of the key personnel that will be provided to support the implementation of this project ?

In this stage it is just requested to provide CVs of the key personnel only, as well as a list of the proposed staff listing by (names, age, education level and previous experience with Syrian Military, Syrian Police or a commercial security firm), in second stage the CVs of staff will be requested from the awarded bidder only.

- 7- I have access to <https://etendering.partneragencies.org/> but I am unable to locate this ITB. Attached is a print view showing only 2 Syria-related ITBS which do not include UNDP-SYR-ITB-018-20. Please advise as to how I can retrieve these bidding documents.

Kindly access the E-tendering, then search for the mentioned tender using Business Unit: **R4710** not SYR10.

- 8- What document shall we provide for these toe points:
- Members of the Governing Board and their Designations duly certified by the Corporate Secretary, or its equivalent document if Bidder is not a corporation
 - List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation.

Dese documents are requested from Noting that we are limited liability company.

The requested document is list of Governing Board and partners names with their shares, and shareholders if you have.

- 9- Can we provide you with our offer by email ? if yes, please provide us with specific email for submitting our offer?

Participating on this tender is only available through E-tendering system, by click the link:

<https://etendering.partneragencies.org/>

If you have no account on this system yet; you can smoothly register , then will be able to participate in this tender.