Additional clarification for questions received from potential service providers after the preliminary tender conference.

1) In the case the Applicant submits an application together with a letter of intent, where the subcontractor confirms the Applicant’s right to declare his specialists and qualifications, will the requirements for the applicant cover the qualifications of both firms: KPMG and the subcontractor?

UNDP Response: According to UNDP procedures and within the framework of this tender, in case of submitting a joint application from several legal entities, the applicant company will have to provide a letter of intent/contract of intent or a valid agreement on the establishment of a consortium (not subcontract).

In his proposal the applicant has to provide/confirm the following:

1) Indicate the applicant company acting on behalf of the consortium, on the basis of the concluded Agreement or Letter of Intent/Agreement of Intent to sign the consortium Agreement. Providing that the consortium is selected as the winner in this tender, by the time the contract is concluded with UNDP, the Applicant must provide the signed Consortium Agreement.

2) The description of the consortium must contain detailed information on the expected role of each of the participants in the consortium in meeting tender requirements, both in the proposal of the Applicant and in the Letter of intent/Contract of Intent/Agreement on the establishment of the consortium. To conduct UNDP technical assessment, the necessary supporting documents on technical compliance must be provided for each legal entity, member of the consortium (financial reports, tax clearance certificates, business licenses, certificates, accreditations, own written declarations, etc.).

3) When submitting information regarding the experience for providing similar services, information can be presented as follows:
   a. Services provided jointly by the consortium.
   b. Services provided by each of the members of the consortium independently, which will be a confirmation of the qualifications and work experience required under this tender.

In the event that the consortium is selected as the winner of the tender, UNDP will sign a contract with the applicant company acting on behalf of the consortium and all its participants.

2) Is it possible to declare one employee/expert that meets all the requirements for several positions?

UNDP Response: According to the ToR, miscellaneous specialists are required, and it is not recommended to combine one employee/expert for several positions. At the same time, the execution period for the development of full reports and expected end result is only 4 months, which requires a separate, privileged expert. Based on the foregoing, UNDP will not consider proposals where there are combined experts to carry out certain duties.

3) Is it mandatory to attach notarized copies of documents, diplomas?

UNDP Response: No, scanned copy is enough.

4) In case of attracting subcontractors/co-contractors is it mandatory to submit the constituent documents of their companies. Is it true that it is not necessary to submit constituent documents?

UNDP Response: In case of applying as consortium, each of its participants will have to submit documents according to the list in Annex 2.a. All participants of the consortium have to submit
constituent documents, a certificate of registration/re-registration of legal entities, taxpayer certificates, as well as other relevant documents, if any (see Annex 2.a, paragraph A. Qualification of the Service Provider paragraph b), business licenses - registration documents, taxpayer certificate, etc).

5) **Written declaration that the company, stating that the company is not on the list of the UN Security Council 1267/1989, in the list of the UN Procurement Division or other UN disqualification lists. According to paragraph h) in the tender documentation, is there a template of a declaration/letter?**

UNDP Response: The letter is submitted in free form on the official letterhead of the organization ("We hereby confirm that our Company is not on the list ...”).

6) **What legislation will govern the Agreement in the framework of the UNDP project - Legislation of the Republic of Kazakhstan?**

UNDP Response: UNDP agreements are governed by UNDP internal policies and procedures. Settlement of disputes in the event of their occurrence shall be carried out in accordance with the Rules of the Conciliation Procedures of the United Nations Commission on International Trade Law (UNCITRAL) or in accordance with any other procedures according to the written agreement of the Parties (peaceful settlement) and in accordance with the UNCITRAL Arbitration Rules (arbitration). For more details, see paragraph 23. Dispute Resolution Procedure in the General Conditions for Contracts. The full document is attached (in the tender documentation for technical reasons, only a part is published).

7) **Could you please confirm that the Applicants are not required to include their logo on the results of services (reports and any other materials received from the Applicant as part of the project)?**

UNDP response: UNDP does not require, but if applicants wish, they can indicate their logo.

8) **Does UNDP consider extending the deadlines for tender, for example, for 10 days from the date of the current deadline? Tender documentation and the Terms of Reference are quite complex and require the involvement of several parties, which requires additional time for approval of the documentation and preparation of the methodological part.**

UNDP Response: The decision for deadline extension is made on the last day (in our case it is May 4) upon verification of the number of already submitted applications.

As a rule, tenders are extended for an additional period if only one application is received, or there are no applications by the time of the deadline.

The emergency mode factor will also be taken into account when considering the possibility of extending the deadlines.

All participating companies will receive a notification if the deadline is extended.

9) **Can we get a conference record / conference minutes?**

UNDP Response: The information you request - the protocol of the pre-bid conference is located on and can be downloaded from: https://www.kz.undp.org/content/kazakhstan/en/home/procurement.html

10) **Would you consider recruiting a consultant who do not speak or read Russian? And, if yes, would you please be so kind to share tendering document in English, so that I could send a proposal in time?**
UNDP Response: The tender inquiries about receiving a proposal from either consulting or development companies (legal entities only) for contending and signing a contract with the UNDP. Please be kindly noted that we are not seeking for an individual consultant through this bid. However, if you imply a company to apply for the request, I may get the RFP translated into English and mail you back.