

# UN Capital Development Fund



**RFPHQ2-05222020 ([RFP #66266](#))**  
**Master Planing of Gambia River Basin, and Technical Assistance and Legal Review**  
**of Gambia River Basin Development Organization**  
**Questions and Answers No. 3**  
July 23 2020

Please note that the Questions and Answers #1 and #2 have been published in the procurement portal of UNCDF where this RFP is hosted - [https://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=66266](https://procurement-notices.undp.org/view_notice.cfm?notice_id=66266). Release #1 has been embedded in the Minutes of the Pre-Bid Conference (RFPHQ2-UNCDF-05222020-Blue Peace Minutes of Pre-Bid Conference).

S/N	Questions	Answers
1	Language of proposal clarification statement	<p>The proposal has to be submitted in BOTH English and French as indicated in our response to question 2 in Minute of the Pre-Bid Conference for June 15, 2020 (RFPHQ2-UNCDF-05222020-Blue Peace Minutes of Pre-Bid Conference). By Proposal we meant both technical and financial proposals.</p> <p>We have stated that:</p> <p><i>After further review and discussion with OMVG, the proposal must be submitted in BOTH English and French. This is to amend this RFP Section 3: Bid Data Sheet No.1-page number 17 the "Specific Instructions/Requirements" entry is now "Proposals must be submitted in both English and French"</i></p> <p>Kindly note the additional Clarification on the above as follows:</p> <p>"Original Language" should be marked on the version that is considered to be the official submission.</p> <p>"Copy Language" should be marked on</p>

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		<p>the other proposal.</p> <p>Should there be an unexpected discrepancy between the two languages, the contents of the documents in the English language will govern over the French version.</p>
2	<p>Could you clearly specify which parts of the technical and financial proposals are required in French?</p>	<p>Please refer to our response to Question No. 1 in this document.</p>
3	<p>Could you please confirm if an extension to the submission deadline (15 days or more) would be possible?</p>	<p>We are hereby extending the deadline of the submission of tenders for two weeks to August 15<sup>th</sup> 2020.</p>
4	<p>Please could it be confirmed yes or no if a password should be provided by bidders to the UNCDF to access the TECHNICAL proposal.</p> <p>If the answer to the question above is yes please could it be specified when the password for the TECHNICAL proposal should be provided: at the time of submission of the technical proposal or at a later period. We understand it would need to be provided in a separate document.</p>	<p>Please refer to our answer to question 35 in Questions and Answers Release #2 (RFPHQ2-UNCDF-05222020-RFP #66266 QA2) posted on the procurement portal of UNCDF where this RFP is hosted.</p> <p>We have stated that:</p> <p><i>We kindly invite you to please refer to Clause 22.5 of Section 2 of the RFP (Instructions to Bidders). The said section clearly states the following, and we invited you to take note of the phrases in bold letters:</i></p> <p><i>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</i></p> <p><i>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS.</i></p> <p><i>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</i></p> <p><i>c) The password for opening the</i></p>

		<p><b>Financial Proposal should be provided only upon request of UNCDF.</b> UNCDF will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p>
5	<p>We understand from the RFP that the only document you require in hard copy format (original) is the Proposal Security. Please could you confirm yes or no. If the answer to this question is no, please could you confirm the additional documents that you require in hard copy form (original).</p>	<p>Please refer to our answer to question 36 in Questions and Answers Release #2 (RFPHQ2-UNCDF-05222020-RFP #66266 QA2) posted on the procurement portal of UNCDF where this RFP is hosted.</p> <p>We have stated that:</p> <p><i>We do not require original version of the documents. A true copy of the original duly certified by any Govt. authority or self-authorized by the owner of the document, submitted along with the rest of the technical proposal should be sufficient.</i></p> <p>Since the proposal security is a financial instrument, we will need to receive the original document by courier. However, due to the lead time in delivering the documents, we need to receive the following documents along with the bid : (a) electronic copy of the proposal security that is in transit; and (b) electronic copy of the airway bill indicating the tracking code for the original document that is in transit.</p> <p>In the event that, after review of the documents and before completing the evaluation of bids, we realize that we need to obtain the original version of certain documents, we shall notify the bidder of such request.</p>
6	<p>Please could you confirm the address for sending the Proposal Security and other hard copy form (original) documents specified in the response to question 6. We understand as</p>	<p>This is confirmed. The address is as follows:</p> <p><b>UNCDF Procurement, Office of</b></p>

	<p>follows as per 16.22 of the RFP (page 18):</p> <p>"Documents which are required in original (e.g. Proposal Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission:</p> <p><b>UNCDF Procurement, Office of Finance and Management Services, UNCDF HQ 26th Floor, 2 United Nations Plaza, New York, NY 10017"</b></p>	<p><b>Finance and Management Services, UNCDF HQ 26th Floor, 2 United Nations Plaza, New York, NY 10017"</b></p> <p>The copy of the airway bill with tracking code for the documents sent by courier should be provided to UNCDF in pdf version. The date reflected on the date of airway bill should be earlier than the deadline for the submission of bids.</p>
7	<p>Pease could it be confirmed</p> <p>1) If both technical and financial proposals need to be translated into French?</p> <p>2) Which aspects of each (technical and financial proposal) need to be translated. In particular, please specify for each element of the technical proposal e.g. approach and methodology, references, CVs etc.? Please note that the forms to be completed in the RFP have only been provided in English. Will the Forms corresponding to the sections to be translated into French be provided by UNCDF?</p>	<p>Please refer to our response to Question No. 1 in this document.</p> <p>UNCDF will not be translating any the parts of the RFP document (RFPHQ2-UNCDF-05222020-Blue Peace-Final). The bidder may provide responses in French to the information required in UNCDF templates that are stated in the English language. There is therefore no need to translate the forms in French.</p>
8	<p>Please could it be specified if 1) the national consultants conducting the data collection have been recruited? And 2) what their work schedule is and when it is anticipated that they will have completed the data collection process? Please could you also specify the type of data (sector, primary or secondary, etc.) being collected, and the exact remit of their mission?</p>	<p>Yes, the national consultants for data collection have been recruited. Their work is on going.</p>
9	<p>RFP Document</p> <p>Page #34, Form G</p> <p>Question</p> <p>Financial proposal for field phase detailed per country/ per region</p> <p>Transportation: Accommodation Interpretation Written translation</p> <p>Further query</p> <p>Kindly clarify what is required in this table - Whether it is over</p>	<p>The items listed intends to request the bidder to provide a breakdown of their cost. The items listed are only suggestions. If they do not apply, then not all items need not be filled up. If there are other cost items to be included, the list can be expanded.</p>

	and above the other costs given as part of summary? Also, should we need to give details for entire lot or for every phase? Please confirm	
10	<p>RFP Document</p> <p>Page #23, Para 2.3 Evaluation criteria</p> <p><i>“Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic. Please ensure to cover the relevant lots that the Proposal is targeting indicated in item 2.3 above.”</i></p> <p>We would like to understand whether we need to provide implementation plan as part of the proposal. It is not clear how this parameter will be judged. Please explain.</p>	<p>This specific section you are referring to refers to the manner by which the designated evaluation team will assess the implementation plan to execute the contract. This clearly implies that a good implementation plan should be submitted, or your bid will be rated low or incomplete for this criteria.</p>
11	<p>Annex2 to RFP</p> <p>Page #26, Para 5.5.2</p> <p>Phase 2- Sectoral Development plans – Cost</p> <p>We understand that as part of the Phase 2, Cost estimates are to be prepared for every sectoral plan in terms of investments etc. in the associated River Basin region. Kindly confirm that whether there are any costing models preferred or if can propose specific to the requirements of the study.</p>	<p>There are no preferred costing models. We are expecting that the vendors have adequate experience to propose costing models that are the most suitable for the approach and methodology that they will propose, and one that meets international standard and practices.</p>
12	<p>Annex2 to RFP</p> <p>Page #28, Para 7.1</p> <p>Key Experts</p> <p>Kindly confirm whether we can propose additional resources who will add value to the assignment like Gender &amp; Inclusion Expert, Hydro-Power expert, Eco-Tourism Expert, Water quality expert, etc. They are generally provided for in similar river basin master plans.</p>	<p>Yes. Anything that will add value and quality to the proposal may be added, while being mindful of its impact on the overall cost of the proposal. Vendors are also reminded to refer to the RFP to for understanding on the Evaluation Method and Award of Contract, to ensure that any additional inputs correspond to the criteria that will yield favorable rating.</p>
13	<p>Annex1 to RFP</p> <p>Page #9, Para 7</p> <p>Reporting requirements: UNCDF will require quarterly narrative and financial reports to be submitted. UNCDF may request additional reporting when necessary. All reports are expected to be in a written format. The reporting format for OMVG is noted in Annex 2 Section 6 (Reporting and Implementing Schedule) as well in other parts of that</p>	<p>Please note that all reports have to be submitted to OMVG through UNCDF, since UNCDF is the party to the contract, and the contractor reports to UNCDF. This clarifies section 7 in Annex 1</p> <p>The financial reports are no longer required.</p>

	<p>document.</p> <p>We understand that the service providers to submit provisional and final reports as per the phases in the respective Lots. However, should we assume these quarterly reports are over and above the phase wide reports? Also please define what sort of financial reports to be furnished by the service provider every quarter?</p>	
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