Date: **25 November 2020**
Reference Number: **UNDP/OHR/RFQ/2020/005**
Title: **Subscription for Digital Library of Bite-sized Knowledge Summaries**
Closing date of tender: **4 December 2020 at 5PM EST** (New York time)

TO ALL INTERESTED COMPANIES

SUBJECT: **QUESTIONS AND ANSWERS – ROUND 1**

INFORMATION: The following are questions received from bidders and their respective answers

Submission deadline extended until 4 December 2020 at 5PM EST (New York time)

Question 1: On page 2, under Contract General Terms and Conditions, the terms are for procurements under $50,000. Is UNDP expecting this requirement be fulfilled for less than $50,000 for 18,000 people?

Response: The request for access to the Digital Library will be based on the number of licenses UNDP can purchase based on the Financial Offer cost break down (cost for up to 750, 751 – 2,000, etc.). The aspiration would be to later review the use of the platform and make it available to all 18,000 UNDP staff. However, a vendor could indicate how much an offer for all 18,000 UNDP staff would look like.

Given that there is a possibility of extension for 2 more years on this contract, the total amount would be above $50K. Therefore, the Contract General Terms and Conditions for this RFQ shall be **"the General Terms and Conditions for contracts (goods and/or services)".** Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

Question 2: In order to provide a demo account, our technical team does need to know the person's name and email address who will be accessing the demo. That person needs to click on a registration link within 96 hours of receipt. We are happy to provide up to 5 demo accounts and can assure you we will not reach out to these people outside of the demo. A specific name and email address are required as part of our compliance with GDPR data guidelines.

Response: The names and email addresses of the people with demo account will be shared later with bidders who are participating in this tender. At this stage, we just need confirmation from bidders that they would provide access to the demo account as per the RFQ document when requested by UNDP.

Question 3: Does UNDP have a specific set of competencies this bite-sized knowledge content should align to?

Response: Yes, UNDP's core competencies can be found on our public webpage, access through link here.

Question 4: I would like to register for being able to potentially bid on the RFQ. We have not yet used Atlas, but as far as I can understand we need to contact you to get a temporary access registration.

Response: Please refer to the E-tendering instruction manual for bidders and the FAQ which is uploaded in the advert for the RFQ as reference for easy of registration.

       For first time registrants, use the following details to login and create access:

   i.   URL: https://etendering.partneragencies.org
       Username: **event.guest**
       Password: **why2change (DO NOT change this password)**
  ii. **Click on "Register as Sourcing Bidder" – see screenshot below:**
  iii. **Follow steps as presented**