

**Questions and Answers upon results on the Pre-Bidding Conference,
Ref. 831-2020-UNDP-UKR-RFP-OHCHR Development of the website of the UN Human Rights Monitoring
Mission in Ukraine (OHCHR)
December 1, 2020, 11:00, Zoom meeting**

№	Question	Answer
1.	Is this competition national or international? Is there a need in the local office in Ukraine to provide the service?	This is international competition, there is no necessity in local office.
2.	Page 20, documents required. Please clarify the first requirement.	There was a misprint in the requirement, please read it as follows: Company Profile, which should not exceed ten (10) pages. The profile shall explicitly note the information contained in the Evaluation Criteria section;
3.	Should the document evidencing that the Bidder is updated with its tax payment obligations be issued by the government authority?	It is acceptable to provide the screenshot of the official web resource with the link to it and translation of the text to English (unauthorized translation will be considered enough);
4.	What is meant under relevant experience for the case?	Web development of similar scale and nature, but not in some specific subject, like human rights. Professional expertise in web-site development should be demonstrated.
5.	What is meant under the references for the team participants?	Positive references from the clients, in frames of this or previous employment, regarding the development or team management of the similar projects.
6.	A financial proposal in line with the instructions provided in the RFP. Special provisions due to the COVID pandemic would need to be put in place and depicted in the budget. – Please clarify.	In case you anticipate the influence of COVID factor to the implementation of the project and its value, please include these costs to your financial proposal at once.
7.	What is required by the statement “management of interactive services (subscriptions, surveys, etc.)”, please clarify.	There is no subscription services arranged currently, it is preferable to have this function built in to the CMS.
8.	Should it be separately developed or it may be integrated through the Google docs?	Google instruments may be used for subscriptions and surveys.
9.	Quickly change the structure of the website sections. Please clarify the requirement.	It is possibility to add new chapters or pages to the initially developed web-site.
10.	The website should contain mechanisms for creating additional forms (modules). The Administrator should be able to design forms for surveys, registration procedures, etc. Please clarify the requirement.	Google instruments are meant here.
11.	Language expertise of the team: whether Ukrainian/Russian language is a mandatory requirement?	At least intermediate English is required for international bidders with no knowledge of the local language. The level of language proficiency should allow effective communication.
12.	Should reference letters be a document or e-mail is enough?	It should be a document of the letterhead of the client with signature and stamp (if available) .
13.	Will the proposal of the company holding current LTA with UNDP be considered in frames of this competition?	Yes, it will be an open international competition, in case the proposal of the LTA holder wins the award, the process of contract award will be based on the LTA piggy-back procedure.
14.	Should some deadlines for feedback from the requesting organization (OHCHR) be included in the calculation of the project duration or the Gantt chart?	Reasonable timelines should be considered and proposed. In case any clarifications or changes will be required, the bidder will be informed during technical qualification stage so that all the proposals were in the same conditions and in accordance with operational capacity of OHCHR.
15.	Is it possible to extend the deadline of the tender?	UNDP may consider extension, based on written well-grounded request from the bidder and subject to approval of

		OHCHR (requestor)
16.	Do general organization capability or organizational structure requirement address the company or the implementation team?	The information required addressed the company.