**Questions and Answers No.1**

**RFP – Design and Supervision 3 LOTs**

Please note a ZOOM pre-bid conference will be held on **9 December 2020 at 14:00 hrs.** to guide through the bidding process and any questions related to the technical submission.

Kindly find below the ZOOM meeting details and link to participate in the meeting:

[Join Zoom Meeting](https://undp.zoom.us/j/85751603903?pwd=b05wTlU4RHlJQXZzeE8xN1VGd1hnQT09&from=addon)

Meeting URL: <https://undp.zoom.us/j/85751603903?pwd=b05wTlU4RHlJQXZzeE8xN1VGd1hnQT09&from=addon>

Meeting ID: 857 5160 3903

Passcode: 047090

**Q.1. –** We would like to clarify Part 5-1.15 MINIMUM QUALIFICATION REQUIREMENTS AND ELIGIBILITY CRITERIA-Point 2 - 2.2 License for services of technical documentation preparation, as a legal entity, issued by a relevant government authority; 2.3 Certified copy of the applicant’s license for the company and key personnel (team leader and team members) for technical documentation preparation. The following categories of licenses are required: (i) For design: Category 2, b2; Cat. 3.a; Cat. 4 a,b,f; Cat 9, a. and (ii) For supervision: NP-1; NP-2; NP-3; NS-1; NS-4. In Kosovo, we do not apply the below-listed license for the company and for the experts as required by this RFP. Can we applied for this RFP even though we have the diplomas and company license from the Republic of Kosovo, would these documents will be count in order to meet the eligibility criteria?

**A.1. –** This process is opened for all local or international companies registered and licensed as foreseen by Albanian legislations.

**Q.2. –** If we bid as a part of the Joint Venture is it required that each Joint Venture member has to fulfill the criteria of the license ( (i) For design: Category 2, b2; Cat. 3.a; Cat. 4 a,b,f; Cat 9, a. and (ii) For supervision: NP-1; NP-2; NP-3; NS-1; NS-4), or one member can fulfill the below-mentioned criteria for JV.

**A.2. –** In case of Joint venture, at least one of the members must be licensed according Albanian legislation to provide the required deliverables.

**Q.3. –** On page 9 and 50 of the RFP is indicated the number and positions of 7 Key engineers. Among others, there is a request for two Site Supervision Experts/ Site Inspectors – Civil Engineers with at least 7 years of experience. One of the criteria to be fulfilled for the Key Experts is that they have to provide copies of professional licenses and university diploma. Based on the Albanian Licensing legal framework, an Engineer must have a minimum of 15 years of professional experience in order to apply and posses a Supervision Professional License.

In light of the above, it is impossible to have Site Supervision Experts with 7 years of experience and in the same time to provide professional licenses for such staff. Please, kindly inform us if only university diplomas are accepted for the position of Site Supervision Experts/ Inspectors considering that they will act under the coordination and responsibility of the Supervision TL which of course will have a professional license.

**A.3. –** The Consultant's responsibility under the Contract falls under the Company; therefore, only the Team Leader's license is required for the supervision phase. No additional licenses for other staff are necessary. Including here, not only the site inspectors but also the other key staff.

**Q.4. -** Considering that this particular procedure is going to be submitted online through the e-Tendering system of UNDP, it will be more than helpful for all candidates to have a few more days at their disposal to familiarize themselves with the new system. Considering the limited time for preparation of the proposal and the fact that offers should be issued online throughout the e-Tendering system there is a potential risk of procedure’s failure. In this contexts, it will be highly appreciated an extension of the submission deadline until 15 Nov 2020.

**A.4. –** Kindly note that the submission deadline cannot be extended. Iin order to ensure transparency and competitiveness the e-Tendering procedures is being used by UNDP. The system itself is user friendly. However if you face any difficulties please let us know.

**Q.5. -** In the request for proposal is not defined whether the documents must be notarized by the applicant. Kindly, could you inform me how I can deal with documents? Should I notariz or is not necessary?

**A.5. –** All original documents must be notarized same as original and also notarized translation in English must be provided in case documents are in other languages.