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Date: Monday, April 12, 2021
Reference: **RFP/UNDP/IICPSD/2021/01**
Subject: Clarification Letter 2
Deadline: **Thursday, April 15, 2021**

Dear Sir/ Madam,

Please be informed that, further to inquiries from prospective Offerors, we are sending both the clarification request received and the respective UNDP response to all Offerors which asked questions and posting on relevant procurement websites along with our standard practices.

Clarification Note: 1		
No:	Question	Answers / Corrections
1	<p>According to the above 'Bidders submitting proposals under this RfP are expected to provide a theoretical methodology and planned approach that could be followed when replicating an appropriate business model in a new market or geography to be chosen by the Bidder'.</p> <p>And for the purpose of choosing the example market and location two conditions are to be met:</p> <ol style="list-style-type: none"> 1) The chosen market most aligns with our business model and best demonstrates our potential impact 2) The strengths, weakness opportunities and threats should be identified 3) How our proposed program would differ from existing solutions in that market and how the project would be monitored <p>Question: To meet the aforesaid conditions of market selection within the given timelines, we are constrained to select amongst the untapped districts of ... or other ... (a developing country) for which we have / can have access to</p>	<p>The theoretical methodology is provided to demonstrate an approach to a proposed replication process, which requires that the company select a new market or geography (where they do not currently provide goods, services or employment to local populations) in which to replicate their business model (under Part E of Section 5: Terms of Reference). Here, the new geography in which to replicate does not necessarily need to be a new country, but only a new area of operation in the manner stated above. Therefore, your proposed example of replicating in or other states/territories (which qualify as states of a developing country) as you describe would meet these conditions and would be acceptable as a theoretical methodology for replication. However, in your application care should be taken to explicitly demonstrate how and why this replication would meet the conditions of a 'new market'.</p>



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	information required in (2) & (3). As required, we would ensure that the selected market meets the requirement of a 'new market' and we have not implemented the project in that market in the past. Is this acceptable?	
2	If we specify the 3 individuals to fulfill the roles now, what should we do if we need to make changes later because one person becomes incapacitated or otherwise unavailable?	<p>While every effort should be made to ensure that the personnel listed as part of the proposal delivered under this (primary) RfP are those that would deliver services upon selection under a secondary competition, UNDP recognizes that situations may arise where the personnel listed under this (primary) application may not be available at the time of listing for secondary competition(s) due to personnel change or other circumstances. However, where personnel change is unavoidable, UNDP expects the proposing organization to make arrangements to ensure that personnel that are no longer available to an organization but were listed under the proposal submitted to the primary RfP are replaced by personnel with equal or greater experience/qualifications when submitting a proposal under a secondary competition upon progressing to this stage. Likewise, if selected to implement a service under a secondary proposal, UNDP expects that the chosen organization will make reasonable accommodations to ensure that, upon the event any personnel listed under the secondary competition leaves the organization/becomes unavailable for any other reason, these personnel are replaced by personnel with equal or greater experience/qualifications within a reasonable timeframe.</p> <p>Please note also that the specification of 'equal or greater experience/qualifications' shall be determined relative to the conditions specified in 'Section 4: Evaluation Criteria of the RfP' and 'Part M: Professional Qualifications of the Successful Contractor and Key Personnel' of 'Section 5: Terms of Reference'.</p>
3	Depending upon the future opportunities which will arise in the secondary competitions, there may be cases where	UNDP expects that proposals (both for this primary RfP and under the secondary competition for any organization selected under the primary RfP) list



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	it would be best to deliver a project with more than 3 people. Do we need to list additional people in our current proposal or only in the documents for the future secondary competitions?	only three personnel, as this number of personnel is deemed to be sufficient for the provision of the outlined services, wherein the number of person-working days per year is capped at 150. Kindly provide a proposal with only three key personnel in order to meet the conditions provided in 'Section 4: Evaluation Criteria' and Part M: Professional Qualifications of the Successful Contractor and Key Personnel of 'Section 5: Terms of Reference'
4	Are completed audited financials for the past 3 years required to submit the bid?	Yes, audited financial statements from the past three years are required when submitting a proposal.
5	If submitting as a consortium with one other firm, regarding questions about the bidder's track record, should both companies' track record be included? Similarly, should responses pertain to both companies where applicable?	Yes, a copy of 'Form D: Qualification Criteria' should be completed for all companies that make up the consortium. 'Form A: Technical Proposal Submission Form', 'Form B: Bidder Information Form' and 'Form C: Joint Venture/Consortium/Association Information Form' should also be completed for each entity. Furthermore, a clear specification of the separation of responsibilities across the consortium should be provided as part of the example solution and implementation methodology.
6	Related to submitting as a consortium, would 3-year financials be the total of both firms or just that of the lead firm?	When submitting proposals as a consortium, a copy of 'Form D: Qualification Criteria' should be completed for all companies that make up the consortium, including the provision of key balance sheet indicators and the last three years of audited financial statements for all companies that make up the consortium under the part of the form labelled 'Financial Standing'.
7	Is there a page limit to the technical proposal submission or the financial proposal? If so, are CVs included in the page limit?	There is no page or word limit for proposals, but proposers should place an emphasis on communicating their theoretical methodology and suitability for service provision in a clear and concise manner, highlighting the most important aspects of their proposed approach.
8	Is the financial standing regarding our company only, or this amount of minimum annual revenue of 300000 USD would be divided between parts, in case we apply to a call through a Joint-Venture with another entity?	The minimum annual revenue of 300,000 USD can be divided between entities applying as a joint venture, as stated in Section 4. This figure of 300,000 USD is chosen to ensure that organizations selected to provide services under LTAs have



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		reached a scale suitable for effective service provision.
9	What is the total or maximum contract budget for each project application?	We cannot specify the maximum available budget.
10	Where exactly it would be possible to make an announcement that [company name] is looking for a future partnership for the new association or joint-venture in order to apply to this call?	In this case that the joint venture would be established for the purpose of providing services under an LTA should the joint venture's application be selected under the primary and secondary processes, this information can be added to the response box entitled 'name of leading partner' as part of 'Form C: Joint Venture / Consortium / Association Information Form'. However, this information should also be provided in the methodology submitted with a clear indication given of how this joint venture would be established and an outline its proposed structure provided.
11	Is there a list of Q&As you can share or is there a Q&A session?	There will not be Q&A session. We thought that we could make it if we had enough questions until the beginning of last week but we did not have many questions. You can find all the RfP document and clarification letters (questions and answers) posted in https://procurement-notices.undp.org/view_notice.cfm?notice_id=76616 and https://www.ungm.org/Public/Notice/125035
12	At this stage we fill in the documents, formats required as per Page 26 of the RfP document for PRIMARY RfP only, right?	Yes, this RfP is only for the primary competition, as specified in 'Part C: Long-Term Agreement Objective and Set-Up' of 'Section 5: Terms of Reference'. All documents required to submit a proposal for this RfP are listed in 'Section 6: Returnable Bidding Forms/Checklist'. Organizations selected under the primary competition will receive the opportunity to submit proposals for replication services in known markets and geographies as and when these opportunities arise.
13	If we have to fill in the complete financial and technical proposal as in for the secondary bidding process, then can we get a date extension?	The deadline for submission of 15 April 2021 only applies to this Primary RfP. Organizations selected under this RfP will receive four weeks to submit proposals under an established LTA when invited to submit proposals for replication services in known markets and geographies, as stated in 'Part F: Configuration of the LTA' of 'Section 5: Terms of Reference'. LTA-holders will be made aware of



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		opportunities to provide proposals under secondary competitions as and when these opportunities arise. Thus, secondary competition deadlines are not yet known, but LTA-holders will receive sufficient time to formulate an effective proposal.
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All other terms and conditions remain the same.

Thank you and best regards,

Procurement IICPSD
Istanbul, Turkey