

Addendum No.5

Subject: Provision of Catering Services, Hall Booking and Administrative Services for UNDP, Afghanistan

ITB No.: UNDP/AFG/2021/ITB/ 0000010138

Bidders Clarifications	UNDP Responses and addendum
As highlighted in section #5 – LOT 1 – hall booking point a), is the bathroom for the hall with 1000 capacity a mandatory requirement.	Yes- As it's explained in the Tender documents this a requirement.
As requested in section #5 – LOT 1 – hall booking, is the refreshment also required for 1000 participants.	Refreshment is detailed in Lot#2.
As requested in section #5 – LOT 1 – hall booking, point g) is bunker a mandatory requirement? Can you confirm the minimum capacity for the Bunkers? Do we need Bunkers only in Kabul or in 34 Provinces?	Access to bunker(s) is desirable. Minimum capacity at least 50% of the capacity of hall. Desirable in Kabul and provinces. Please note absence of bunkers will not be a ground for rejection of the bid.
As requested in section #5 – LOT 1 – hall booking, point k) is there any time line on when and what stationary items are required, this will help us prepare our scope accordingly.	The requirement will be communicated with LTA holder 2-3 days in advance of each order. The stationery items detailed in Scope of services.
As requested in section #5 – LOT 1 – Quality Control for the Services for Hall Booking , point a) is there a written copy of the pre-approved quality standards available	<p>There are no such pre-approved quality standards available however as per the Scope of services</p> <ul style="list-style-type: none"> a) The Contractor(s) shall remain responsible to ensure that the quality of the services provided to the UN is as per the approved standards. The monitoring and the quality assurance of services shall continue for the duration of the event and any deviation from the quantity and quality shall be addressed immediately. In cases of even minor impact or poor service provision, the contractor shall inform UNDP as soon as possible with appropriate solutions. b) The contractor shall on behalf of UNDP get quotes from multiple vendors and recommend the most suitable (cost effective, secure) facility to UNDP. The contractor shall pass on the discounted rate from the hall provider to UNDP. c) UNDP reserve the right to conduct its own quality control surveys to ensure the

	adequacy of the services and to compare unit rates for services with existing in the market.
As requested in section #5 – LOT 1 – Quality Control for the Services for Hall Booking, point b) The contractor shall on behalf of the UN get quotes from multiple vendors and recommend the most suitable (cost effective, secure) facility to the UN. The contractor shall pass on the discounted rate from the hall provider to the UN without inserting its own cost to the actual hall cost. – can shed some more light on this.	If the contractors are getting quotes from outside market, they need to propose the most suitable one to UNDP. The contractor may add their admin fee on the quotation has obtained from the market
As requested in section #5 – LOT 2 Part A – how possible is catering services requirements in 34 provinces or the initial focus will be on Kabul for start? Can you confirm if the Hall to support 10-1000 participants only in Kabul or in other provinces as well?	a) There is no clear provision on this UNDP may start their event from Kabul or Provinces this is depending on the needs of UNDP. b) The number of participants ranging from 10-1000 is estimated for bidders to provide their unit price.
As requested in section #5 – LOT 2 Part A – should the catering also be considered for 1,000 participants	Number of participants can rang from 10-1000 is is estimated for bidders to provide their unit price.
As requested in section #5 – LOT 2 Part B – The UN requires to hold some of its events in open space to accommodate the participants. The open space could be within the UN compounds, Government facilities and or elsewhere in mixed sittings. Such open space requires to be properly covered with event tents to cover participants up to 1,000. The floor covering of such events are with carpets, and seating arrangement could be mattresses and pillows, chairs and tables or mixed of both seating arrangements. The event will require all such facilities similar to a regular fixed wall hall but in a bigger setting.-- How many parallel events are planned?	The number of events be based on the requests from projects.
As requested in section #5 – LOT 2 Part B – a) Identify, provide and install different sizes tents at the designated open space as per the requestor's requirement; - by the tent do you mean the typical tents used in weddings?	The tent must be typical but meeting the following requirement as per scope of services a) Identify, provide and install different sizes tents at the designated open space as per requirements specified with order; b) The tents should be clean, in one piece

	<p>and high enough to allow regular interactions between the participants;</p> <ul style="list-style-type: none">c) The tents should be detached from its walls and as required the walls will be requested separately;d) The tents shall be installed professionally and strong to prevent them from falling onto the participants’e) The tents walls should be high enough to cover any gaps between the edge and the ground and should be installed strongly on the ground to prevent its falling during the event;f) Clean carpets as required shall be supplied, laid, and cleaned. In cases when the event is for more than one day, the contractor shall clean, reset, reorganize, and restrengthen the tents for the next day’s use;g) Any dirty carpet, mattress or pillow shall be removed from the site and replaced with new and clean ones.h) Stages shall be installed under the tent for the speakers. The size of the stage shall be communicated with the contractor in advance;i) Professional sound system shall be installed under the tent. The system shall be equipped with the mobile microphones for the participants and fixed ones for the guest speakers;j) The tent should be installed, carpets laid, mattresses set, pillows organized, stage is set and sound system checked on day before the event;k) The contractor shall be responsible for the transportation of tent and its supplies to and from the event site across the country;l) Sized of the tents required might vary from 10 to 1,000 participants. The
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	<p>contractor shall ensure that all sizes are available at request;</p> <p>m) The contractor shall agree to extend the tents and its accessories beyond the agreed time at the original cost;</p> <p>n) At least two of the contractor's personnel is present on site during the event to ensure that the tent and its appliances are in good fix and hazard free;</p> <p>o) After the event, the tents and its accessories including the furnishing shall be removed without any interference to the organizer and within 5 hours after the notification;</p>
<p>As requested in section #5 – LOT 2 Part B – e) The tents should be equipped with heating and cooling equipment as required. The colour of the tents should be in line with the temperature required for the tent; would heating be a mandatory requirement?</p>	<p>Yes- heating is a mandatory part the requirements</p> <p>a) The tents should be equipped with heating and cooling equipment as required. The color of the tents should be in line with the temperature required for the tent.</p> <p>b) The tents should be clean, smooth and smell free;</p>
<p>As the Unit Prices are in AFN and the agreement is LTA type, each and every month Afghan currency loses its value which impacts the unit price as well. How often would UNDP revise the prices to have prices aligned and avoid contractor losses?</p>	<p>The currency of the bid has been revised to USD</p>
<p>As highlighted in section #5 – LOT 1 – hall booking point m) Arrangement of ground transportation to the participants from and to their residence (hotel, home) to the Event site upon the request of the requestor. The transportation shall be charged separately?</p>	<p>In the events if the transportation is requirement for upcoming workshops the bidder will be requested to provide the cost of transportation during collection of proforma invoice.</p>
<p>Can you confirm that the proposed menu (Food/Refreshment) should be used for Lot-1 Booking Hall or ? If not please elaborate Paragraph number I) Shall permit the Hall Owner to supply meal and refreshment from outside in cases when the hall shall not have restaurant or when the food offered by the hall shall not meet the host requirements; on page#25?</p>	<p>a) Yes- the food/refreshment shall be used for Lot#1 if needed.</p> <p>b) This is solely the responsibility of contractor to meet the requirement regardless of from where they supply foods /refreshments, but the foods/refreshments must meet the highest quality standards</p>

Can you confirm about the financial capability of a company if they interested to Bid only on one lot out of three lots?	The bidder must fulfill the financial requirements stipulated in the evaluation criteria.
Can you confirm that could we recommend those Halls who have Capacity of more than 500 participants at a time but the only thing that they don't have them are the Bunkers? Because secured Hall with facility of Bunkers are very limited and could not support more than 300 participants	As stated earlier, absence of bunkers will not be grounds for rejection.
What would be the minimum number of participants to be safe in Bunkers (if required)?	The number of the participants will be depending on the size of UNDP events.
Can you please extend the time at least for 5 x Days in order to provide you efficient and effective proposal?	The deadline is extended until 10-November-2021 to allow bidder with sufficient time to participant in this tender
Could you please specify the Duration of Each Event by type or category such as; (conference, workshop, seminar, training, retreat)?	Since this is Long term Agreement the duration of event will be determined based on end user requests.
There will be no security issue in the center of provinces, but for the remote areas who will be responsible for the Security of Events as the former government has fallen and the new government is still not introduced and it is not clear how long it will take for the country to have a stable governmental system?	This is the contractor's responsibility to ensure their safety and security. In such circumstance where the UNDP envisions any risk might cancel their events.
Could you please specify if the Events will be conducted within the Provincial Capitals (Cities) only, or UNDP will also conduct them in the Remote Areas as well?	The events shall be in Provinces/Districts if required
Could you please specify the province names with type of events to have a better understanding? For example, (Kabul = Hall, Ghor = Open Space, Herat = Hall, Ghazni = Open Space).	The requirement is outlined in scope of service and this is not only for a specific provinces, based on requirement of projects/end users contractor may conduct their events in provinces.
Considering the current situation and circumstances, we need more time for better estimation of our price for this project to have exact market rates for all 34 provinces. So, we are requesting for a second extension of proposal deadline for another 10 days?	The deadline is extended until 10-November-2021 as per e-tendering time
Page 41 of ITB states that; (The currency of the Bid: United States Dollars), but the Bid Data Sheet states that the Prices should be in Afghani. Which one is correct?	The currency of the bid has been revised to USD

Who will be responsible for Transportation of Event Participants from their residence to the Event Location? UNDP or Contractor?	Transportation of events participants shall be the responsibility of contractor.
For the Open Space Events (UN Compounds & Government Agencies), who is responsible to coordinate with the New Government for the Arrangement of Events within the Government Agencies?	UNDP shall coordinate with the government authorities on organization of the events/workshops
Based on the RFP the advance notification for order is said to be placed 3 days in advance however considering the current market context, Is there any chances to extend it to a week or beyond to ensure needed resources are made available, like hall booking, catering services and tent installation and equipment.	UNDP will make efforts to provide as much advance notice as possible.
Price schedule The initial price schedule is in AFN	Please submit your price in USD and kindly consider the revised Price schedule and quote in USD.

Sincerely yours.

UNDP Procurement Team
Date: 24-October-2021