**Questions and Answers – Round 1**

Date:  **9 November 2021**

Project:  **Management Services**

Reference Number: **UNDP/BMS/RFP/2021/011**

Closing date of tender: **3 December 2021 at 15:00hrs EST**

**To ALL Interested Companies**

**Subject: Request for Proposals - Provision of Administrative and Analytical Support Services to the Bureau of Management Services (BMS)**

**Information:** The following are questions received from bidders to date and their respective answers

**Question 1:** Would you consider extending the current deadline of 19 November 2021 for additional 2-3 weeks.

**Response:** The submission deadline has been extended until **3 December 2021 at 15:00hrs EST**.

**Question 2:** During award of task orders, when do you expect the individual to be onsite?

**Response:** For the invitations to secondary competition, vendors would be allowed to respond within 3-5 days from the date of the request. The specific terms of reference (TOR) would provide the timeline including expected start date of the assignment.

**Question 3:** What is the expected distribution of workload between Lot 1 and Lot 2?

**Response:** There is no estimated distribution between the two lots. But it is expected that there may be more immediate business demand for Lot 1 given the nature of the service, and the non-continuation of individual consultancies on a daily rate basis.

**Question 4:** For specific task orders, how long is a typical assignment for?

**Response:** The duration of each assignment would depend on the specific requirement. The timeframe would be established in the specific TOR. It is estimated that assignments would range from a few days up to six months. The duration may be extended further if the project is delayed for some reason, or there is a business justification for retaining the temporary support services.

**Question 5:** Should we submit different rates for the same profile depending on seniority?

**Response:** Bidders are requested to submit the most competitive single rate for each profile.

**Question 6:** What is the expected level to be reflected in each CVs? How many CVs are we required to submit?

**Response:** Two CVs must be submitted for each profile. The CVs must reflect the required skills and expectations highlighted in the RFP document. Bidders are reminded that while the CVs submitted will be used for evaluation purposes, UNDP expects vendors to assign/propose the same or higher caliber of personnel during the contract implementation phase.

**Question 7:** Would it be possible to offer a team for an assignment or is this focused on individuals only?

**Response:** In general, UNDP would launch a separate RFP for consulting services when the business requirement is for a team of experts. This contract is mostly focused on individuals but if there is business needs where one or two of the profiles highlighted in this RFP would be required for a specific project, the TOR would explain the arrangement to allow vendors to respond accordingly.

**Question 8:** What is the expected start date of the contract?

**Response:** The estimated contract start date mid-January 2021

**Question 9:** Do you have a contract ceiling or budget amount for this engagement?

**Response:** No, there is no maximum ceiling amount established for this engagement. However, this engagement will be formalized under the new contractual modality known as the Flexible Services Agreement which allows for minimum guarantee as indicated in the RFP.

**Question 10:** Can a vendor submit the response for only one lot?

**Response:** Yes, bidders can submit the response to one lot or both lots.

**Question 11:** How many positions are anticipated to be released under each lot?

**Response:** This is a pilot and there is no readily available projection for future demand. Kindly note that there is a guaranteed minimum as set forth by the RFP.

**Question 12:** Is there any existing LTA for these Lots? If so, who is the incumbent?

**Response:** There is no LTA covering these services presently. This is a pilot project for the new contractual modality of FSA as such, there is not service provider at present.