



Date: Thursday, November 11, 2021  
Reference: **UNDPIRH-ITB-202125- Provision of Event Management IRH -Event ID 0000010776**  
Subject: Clarification Letter 3

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 and posting on relevant procurement websites in accordance with our standard practices.

Clarification Note:		
No:	Question	Answers / Corrections
1	In the Price Schedule ; Are we going to change of quantity numbers 1 in the scenarios according to the number of people and days?	Please do not change quantity numbers in scenarios. Please consider the size of the event and provide per person costs for room rates, coffee-breaks. For other items, like technical services, support staff, etc. please provide the amount to be charged considering the size of the event (small or big event). In other words, do not divide other services amount to 5 or 500, provide daily costs.
2	We will submit e tendering system of the our proposal and documents . will it be prepared also as a hard copy ?	Please ensure the submission is through Atlas e-tendering only. Hard copy or email will not be acceptable.
3	Joint Venture, Consortium or Association	<ul style="list-style-type: none"> <li>• If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that: <ul style="list-style-type: none"> <li>i. they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and</li> <li>ii. if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</li> </ul> </li> <li>• After the Offer has been submitted to UNDP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNDP. Furthermore, neither the lead entity nor the member entities of the joint venture can: <ul style="list-style-type: none"> <li>i. Submit another Offer, either in its own capacity; nor</li> <li>ii. As a lead entity or a member entity for another joint venture submitting another Offer.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"><li>• The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the ITB, both in the Offer and in the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP.</li></ul>
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All other terms and conditions remain the same.

Thank you and best regards,

Procurement IRH Istanbul  
UNDP Europe & CIS  
Istanbul Regional Hub, Turkey  
[www.eurasia.undp.org](http://www.eurasia.undp.org)