**Responses to questions**

**RFP ref. SP0000140109 dated 8 November 2021**

**Designing, planning and managing Social Enterprise Platform to support development of social entrepreneurship in Azerbaijan**

**Edition 1.**

**24 November 2021**

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| **Questions** | **Answers** |
| Q1. Regarding the published call for proposal n. SP0000140109 "Designing, planning and managing Social Enterprise Platform to support development of social entrepreneurship in Azerbaijan", we would like to ask if it would be possible to present a technical and financial proposals as joint venture, composed of 2 companies: one foreign and one local. If so, what additional documents must be submitted? | A1. Please be advised that in case you are planning to enter into a joint venture with another company, both companies shall submit a letter informing that they are planning to form a joint venture for the purposes of this consultancy, and indicate a lead partner who will take a leading role in administering the contract. The lead partner will be the main point of contact, they will be the one who signs the contract on behalf of both the parties, all the correspondence will be undertaken by them and they receive payments from UNDP. Please note that roles of each partners shall be clearly defined in the proposal submitted in the Methodology part of the proposal and the team members of both the organizations will be clearly indicated. |
| Q2. Whether companies from Outside Azerbaijan can apply for this? | A2. Yes, companies out of Azerbaijan can apply, if they also have a local experience and meet qualification criteria. The company may enter into a coalition/partnership to meet the requirements to the firm. In this case, a letter of intent shall be submitted by both partners, and a lead partner shall be assigned to submit a proposal and enter into the contract.  Please see page 12 of the RFP. |
| Q3. Whether we need to come over there for meetings? | A3. Yes, the company will need to come to Azerbaijan during contract implementation period. There is no need to come to Azerbaijan during a bidding period. |
| Q4. Can we perform the tasks (related to RFP) outside Azerbaijan? (like, from India or USA) | A4. No, the company needs to perform a major part of tasks in Azerbaijan. Please see page 8 of RFP, Location of work. |
| Q5. Can we submit the proposals via email? | A5. Yes, all proposals are to be submitted electronically via email. |
| Q6. On page 12 of the RFP, for the criteria for the assessment of the proposal, regarding the expertise of the firm, it is indicated: at least 5 years of proven experiences in idea incubation and acceleration in local market. Regarding the expression of "local market", it is strictly connected to Azerbaijan or the experience may have been gained in this type of works and area even in other countries? | A6. The requirement for at least 5 years of proven experiences in idea incubation and acceleration in local market is about the experience in Azerbaijan. |
| Q6. Please extend the deadline for proposal submission | A6. The deadline for submission of proposal is extended until 3rd December 2021, 18:00 Baku local time. |