



24 January 2022

Bid Bulletin 1
RFP-006-PHL-2022
Services of a Firm for Business Development Plan

Dear Bidders,

We received inquiry from interested firms, the table below shows the response to the inquiry and the amendment made in the RFP document.

Item	Clarification	Response
1	May we request that the deadline for submission be extended by two (2) weeks to February 14, 2022?	We are amenable to extending the deadline by two weeks for all prospective bidders. The new deadline date for submission of proposal is extended from 31 January 2022; 5:00 PM, Manila Time to <u>14 February 14, 2022; 5:00 PM, Manila Time.</u>
2	For the key personnel indicated (Team Leader, Business Development Specialist, Market Researcher, Project Assistant), is fluency in Filipino required?	For the team leader, fluency in English is required, and fluency in Filipino would be an advantage. In the event that the key personnel are not fluent in Filipino, the firm is responsible for engaging local resources to ensure that there is no communication gap.
	RFP requirement for Firm’s relevant experience, requirement is for “completed at least two (2) similar or relevant consulting services with at least two (2) certificates of satisfactory service from completed projects; preferably with engagement experience with various government agencies and local government units.” Please confirm if ongoing assignments can be evaluated instead.	Bidders must submit details and certificates of satisfactory completion for at least two completed projects , similar or related to Low carbon mobility OR sustainable transport .

Item	Clarification	Response
	<p>Please clarify scoring for the Project Assistant's qualifications.</p> <p>3.2d Project Assistant</p> <ul style="list-style-type: none"> At least two (2) years of experience in business development, marketing, market research or industry analysis <p><i>(21 points for 2 years' experience; additional 3 points for each additional year, maximum of 30 points)</i></p>	<p>Correction is made and text in parenthesis should be read as follows:</p> <p>(14 points for 2 years' experience; additional 3 points for each additional year, maximum of 20 points)</p>

Please be guided accordingly.

Thank you.

UNDP Procurement Unit