



## **QUESTIONS AND ANSWERS REPORT**

### **No. 1**

**To:** Bidders

**From:** UNDP Syria

**Subject:** LTA for the provision of consultancy and support personnel services to facilitate the implementation of UNDP Syria

**Reference:** UNDP-SYR-RFP-014-22

**Date:** 30-06-2022

UNDP Syria Procurement Unit received question regarding the above subject. This question is documented below with respective answers.

#	Clarification Request	UNDP's Clarification
1	Does UNDP need international staff through the third party Co.?	UNDP will only require recruitment of national staff in Syria for this contract.
2	Clarify the third party Co. working mechanism?	It is listed in ToR (page 51, section G, item 147)
3	Who will pay the salaries, UNDP or the third party Co.?	Third Party company are fully responsible for all cost and payment related to recruited personnel and UNDP will pay back to contracted company as per TOR listed terms (Section E. 2. 57)
4	Will the employees be covered with Syrian laws or any other taxes?	Personnel should be covered by labor Syrian law based on contract term if social security and tax not eligible for short term contract, then it is the responsibility of personnel to register and claim.
5	Do the furniture will be covered by the management fees?	All purchased items such as rent, furniture, equipment should be invoiced as purchased at cost with original invoice as proof with no additional service fee.

<b>6</b>	Will the employees covered with a health insurance?	All personnel should be covered by life and medical insurance as per a pre approved insurance package by UNDP
<b>7</b>	Will The invoices be reimbursed on monthly basis?	UNDP's standard payment term is net 30 days from receipt of invoice with supporting documents and certification of services provided. As mentioned in ToR Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
<b>8</b>	If the performance of the considered employee was bad, what are the taken actions?	As mentioned in ToR item #15 in page 34. It is as per project managers submitted evaluation of a personnel to extend or not the contract. Record of evaluation will be kept in contractor ROSTER data bank
<b>9</b>	If the furniture damaged, who will be the responsible?	All purchased furniture or equipment is the contractor owning assets and responsibility to manage and replace with no additional cost.
<b>10</b>	Do you expect any extension for applying for the RFP?	The LTA is for one year, (with 6 months' probation period) with possibility to extend for additional two years (maximum) based on the performance and availability of fund
<b>11</b>	Is it possible for foreign Companies to apply for this RFP?	International companies need to consider providing services and payment for Syria country. Also, payment to personnel need to be in local currency at local bank and in turn UNDP will pay back in same currency that contractor did pay.
<b>12</b>	Is it allowed to pay for the personnel in US dollar?	Since personnel recruited are Syrian nationality, it is not allowed by Syrian government to pay in other currency than Syrian pound since also service performed and delivered in Syria.
<b>13</b>	Would there be an advance payment of 20%?	Advance payment is not applicable for this contract. UNDP will cover the below specified costs incurred by contractors, based on submission of invoices for provided services. TOR (page 37 item 57)
<b>14</b>	If a company has an existing LTA for the provision of professional services to UNDP, would that be considered as a conflict of interest preventing it from bidding on this opportunity?	Currently it is not the time to accept/reject any participation, you can submit your proposal, then it is at the technical committee to decide when review your proposal during the evaluation.

<b>15</b>	For joint venture bids, with the leading bidder being an international company, can the payments by UNDP be transferred to the international bank account outside Syria?	The contract will be signed with the leading partner, accordingly the payment will be transferred to the leading partner account.
<b>16</b>	What is the average expected timeframe between the invoice submission by the contractor and the payment issuance by UNDP?	UNDP's standard payment term is net 30 days from receipt of invoice with supporting documents and certification of services provided.