

RFP – 89981: LTA for a roster of consulting firms in relation to the provision of pre- and post-investment advisory services to UNCDF’s investees and prospects

**Question and Answer (QA)
21 July 2022**

1	<p>Please confirm final submission date.</p> <p>In UNDP Procurement Notices page, the submission date is shown as 1st August. However, the BDS shows 18th July.</p>	<p>As of 15 July 2022, the deadline for submission has been extended to 1 August 2022. This has been reflected in the UNDP Procurement Notices page and UNGM revisions.</p> <p>Please see also announcement memo uploaded in the UNDP site.</p>
2	<p>We are preparing the proposal to reply to your RFP 89981 due July 18th and couldn't unfortunately take part to your pre-proposal conference organized July 6th. We were wondering if maybe there were minutes of this conference and if it could be possible to have a copy of them?</p> <p>Is it also possible to share information from the conference call last week and/or key questions and answers?</p> <p>Could you please share with us the recordings from the Pre-proposal conference on July 6th?</p> <p>Will the Q&A list also be published online.</p>	<p>The Minutes of the pre-bid conference will be uploaded in https://procurement-notices.undp.org/view_notice.cfm?notice_id=89981</p> <p>This QA table is published via the UNDP Procurement notices page, which can be found in the same link as above.</p>
3	<p>Is there an editable version of the bidding document that can be shared with us for the proposals, or do we just use the bidding form included in the RFP?</p> <p>We are not able to access 'editable' Forms from the procurement notice link - just annexes to a PDF. Are there word versions of these forms that can be uploaded on this procurement notice or otherwise shared?</p>	<p>Templates of annexes to the RFP template have been uploaded in https://procurement-notices.undp.org/view_notice.cfm?notice_id=89981</p>
4	<p>Do the financial statements have to be audited?</p> <p>The RFP states if financial statements are not audited bank statements might be requested. Would this be accepted?</p>	<p>Please see list of documents to be attached under Form B – Bidder Information form. Please see the last line which says, "Audited or Unaudited Financial Statement for 2019, 2020, and 2021. For reliable information and confirmation on financial soundness either audit report / bank statement / credit facility may be considered."</p> <p>The same is also stated in page 22 of the RFP under Financial Standing.</p> <p>Please also see Minutes of pre-bid conference to be uploaded in https://procurement-notices.undp.org/view_notice.cfm?notice_id=89981</p>

5	<p>Our business was registered in Mid 2020 but operational in 2021 so can we submit financial statements of 2021 only? Will this be accepted?</p>	<p>If this is the document that will be submitted, it would be helpful if there could be a supporting explanation on the reason or reasons for insufficient documentation in your submission. The panel will then review and assess the appropriateness of the documentation you submitted against the requirements.</p>
6	<p>Is it possible for a consortium applying for the RFP 89981 have one of its partners newly registered but with a lead personnel with over 7 year-experience?</p> <p>Our company is headquartered in The Netherlands and has two full local subsidiaries in Uganda and Rwanda which are fully owned by our Dutch entity. While the entities are contracted individually by clients (Palladium, DAI, etc.) we manage our company as one (each company is managed by the same person and staff is being allocated across our entities depending on client and project needs). Should we form a Consortium, or can we present all information (track record, etc.) as part of our headquarters?</p>	<p>Sections 1.33-1.36 of the Instruction to Bidders (ITB) of the RFP state the following:</p> <p><i>1.33 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the prequalification application, they shall confirm in their application that : (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 Application; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNCDF and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</i></p> <p><i>1.34 After the Deadline for Submission of Application, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNCDF.</i></p> <p><i>1.35 The lead entity and the member entities of the JV, Consortium or Association shall submit only one application.</i></p> <p><i>1.36 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNCDF.</i></p> <p>Please see full instruction under <i>Joint Venture, Consortium or Association</i>, page 8 of the RFP.</p> <p>Please also refer to the Minutes of the pre-bid conference to be uploaded in https://procurement-notices.undp.org/view_notice.cfm?notice_id=89981</p>
7	<p>Is the call for tender for consultants open to SMEs or rather to larger companies?</p>	<p>The bidders should meet the criteria stipulated in Section 4 Evaluation Criteria</p>

	Are SMEs able to apply for this tender for consulting firms?	
8	Is Power of Attorney needed if the proposed consulting firm (bidder) is not partnering with anyone? If so, please clarify who the Power of Attorney relates to?	<p>Power of Attorney is a basic requirement regardless of whether the bidder is partnering with another firm or not. This is needed to validate that the person who signed on the bidder's behalf is duly authorized to commit the bidder. "The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal." (See ITB 1.56 under Section C – Submission and Opening of Proposals).</p> <p>Please also refer to the Minutes of the pre-bid conference to be uploaded in https://procurement-notices.undp.org/view_notice.cfm?notice_id=89981</p>