Date: Tuesday, October 04, 2022

Reference: IRH-2235-RFQ-UNV\_ROECIS\_Onsite CDLF

Subject: Clarification Letter 1

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.

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| Clarification Note: | | |
| No: | Question | Answers / Corrections |
| 1 | Do you have a VAT exemption certificate which I can attach to the invoice that you can share with me? | UN is exempted from VATs. Upon contracting, we may share a letter head indicates the tax exempt status. |
|  | You asked for quotation in USD. I can prepare quotation for you in foreign currency, but VAT invoice will be issued in PLN, which is the only applicable currency in Poland. Is exchange rate put on the invoice enough for you? | Official UN Operational rates of exchange can be used for such purpose.  <https://treasury.un.org/operationalrates/OperationalRates.php> |
|  | I am aware that you are an organization and you don’t usually work on 100% prepayment. Will you be able to prepay, let’s say 60% and the rest after the event? | In the event that the Offeror requires an advanced payment upon contract signature, and if such request is duly accepted by UNDP, the said advanced payment must not exceed 20% of the total Offer price, or the amount of USD 30,000, whichever is lower. In the event that an exception to this must be made, UNDP shall require the Offeror to submit a **Bank Guarantee** in the same amount as the advanced payment. |
|  | You’d like us to share with you our last 3 contracts. What kind of contracts should they be? With you or with non-governmental organizations such as UNHCR / IOM etc., or general? I won’t be able to put contract value in here unfortunately, this is a trade secret. | Even if the offerors are unable to provide the contracting amount, the nature of the contract should be indicated (capacity of the activity, benefitting party etc.). It is important for offerors to prove that they have experience in similar activities. This information will be considered during evaluation. |

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/)