

**Round 1. Vendor clarifications and UNCDF's response to Request for Proposal (RFP) –  
UNCDF LFI Mid-Term Evaluation (Ref. No. RFP/UNCDF/MSU/2016/32127)**

**Question 1:** Is electronic submission (through mail to [uncdf.procurement@uncdf.org](mailto:uncdf.procurement@uncdf.org)) allowed for this proposal?

**Answer:** Yes, electronic submission through email is allowed. Two separate emails are required. One containing the technical proposal (password protected) and one containing the financial proposal (password protected.) Please refer to Data Sheet DS. 26.

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**Question 2:** According to DATA SHEET (DS No. 25), "Technical proposals that score at least 560 points on 800 points will be invited to do a presentation ...". We would like to know if the presentation can be done through video conference.

**Answer:** Yes, the presentation will be done through video conference.

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**Question 3:** According to DATA SHEET (DS No. 26) "Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value the past 5 of years" are required. Can we submit these post evaluation? Since, these are not standard documents we obtain from our clients, we will need some time to collect them.

**Answer:** Those documents are required as a part of submission.

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**Question 4:** Section-4 Proposal Submission Form (Cover Letter) says "We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope." Since we will be submitting our proposal electronically, we might need to change the phrasing from "sealed under a separate envelope" to "separate email attachments". However, as per footnote 16, any deletion or modification is not allowed. Kindly guide us on the same vis-a-vis electronic submission.

**Answer:** Overall meaning of the message remains the same – separate envelope or email, no need to change.

If submitted electronically, please follow instructions set in Data Sheet DS. 26.

**THE END**