

**LONG TERM AGREEMENT FOR AUDITS OF UNDP SEYCHELLES NGO/NIM PROJECTS Ref:
RFPSEY/2016/003 UNDP/NGO-NIM PROJECTS**

UNDP 22 November 2016

List of Clarifications

1. With respect to Section 9- Sections of Proposal (Page 6), 'Proposers are required to complete sign and submit the following documents:
 - (i) Proposal Submission Cover Letter Form
 - (ii) Documents establishing the Eligibility and Qualifications of the Proposer
 - (iii) Technical proposal
 - (iv) Financial proposal
 - (v) Proposal Security (If Applicable)
 - (vi) Any attachments and/or appendices to the Proposal

It has been required to proposers to submit two envelopes, one for the Technical Proposal and one for the Financial Proposal. In which envelope would the above documents that are not technical and financial i.e. documents (ii), (v) and (vi) need to be included in? **These documents should be included in the technical envelopes.**

2. At page 16 of the RFP, it has been stated that the UNDP retains the right to vary the quantity of services and/or goods, by up to a maximum twenty-five percent (25%) of the total offer, without any change in the unit price or the terms in condition.

Our query pertains to how would the change in quantity of services be quantified and communicated to us if we are granted the offer. **The exact number of projects to be audited will be known around December/January once UNDP has finalized its annual audit plan. The information will be communicated before the start of the audit exercise.**

3. Referring to the Data Sheet (Point 22) found at Page 23 of the RFP:
'Allowable Manner of Submitting Proposals shall be by email or by hand.'

If our firm chooses to submit the proposal via email, would a further hard copy be need to be sent to the UNDP and what would be the deadline for submission of the hardcopy in that case? **Please note that as per bidding requirements, proposals should be sent to UNDP Office, Les Palmes Building, 2nd Floor, Room 2 PO Box 310, Victoria, Mahe, Seychelles (Refer to DS No. 20)**

4. "the Required Documents that must be submitted to establish Qualification of Proposers (in 'Certified True Copy') which are as follows
 - Company Profile which should not exceed 15 pages, including printed brochures and product catalogues relevant to the goods/services being procured
 - Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if the proposer is not a company
 - Latest Audited Financial Statements including Auditor's Report
 - Statement of Satisfactory Performance from the Top 2 Clients in terms of Contract Value the past 5 years

- All information regarding any past and current litigation during the last 5 years, in which the Proposer is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the financial resolution if already concluded.

Our Questions are as follows:

- (i) Can it be clarified where to attach the above documents in the Proposal? **The documents should be part of the technical proposal.**
 - (ii) Does the UNDP have a specific template that they would prefer for us to send the above information? If yes, could we obtain the template as there was no mention of a specific template in the RFP? **The information should be sent based on the Company format.**
 - (iii) In the case we do not have one of the above information or we have part of the above information, (for example if the proposing firm is from a Partnership Agreement, would not have Audited Financial Statements), how could we address this area? **This information should be provided as part of the submission. If such information is not available, this should be clearly mentioned in the submission.**
5. Deadline of submission (Re DS No. 21) should read **Thursday 24 November 2016 instead of Friday 24 November 2016 at 16:00hrs (Seychelles Local time)**