Responses to Questions

1. Can we apply as a consortium or should the RFP be submitted by one company only?

**The bidders can apply as a joint venture as per the UNDP rules and regulations. However in that case please see below condition from UNDP regulations for bid submittion.**

1. In the RFP file, page 7 it is mentioned "Travel is not expected under this assignment.", however on page 13, Cost Breakdown by Component table, there are additional lines for Travel Costs and Daily Allowance. Could you please recommend what kind of travel costs we can indicate for this line. whether we can mention daily commute costs for going to various government agencies to conduct the interviews? Or is this template and for this RFP we need to leave it empty?

**Please leave this line blank.**

**Joint Ventures, Consortia or Associations**

**19. If the Offeror is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Offer, they shall confirm in their Offer that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Offer; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all entities that comprise the joint venture.**

**20. After the Offer has been submitted to UNDP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNDP. Furthermore, neither the lead entity nor the member entities of the joint venture can:**

**a. Submit another Offer, either in its own capacity; nor**

**b. As a lead entity or a member entity for another joint venture submitting another Offer.**

**21. The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFQ/ITB/RFP, both in the Offer and in the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP.**

**22. Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFQ/ITB/RFP, it should present such information in the following manner:**

**a. Those that were undertaken together by the joint venture; and**

**b. Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the requirements defined in the RFQ/ITB/RFP.**

**23. Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.**

**24. If the Offer of a joint venture is determined by UNDP as the most responsive Offer that offers the best value for money, UNDP shall award the contract to the joint venture, in the name of its designated lead entity, who shall sign the contract for and on behalf of all the member entities.**