**Project: Developing innovation-driven and sustainable civil society in Azerbaijan**

**Project No.: 00123786**

**Reference:** **SP0000140109 - Designing, planning and managing Social Enterprise Platform to support development of social entrepreneurship in Azerbaijan**

**Questions and answers**

**13.07.2022**

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| **No** | **Question** | **Answer** |
| 1 | What you mean exactly the creating a platform? Should both of them be in the same platform? I mean platform for coaching, follow ups and for partnerships? | This should be an informative platform, where the social enterprises can find information about everything – training materials, information about other social enterprises, interesting articles or references to articles from third parties (provided that the copyright are preserved), access to potential coaches, potential partners. There could be some listings, registered lists, possibility for self-registration for partners, social enterprises, coaches. |
| 2 | Who is going to be an owner of the web-platform after the contract is completed? | UNDP will be the owner of all materials and deliverables under the contract, including the platform. How UNDP will ensure sustainability of the platform after completion of the contract is another issue, it will be decided by UNDP at a later stage, but the ownership will rest with UNDP. |
| 3 | Is there any deadline for questions? | There is no deadline for questions in RFP, however, the Offeror shall provide reasonable time for answering the question and sharing it with other organizations, so the best way is to ask questions at least 5 days before the deadline for submission of proposals. |
| 4 | If the address **procurement.aze@undp.org** is regularly checked? We experienced delays in receiving answers. May we copy other UNDP staff to ensure that the email is received? | The questions must be sent with a clear reference in the subject, as instructed in RFP. In this case it will be easy to differentiate it from bids and requests under other tenders, and the questions will be answered shortly, usually within a working day.  Please do not send or copy your questions or proposals to any other UNDP emails, as it will result in disqualification of your offer. |
| 5 | Does your system send automatic notification when receives the offer? | The system shall send the autoreply. |
| 6 | What means “low-value services”? What is the threshold? | All the UNDP documents are provided in open sources, so you may access this information through web. It is below 150,000 USD. Offerors should plan around 170-180 man/days. |
| 7 | The question is about the copyright & legal management of the platform. Will this platform be managed by the UNDP team in the future? Or do you give all rights to the vendor? | The copyright owner is UNDP. The decision on who will manage the platform will be taken by UNDP at a later stage. |