

LRPS-2021-9168771 Establishment of LTAs for HACT Services in East Asia and Pacific Region

Clarifications to Questions from Bidders

Part 5 - 2-Sep-2021

No	Reference	Question from Bidders	Clarification from UNICEF
1	Annex B: Term of References (TOR) 3. Description of assignments 4. Deliverables	- Are two companies of the same international network that are separate legal entities (but that do not breach any of the clauses in section 7.3 in the RFP) allowed to submit separate bids for this opportunity?	Each legal entity has to submit their own proposal, clearly indicating the countries they are submitting the proposal for.
2	Annex B: Term of References (TOR) 3. Description of assignments 4. Deliverables	In Annex C - Technical Response, projects experience tables, UNICEF requires "samples of work (link and / or attachments, please name / link clearly)", - Does copy of the contract, letter of satisfactory performance considered as sample? - or Shall bidder include some parts of the reports (deliverables)?	The bidder is required to provide a sample of the work that enables UNICEF/the panel to determine if bidder has undertaken a similar assignment. Therefore, the deliverable should be included as part of the sample.
3	Annex B: Term of References (TOR) 5. Reporting requirements	Referring to TOR point no 5 "Reporting Requirements", - Are there any reporting software being used by the UNICEF Country Office on which final signed reports (Macro, Micro Assessment, Spot Check, HACT Audit, Special Audit etc.) to be uploaded by contractor? (for example : if specific Software being used i.e. eTools in which bidder is required to submit the final report?) Kindly confirm to enable bidder adequately provision for the same while computing their professional audit fee.	Yes, UNICEF will use a software i.e. eTools, to capture the results of the assurance activities, specifically, the Micro Assessments, Spot checks and Audits.
4	Annex B: Term of References (TOR) 3. Description of assignments 4. Deliverables Annex D: Financial Response form - In general	- Does bidder need to consider remittance charges extra as part of professional fee or it would be paid from UNICEF separately? As such charges are deducted by the bank out of bidder's professional fee instead to charging the same from the payer (other party's end) and to that extend bidder has to bear such expenses out of our professional fee. Kindly confirm, to enable bidder to adequately provision for the same while computing our professional audit fee.	The price must include all costs to be borne by the bidder for undertaking the assurance activity, including management, coordination, quality assurance and overhead.
5	Annex B: Term of References (TOR) 8. Evaluation process and methods	Referring to TOR point no 8 "Evaluation process and methods" point 1 of Table 1 "Evaluation Criteria and distribution of points", provide approximate annual billings, please clarify following: - Is there any prefix billing criteria? - While driving approximate annual billing, annual billing of Joint Venture Partner's in one or more countries to be considered (added) or not?	No, there is not a pre fixed billing criteria. The approximate annual billing should be for the bidding entity and the revenues accrued from the Joint Venture.

No	Reference	Question from Bidders	Clarification from UNICEF																
6	Annex D: Financial Response form - Micro Assessment tab	<p>In the Annex D: Financial quote file, it is mentioned under Micro Assessment tab that assignment would be given in the range of 1-10, 11-25, and 26 & above per year and based on that bidder is required to fill financial quote.</p> <p>- Please clarify how these limits of 1-10, 11-25 & 26 + are to be calculated at the service provider's end as at the initial level it is uncertain how many assignments are to be offered in coming year. For example in case in the first tranche, the contractor is given 8 assignments and then in the second tranche again 4 assignments are given in the same year. Kindly confirm, for next 4 assignments, what professional fee is to be charged?</p>	<p>Please see response on below:</p> <p>If this was the quotation from the bidder was as follows: No of Assignments Financial Quote (In USD) 1-10 per year \$ 1000 per Assignment 11-25 per year \$ 900 per Assignment 26 and above per year \$ 800 per Assignment</p> <p>Let's take an example of 3 different Country Offices: Country Ace would like the Service Provider to conduct 30 Micro Assessment in a Year. Country Beta would like the Service Provider to conduct 25 Micro Assessment in a Year Country Charlie would like the Service Provider to conduct 10 Micro Assessment in a Year</p> <p>Each country office has an annual plan that enables them to decide how many Micro Assessments they would like conducted in a particular year.</p> <p>The costs would be as follows:</p> <table border="1" data-bbox="1705 781 2324 926"> <thead> <tr> <th>No. of Assignments</th> <th>Cost</th> <th>Calculation</th> <th>Total Cost</th> </tr> </thead> <tbody> <tr> <td>Country Ace</td> <td>800</td> <td>30*800</td> <td>24,000</td> </tr> <tr> <td>Country Beta</td> <td>900</td> <td>25*900</td> <td>22,500</td> </tr> <tr> <td>Country Charlie</td> <td>1000</td> <td>10*1000</td> <td>20,000</td> </tr> </tbody> </table>	No. of Assignments	Cost	Calculation	Total Cost	Country Ace	800	30*800	24,000	Country Beta	900	25*900	22,500	Country Charlie	1000	10*1000	20,000
No. of Assignments	Cost	Calculation	Total Cost																
Country Ace	800	30*800	24,000																
Country Beta	900	25*900	22,500																
Country Charlie	1000	10*1000	20,000																
7	Annex D: Financial Response form - Micro Assessment tab	<p>In the Annex D: Financial quote for Micro Assessment, there is no segregation of Implementing Partners (IPs) between Government IP's and Non-Government IP's or Local NGO's,</p> <p>- Could UNICEF please clarify?</p> <p>Generally more time is taken while performing assurance services or activities for Govt. IP's in comparison to Non Govt. IP's</p>	<p>There is no segregation of IPs, as indicated in the Micro assessment TOR, the assessment should be completed (including the site visit and draft report issuance) within four weeks of contract signature. For Non-Government IPs it may take a shorter period, but in general 4 weeks was found to be sufficient time to complete a micro assignment even for a Government IP.</p>																
8	Annex B: Term of References (TOR) 10. Payment schedule	<p>Referring to TOR point no 10 "Payment Schedule", under Remarks, "Performance evaluation of the contractor will be done by the contract supervisor, as part of a mandatory documents for the payment process",</p> <p>- Please confirm, whether such performance evaluation certificate would also be shared with bidder or not?</p> <p>As it would help bidder to know its present status of performance and ultimately guide bidder to provide improved and comparatively better assurance services in future assignments.</p>	<p>While the Performance evaluation certificate may not necessarily be shared with the bidder, the Country Office will provide feedback on the contractors performance regularly in their continuous interactions.</p>																

No	Reference	Question from Bidders	Clarification from UNICEF
9	Annex B: Term of References (TOR) 11. Other Pertinent Matters	<p>Referring to TOR point no 11, Other Pertinent Matters, it is mentioned that “cases which indicate fraud or presumptive fraud will be brought to the immediate attention of the designated person in UNICEF office without waiting for the issuance of audit report”, - Please confirm, under such situations any or what proactive measures would be taken at UNICEF’s side to safeguard or protect bidder/contractor’s interest?</p> <p>Further in case the contractor team visits in the country like in which there may be unrest like Myanmar, what proactive measures would be taken at UNICEF’s side to safeguard or protect the contractor team?</p>	<p>UNICEF staff are bound by the whistle blowers protection policy, which states that Retaliation against individuals who have reported or provided information concerning acts of misconduct, or who have cooperated with duly authorized audits or investigations or other oversight activities, is strictly prohibited.</p> <p>UNICEF cannot protect the contractors team, however, whereby the contractor is not able to physically visit the IP’s Premises, remote assurance activities may be considered.</p>