

Q&A

ROK/RFP/PSP/2021/006

Face-to-Face Recruitment and Retention Services

Tendering Period: 6 September - 10 October 2021



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

No.	Questions	Answers
1	Do we have to submit the vendor registration form (annex C)?	There is no need to submit the vendor registration form if the company has worked with UNHCR in Korea OR UNHCR in other operations before. If the company is new to UNHCR, the vendor registration form is required as part of submission.
2	Would it be possible to extend deadline for submission of RFP? In case of Korea, it is quite tough for preparation as there are public holidays (20th Sep – 22nd Sep). Kindly consider and advise if it extend or not.	The deadline is now extended to 10th of October (23:59, Korea Time)
3	If it needs signatures for submission of documents of RFP or contract later on, would it be possible to do these with transcription signature ?	Yes, this is acceptable.
4	Would it be able to revise partially the terms and conditions if we request for change within proposal or negotiate after win the bid? If so, please advise me the next steps expected. (Annex D, E, and F)	Any proposed amendment to UNHCR's standard terms and conditions will need to go through vetting & approval process by our legal team. This process could be initiated only after the winning bidder is notified of the awarding decision.

END OF Q&A