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| **No.** | **RFP Section reference** | **Question** | **Feedback** |
| 1 | 1.1 Objective of the RFP | Will the market survey be limited to local suppliers or is WHO open to having some international suppliers prequalified also? | * The RFP requires that the engaged firm to Carry out a market research report in Nigeria of suppliers * The Contractor will apply the most appropriate methodology to carry out the research guided by the WHO Expression of Interest template (Appendix 2). * The shortlisted suppliers must have legal and administrative certification to carry out business operations in Nigeria. This includes, and not limited, to having physical office premises which can be verified WCO, if need be. |
| 2 | 5.3 Evaluation of proposals (RFP document)  x. 10 (TOR document) | We note that the evaluation Criteria on the RFP is different from that on the TOR - Please confirm which supersedes the other | The evaluation criteria is the same. The proposals will be evaluated based on the following weighting:   |  |  | | --- | --- | | Technical weighting | 70 | | Financial weighting | 30 | | Total | 100 |   The scoring in the TORs (100) would be weighted to a total of 70.  The evaluation scoring in the RFP will be used: |
| 3 | Section 7 | What would be the payment terms for this contract, Lump sum or maximum amount to guide us in budget planning? | The payment terms are tied to the satisfactory performance and completion of the work (Section 7). WHO will determine the most appropriate method, taking into account the financial guideline for the proposed contract. |
| 4 | (a) TOR vi.  (b) RFP 3.31 | Confirm that design of a Supplier Database is a deliverable for this contract  a. Does WHO have a current Supplier Database? Are you open to describe the system?  b. During implementation, would WHO provide successful vendor | 1. The Vendor is required to deliver a supplier database. The deliverables in TOR (vi) are based on the Objectives listed in TOR (ii) 2. The office has a “supplier database” which will be discussed with the recommended Vendor 3. This question is incomplete *“During implementation, would WHO provide successful vendor”* |
| 5 | Section 7 | Is there a budget ceiling for this contract | It is not possible to provide a ceiling figure because this would erode the competitiveness of the RFP process.  However, as indicated in 1.1 in the RFP, Bidders are guided to propose the best and most cost-effective solution…… |
| 6 | 4.12.5 | Please confirm the possible project start-up time | The Project will take place during 2023, with a possible start-up time in September at the latest |
| 7 | Annex 5 | The financial proposal on Annex 5 states submission in an envelope while in other areas, it states to submit electronically – kindly confirm which is applicable | The guidance is that the financial Bid should not be mixed with the technical Bid whether (i) documents are submitted as hard copies or (ii) documents are scanning for uploading. |
| 8 | Appendix 1 | For activity on travel with Code 9000000 on Appendix 1 - should that be removed? | The travel code would not be removed at the moment.  WHO may review the supplier categories with the recommended vendor. |
| 9 | Appendix 1 | Do you anticipate each vendor to plan supplier assessment across all the categories outline in Appendix 1 or can one quote for some categories? | Vendors are expected to submit proposals that Proposals that offer the total requirement (RFP 4.4) |
| 10 | 4.6 (RFP document)  2. (Cover Letter) | The cover letter states the deadline for submission of questions from bidders as no later than 5 working days before deadline, which is while the RFP document states Monday 17th July 2023. Which of these dates is applicable? | The multiple dates arise from the difference between submission date of the RFP document, and date of writing of the cover letter. The latter date will be applicable. |