

## Pre-Bidding Conference Q&A Session

[18<sup>TH</sup> April 2024]

[Conference Title/ RFP/-HCR-AA-2024-001 for Third-Party Monitoring Services]

### Introduction:

This document summarizes the questions raised by the attending vendors during the pre-bidding conference and the corresponding answers provided by UNHCR representatives.

Q#	Vendor's Question	UNHCR's Response	Notes
1	Possibility of expanding the scope of work: Including workshops, market monitoring etc.	Scope will remain the same for the time being focusing on CBI, WASH and NFIs	<u>NA</u>
2	Adherence with the financial proposal document: can it be adjusted, or it is mandatory to use the exact ones in the RFP	It's mandatory, bidder adhere and/or use only the formats provided in the RFP.	<u>Refer to RFP</u>
3	# of UNHCR IPs	2024 is 48 partners implementing a country countrywide	<u>NA</u>
4	Frequency of monitoring: One-time or periodic monitoring	<p>The frequency of monitoring for our projects is determined by the individual start and end dates of each project, which vary based on specific needs and timelines.</p> <p>For example, some projects are designed to span 12 months, while others may only last for three months. Monitoring activities, including the initiation of assessments by the TPM, are scheduled in alignment with these project durations.</p>	<u>Refer to RFP section 3.3</u>
5	Technology and tracking tools necessary for the projects: is it expected that the consultant will provide these tools, or will we utilize those available through UNHCR's resources? Additionally, who will retain ownership of these tracking tools?	For CBI, UNHCR provides established global standard tools that will be shared with the selected vendor in advance. In the case of NFIs and shelter, we expect the vendor to bring their own tools. Throughout the project, we may also look to the TPM to aid in modernizing or revising these tools as needed.	<u>Revised RFP can be accessed at UNGM website</u>

		<p>In the initial stages, there will be a collaborative session to discuss the tools available and those that need to be developed in partnership with the relevant UNHCR unit.</p> <p>Regarding data collection, UNHCR's servers will be used.</p>	
<b>6</b>	Duration of the awarding period and/or frame agreement	To clarify the framework agreement outlined in the RFP is established for 2 years (inclusive of the initial contractual engagement is set for a 9-month period from April to December 2024), offering the potential for extension based on mutual agreement and satisfactory performance.	<b><u>Refer to RFP</u></b>
<b>7</b>	# of expected vendors	<p>RFP clarifies that while the tender document allows for the possibility of establishing a frame agreement with a single supplier, it is not restricted to just one. Depending on the outcomes of the evaluation and the proposals submitted by service providers, UNHCR has the flexibility to establish more than one frame agreement if deemed beneficial.</p> <p>This approach ensures that the most suitable arrangements are made to meet the needs specified in the tender, rather than being limited to a single agreement. This flexibility is detailed in the first paragraph of the tender</p>	<b><u>Refer to RFP</u></b>
<b>8</b>	Clarification on Annex C: Where to place the unit prices, in column F or H - T	<p>It is noted that some vendors may opt to set a uniform unit price across all locations, which would be listed in column F of Annex C.</p> <p>However, due to geographical variations and different technological requirements,</p>	<b><u>Refer to Annex C</u></b>

		others might find it necessary to set different unit prices for each specific location, especially for services that involve field visits or physical interviews as opposed to phone calls. For such cases, vendors should list their location-specific unit prices in columns H through T to reflect the varying costs appropriately. This setup allows vendors to tailor their pricing based on the distinct conditions and requirements of each geographical area.	
<b>9</b>	Deadline for BID Submission: Has the deadline been extended, if so when is the deadline?	Yes, the deadline has been extended and until 22 <sup>nd</sup> April 2024. The revised tender documents have been uploaded.	<b><u>Revised RFP can be accessed at UNGM website</u></b>
<b>10</b>	Possibility of joint ventures or engage subcontractors as appropriate	This has been clarified in the tender document.  In regard to subcontracting please refer to the general rules for contract and condition for contract of UNHCR	<b><u>Refer to Annex G - UNHCR General Conditions of Contracts for the Provision of Goods and Services</u></b>

#### Closing Remarks:

We appreciate the participation and inquiries from all vendors. Best of luck in your submissions

#### Additional Resources:

For detailed information, please refer to the RFP documents and annexes provided.

#### Disclaimer:

This Q&A does not substitute any formal documentation required for the bidding process. Vendors are encouraged to review the official RFP documents for comprehensive requirements and instructions.