

**Annex J1:**

Date: 12/05/2024

**A QUESTION & ANSWER DOCUMENT**

REQUEST FOR PROPOSAL: No. **RFP/CO/YEMSA/SUP/2024/04**

ESTABLISHMENT OF FRAME AGREEMENT FOR THE PROVISION OF SECURITY GUARD SERVICES IN SO ADEN

Clarification Number	Clarification Request	UNHCR's Answer
1.	We have an inquiry regarding the upcoming Pre-tender conference. Could you please provide us when and where?	The RFP document is well explained and no need for pre-bid meeting, in addition, In the RFP document page 3 – a chance given to bidders to submit any request for clarification regarding this RFP by sending an e-mail to <a href="mailto:yemsasu@unhcr.org">yemsasu@unhcr.org</a> .
2.	<i>Regarding the company document (business Registration certificate, Work permit, trading license and Tax membership), shall it be issued from Aden? Or Sana'a is excepted as well?</i>	In the eligibility criteria, it has been requested for core business in the security field with valid Company registration certificates, valid work permits, trading licenses and tax membership issued by relevant authorities without identifying the location of authorities – so any documents provided from any authorities will be accepted with emphasis on having operational license in Aden
3.	There is no data for the bank guarantee in Tender Document . How much is the guarantee amount?	No any bank guarantee is required
4.	<i>It is stipulated in the Annex I (SUBMISSION CHECKLIST AND ACKNOWLEDGEMENTS) "Valid Bid Security in form of Bank Guarantee" while it was not required in the TOR? Please clarify.</i>	Same as answer provided for Q 3
5.	The Net Salary for the guards is \$450 and Supervisor is \$500 as per in the TOR, however in the provided financial proposal ( Annex C ) is \$400 for the guard? Which one shall we endorse?	Please rely on the requirement as mentioned in the ToR, The Net Salary for the guards is \$450 and Supervisor is \$500 as per in the TOR
6.	The TOR is stipulated that, the Relieving staff (Jokers) for weekly and annual should have the same salary as the regular guards, Do you mean net salary only or with all benefits ( Health & Life Insurances, Ramadhan bonus, Eid Bonus, Social Security...etc) as per the regular guards?	The UN agencies pay the annual and weekly relief guards, under the contract with security companies, with the same salary and benefits as the regular guards.
7.	In the Financial proposal, there are no columns for Weekly and annual relieving staff (Jokers), Shall we send you their expenses separately alongside the financial proposal or it should be included with the required numbers of the regular guards ? and if it included, where shall we add those expenses in the provided financial proposal?	This issue will be left for the service provider. UNHCR selects the best and most cost-effective option. In this case, the service providers have to attach a separate list indicating numbers and cost