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## QUESTIONS AND ANSWERS DOCUMENT NO. 2

RFP Number UNFPA/THA/RFP/15/003

1. Referring to page 38, Section VI-Annex F: Price Schedule Form, point no. 4, please can you Clarify for the Financial Bid it state as follows :

"4. UNFPA anticipates awarding the project on a fixed-price basis. To complete an analysis of the Bid, firms are required to submit itemized pricing that identifies the people who will work on the project (including resumes), their billing rates, and the number of hours proposed for the project. Anticipated travel, lodging, and out-of-pocket expensed should be detailed as well."

**Our Bid will work on a commission structure and therefore no hourly rate are associated and there are a number of staff included over 30 in total. Is it necessary to provide a full resume for all staff working on the project. Can we as a replacement provide a staff management profile for each department?**

As per our procurement procedures and what is outlined in the RFP, the potential suppliers must provide answers to what is exactly required. Under no circumstances can the specifications or terms of reference be changed as this would result in cancellation of the RFP and initiation of a new tender process.

2. Referring to page 20, please can you confirm what we need to supply here or if this is optional?

"40. Documents establishing sustainability efforts of the Bidder

40.1 Currently UNFPA is requesting information on environmental and social policies and related documentation with Bids submitted by prospective suppliers. UNFPA is incorporating environmental and social criteria considerations into the evaluation process, such as adherence to Global Compact requirements (more information can be accessed here, <http://www.unglobalcompact.org/>, or by contacting Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org)). UNFPA encourages suppliers to consider joining the UN Global Compact and to look into other ways to help reduce their environmental impact now."

This is optional. Suppliers are encouraged to consider joining the UN Global Compact. For more information, please access <https://www.unglobalcompact.org/participation>