

## Questions received and Answers

### REQUEST FOR PROPOSAL (RFP) RFP Number UNFPA/EGY/RFP/21/011

For the establishment of a:

#### LONG TERM AGREEMENTS

In regards to:

#### Logistics and Event Management to UNFPA Egypt Country Office

- What do you mean by a Container LED 3\*2 m ? ( 3.1 ) in Pricing: **Led lighted container with dimension : 3M X 2M for base , the height is as the container height**
- What are the dimensions of the stage on the truck (if the truck exists)? **It exists and used even for weddings** or are we going to get a truck and prepare it to put a stage on it? ( 3.1 ) in pricing- **available in the local market**
- What is the specific range for the stage height since 40 - 160 cm is a huge range? ( 3.2 ) in pricing: **the pricing is per M2 , I think there is different standards such as 50cm, 1M and 1.5 m.. so please quote for the three sizes any extra will be charged as per the total M2**
- Do you mean by processor, a laptop to operate the LED screen ? ( 3.9 ) in pricing: **Its more advanced then laptop and it came as package with the LED, you can't operate without it .**
- Do you mean to provide a 4G router ? ( 3.14 ) **router or USP modem**
- The cost of delivering these equipment's should be excluding as the locations are vary and haven't been known yet? **Yes; cost is for providing within greater Cairo ,for other locations you will be requested to quote separately**
- Can we get the files in word format as switching the PDF to word corrupts parts of the tables, **Already added to the RFP link .**
- For items that have variable items like other languages' interpreters, can we offer a price range as Korean, Greek and Latin have different rates or can we mention each price in details, **this item is modified to be provided in separate quotation whenever needed, then secondary bidding will apply.**
- Please clarify point 11 page 39 : Bidders to submit information on environmental and social policies and any related documentation in their bid, **please clarify if you are adhering to the main Environmental Sustainable issues you may find the assistance in the following link: <https://link.springer.com/article/10.1007/s42398-018-00038-w>**

- Do we need to sign the LTA template or it is just for review, **just to review**
- What is required at joint venture table “ ON VI – ANNEX F: JOINT VENTURE PARTNER INFORMATION FORM? What if we don't have Joint Venture ; **just state : Not Applicable - No Joint Venture**
- If we don't have LTA with the UN before, however, we had a lot of business without LTA for more than three years, are we still eligible? **If you had similar experience within UN Agencies, Embassies , Multinational companies in large scale , so yes still eligible**
- We asked the UN organization for a recommendation letter they said it's not available. However, we might use them as a reference ? is it acceptable. **You may any thanks letters/emails for the big/mega events conducted by your company, otherwise you put the reference and the evaluation committee will check your references in case of short listing.**
- At the operational bank, did you mean we need to provide you with an active bank account **(Yes we need prove of having active bank account you may obtain scan copy from Internet Banking or get a stamped letter issued by the bank with the basic information shat showing : Acc Name , Acc. Number, type of Acc., Swift, IBAN, Bank Address... etc)** with details & how to prove “ Handel such disbursements using banking, mobile, or another similar module” **Previous experience either by thanks letter/email or recommendation letter stating the services provided by your company during the handled events including DSA distribution/ transferring**
- Some requirements in technical evaluation already proven through our service profile, Facebook page, or similar such as hotels management or other services, but if you mean another way to prove such requirements, i.e.,” Logistics. Logistics & Event Management services offered” quality & Completeness.” **please specify the hotels you dealt with and the check reference team will check the quality and compliance with the hotels or other subcontracted services.**
- Although we have handled PSP for several clients before, I am not sure how can we include documentation and proves for this in the technical proposal we will send as it will sure encounter confidential information about other clients. What kind of certification you need for this please, **Any official email or certificate stating that you successfully managed the PSP for event named ..... , then it's our role to confirm from the client . What we care about is the standard of the service not the value.**
- Regarding ANNEX E: Price Schedule Form, we can't find the excel spreadsheet that's supposed to be attached. **Available in the PDF RFP Template pages 50-62 and recently uploaded in word document.**

- It's requested in the minimum requirements that bidders "should provide data which shows that they have the capacity to perform the LTA/Purchase Orders that will be issued pursuant to the LTA and complete the deliverables within the stipulated delivery period".
- Therefore, we need to know if we should provide other documents other than the following:
  - Annual report/Audited financial statement/Annual turnover
  - Operational bank account
  - Key financial ratios (current ratio, quick ratio, and debt ratio)
  - Contact details of commercial banks and names of contact persons
  - The previous year's audited company balance sheet and financial statement.

**You may add a proof of providing the successful service within the required period; for example. Thanks letters/email by the client describing the service provided by your company, also this items shows that no advance payment will be paid in advance including for mega events**

- Regarding ANNEX A:Instructions for preparing technical bid, it's requested to provide a list of tasks that /are out-of-scope versus in-scope.
- We need to know if we should provide in-scope and out-of-scope tasks that are related mainly to the requirements of the LTA, or if we should provide general information about these two tasks but related to our firm? **Provide in-scope and out-of-scope tasks that are related mainly to the requirements of the LTA**