



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION  
P.O. Box 300  
A-1400 Vienna, Austria

UNIDO Clarification Note No. 1

**Subject: UNIDO RFP No. 2010/004/CZ – Implementation of an Enterprise Resource Planning (ERP) System for UNIDO**

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**Please find below UNIDO's replies to the questions raised by on of the potential proposers:**

**Question 1:** *Is it permissible to submit the Technical Proposal, the Commercial Proposal and other literature via e-mail?*

**UNIDO's reply:** **No – a submission of the documents via e-mail is not allowed. According to RFP para 3. Format and Signing of Proposal of Appendix 1: “Your Proposal must be submitted in two (2) separate sealed envelopes/packages, one of which shall contain the Technical Proposal without price(s) and commercial terms, while the other shall contain the Commercial Proposal with price(s) and commercial terms. The Technical and Commercial Proposals must be submitted in one (1) original and eleven (11) copies each, clearly marked "Original Proposal" and "Copy of Proposal", in addition to one electronic copy (on CD or USB stick) of the Technical Offer to be included in the envelope/package with the technical proposal (without prices) and one electronic copy of the Commercial Offer to be included in the envelope/package with the commercial proposal (with prices).”**

**Question 2:** *What is the latest date until which the Bank Guarantee document can be submitted?*

**UNIDO's reply:** **Performance Bank Guarantee shall be submitted within one month following the effective date of the Contract. Para 6.3 Performance Bank Guarantee of Appendix 8 to the RFP refers.**

**Question 3:** *Can the presentation be done via web conferencing in lieu of a physical meeting in Austria?*

**UNIDO's reply:** **No – the presentation shall take place in Austria at the UNIDO's Headquarters in Vienna.**