



UNIDO CLARIFICATION NOTE No. 2

23 April 2024

UNIDO Request for Proposal 7000006774

“Provision of Services related to the execution of the Technical Assistance Facility of the Resilient Investment in Southern Africa (RISA) Programme” - Long-term Agreement(s) (LTAs)

Please find below technical questions raised by potential bidder(s) and UNIDO’s replies thereto.

| Question | Answer |
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| 1. It is stated that the project submission must be via post. Where we are based we have an unreliable postal system. Please kindly advise if there are alternative means to submit the proposal (e.g. email, share drive). | The proposals under this tender can only be submitted via post. No other means of submission are accepted. We recommend that you use a reputable international courier, such as DHL, if you do not rely on the national post. You can send us the tracking number once you have submitted it and we can track the parcel as well. |
| 2. It is stated that the financial statements must be certified. Our financial statements are prepared and submitted by our auditors in an electronic format. Please advise how it should be certified in absence of an original hard copy document. | The financial statements, if prepared by certified auditors, are certified. No extra certification is needed and electronic copies are accepted. |
| 3. Is it required that this excel template be used as part of the technical proposal? In the RFP it states “In line with Appendix 7 a - Technical Proposal Form must contain, but not limited to following (page 4)” but it seems like the information that needs to be included in the form seems a lot. It is also unclear how this excel file should relate to the overall Technical Proposal. | Appendix 7a is not the technical proposal per se, but is an overview of the contents of the bidder's technical proposal. Bidders are required to indicate the items and sub-activities they will offer as part of their proposal. Bidders are not required to develop a technical proposal for each of the sample items listed under the sub-activities nor each of the sub-activities themselves. |
| 4. What is the relationship between the Technical Proposal referenced in the RFP (page 4) and the Technical Proposal referenced in the TOR (page 7) as they list different items? Does the Technical Proposal in the TOR refer to the “Statement” under the Technical Proposal in the RFP? Please kindly advise so that we know what we need to prepare. | Both documents refer to the Technical Proposal. However, The Technical Proposal referenced in the RFP lists items that need to be contained in the proposal in an overview, but it is therein stated that this list is not limited to the listed items. The Technical Proposal referenced in the ToR instead, goes in detail into the items that the proposal should describe. |
| 5. Under the TA Delivery Methodology (page 7 ToR), 5.1. You have included 5 areas of work. Area 3.3 asks about Proposed methodology in monitoring and evaluating | 5.1 Project level refers to the programmatic or portfolio level. At this level, activities would entail monitoring |

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| <p>on an SME and project level, including enforcement of GCF's and UNIDO's Environmental and Social Safeguarding Policies and Procedures and taking corrective action if required. Can you clarify what you mean with the project level in this regard and what level of evaluation and enforcement you expect from the service provider?</p> <p>5.2 Under that same section, area 3.1 asks for 'verifying TA requirements'. It is our understanding that UNIDO will evaluate applications for TA of SMEs and formulate the TA scope of work (published in the call-off) of specific SMEs. Verifying in that sense, we would interpret as diagnosing / assessing at the start of the TA if that TA scope of work is actually the most urgent / important to be addressed, or whether the assignment needs (some level of) adjustment. Is that correct?</p> | <p>programme level targets are met, ensuring the composition of the TAF pipeline is in line with the demands of RISA-IF, inter alia.</p> <p>5.2 That is correct.</p> |
| <p>6. Team: Can you indicate if there is any preference or limitation as to how many CVs you want to see included? And whether you have any specific expectations about the level of expertise presented, or format of CVs?</p> | <p>There is no express preference or limitation with regard to the quantity or format of the CVs. Bidders are to formulate a team that would be best equipped to efficiently and effectively deliver on the targets and goals of RISA-TAF - the same principle applies to the level of expertise.</p> |
| <p>7. Consortium vs pool of bidders: The letter and ToR are quite clear on allowing service providers to bid for parts of the RFP (themes/countries). Some of the language used does suggest that UNIDO may prefer to seek one TA executing entity (as a consortium) instead of a pool of service providers. Can you give an indication as to your preference? We believe we are well-qualified for numerous activities under this bid and would be happy to pull together a consortium of other firms who would complement our capabilities. We are trying to understand whether it is preferable to do so at this stage or once UNIDO has shortlisted a pool of bidders.</p> | <p>The evaluation criteria in Appendix 2 includes the following sub-criterion: "2iv. Comprehensiveness and coherence of sub-services offered" (7 points). Bidders forming consortia would offer more sub-services than they would alone hence increasing their score for this criterion. Forming consortia may also increase bidders' scoring for evaluation criteria 3i: "Local presence in RISA target countries" and 3ii: "Ability to operate in the languages of RISA countries". Bidders, when forming consortia, should ensure their partners are able to effectively deliver on the other sub-criteria under criteria 2 to avoid undermining the potential consortia-forming incentives set out by sub-criteria 2iv, 3i and 3ii.</p> |
| <p>8. Bid submission: The requirements for physical envelopes are quite clear and we will certainly be able to comply. However, could you indicate if you could allow us to submit all things (signed etc.) electronically only (separating the technical and pass-word protecting the financial proposal)? We have done that with other comparable bids in the past.</p> | <p>Only physical proposals in two separate envelopes for the technical proposal and the commercial proposal will be accepted for this tender. No proposals sent electronically via email will qualify for this tender. This is the UNIDO procedure following our Procurement Manual for tenders above EUR 1 million.</p> |
| <p>9. Supporting documents: Due to the commercial sensitivity of our business, we typically don't share audited financials and similar documents. Would you instead accept a certificate of good standing at this proposal stage?</p> | <p>Copies of audited financial statements are a mandatory requirement for this tender. These documents will be treated in a confidential manner as per UNIDO's confidentiality rules if this helps with your concerns.</p> |
| <p style="text-align: center;">Please note: The submission deadline is 9 May 2024, 16:00:00 CEST</p> | |

