



16 July 2021

UNIDO CLARIFICATION Note No. 3

Request for Proposal (RFP) No.: 1100156143

**PROVISION OF SERVICES RELATED TO STRENGTHENING THE MARKET SYSTEM FOR GREEN
MSMES**

Questions	Answers
1. Please can you confirm if it would be acceptable for a qualified solicitor or notary to certify the certificate of incorporation, financial statements and Appendix 5 - Financial Statement and Certification?	Please refer to Clarification Note No. 2 already published. As indicated in the instructions to bidders with regard to Appendix 5 - UNIDO Financial Statement and Certification, the Certification shall be normally provided by your bank, insurance company <u>or any other authority customarily providing such certification according to the laws of your country</u> . A qualified solicitor or notary may also be authorized to provide such data. Name of Certifying Authority and data such as Telephone No And Fax No should therefore belong to the persons who certify the data declared therein.
2. Appendix 7 Mandatory Statements and Information checklist - Point 4 asks for ISO certification (if applicable) – please can you confirm if this certification is applicable to this opportunity?	Terms of Reference do not require any specific ISO certification, hence the requirement is not applicable in this case.
3. Is there a specific template that should be used for the completion of CVs or references to be included in the technical submission?	There is not specific template to be followed, however, as indicated in the instructions to bidders with regard to CVs, they should be provided in the most precise detail possible.
4. One (1) original and two (2) hard copies of the submission have been requested, please can you confirm if the signed documents in the original submission have to include a wet signature, or if an electronic will be sufficient?	Original offer shall be preferably with wet signature, and shall be in any case clearly marked as “the original”. We take this occasion to also remind you that in addition, each separate sealed envelope shall contain a soft copy (e.g. CD-Rom, flash drive, etc.) of the respective proposal.
5. If we plan to bid with a partner/ sub-contractor are there any specific declarations which they would need to complete to be included with the submission?	As indicated in the instructions to bidders with regard to sub-contractors, the names and qualifications (including description of activities, number of personnel employed, references to the clients and completed projects, accreditations and quality standards, if applicable) of the proposed sub-contractor(s), if any, and description of the extent and nature of such sub-contracting shall be provided. In case we would need additional declarations, we will request them in the form of a clarification during the technical evaluation.

Please be informed that the submission deadline is extended until **Friday 30 July 2021,
16:00 hours CET**

**To improve efficiency, kindly try to send ALL your clarification questions in one single
communication.**

**Please also be reminded that request for clarifications, if any, shall be received two weeks
prior to the offer submission deadline.**