UNIDO CLARIFICATION NOTE No. 1

9 November 2023

UNIDO Request for Proposal / RFP no. 2023/01

Establishing one or more long-term agreements (LTAs) for the provision of small-value grant management services

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. According to our understanding, if we enter the LTA any bidder shall be entitled to decline any concrete call-off procedure as described in point 2.1 of the ToR without being sanctioned nor excluded from an upcoming one. Is that correct?</td>
<td>Your understanding is correct. No sanction will be applied if a concrete call-off procedure is declined.</td>
</tr>
<tr>
<td>2. If submitting the proposal as a group, would the revenue from a subsidiary also count?</td>
<td>Yes, subsidiaries will be counted.</td>
</tr>
<tr>
<td>3. If submitting the proposal as a consortium, would the combined revenue be measured?</td>
<td>Consortium in principle is acceptable but for UNIDO the contract must be signed by only one company, which is fully responsible and accountable for the implementation of the various projects within the LTA. Therefore, the requested average annual turnover for the last 3 years has to be fulfilled by the leading company and cannot be divided among more entities. You might wish to consider that one of the partners who fulfills the required yearly average turnover becomes the leading (and signing) entity and your company acts within the consortium.</td>
</tr>
</tbody>
</table>

General Note: there has been some confusion with the numbering of the appendices listed in the ToR and in the Instructions for the preparation and submission of proposals, namely:
- Point 10) of the Instructions document makes reference to the Model Contract as Appendix 5. However, the Model Contract is found in Appendix 3 (3 a) and 3 b))
- Point 3 c) of the Instructions refers to the Technical and Commercial Proposal in Appendix 7. However, only the Commercial Proposal is found in Appendix 7.
- Point 4.5 of the ToR refers to the bid form in relation to the Commercial Proposal as Annex 3. However, the bid form is found in Appendix 7 (“Detailed Commercial Proposal Sheet”)
- Point 6.1 of the ToR refers to “the table in Annex 2”. However, there is no table in Appendix 2, but rather a checklist containing the evaluation requirements, which must be met by the bidders.
Appendix 4 “UNIDO Financial Statement and Certification” has the wrong number in the header of the document as it states Appendix 6. The corrected version is attached to this UNIDO Clarification Note no. 1.

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

Please also be reminded that requests for clarifications, if any, shall be received five (5) days prior to the proposal submission deadline.