

Questions and answers - LRPS-2018-9138815

Question 1:

In the process of joint preparation of proposal with a partner institution, we have found Request for proposal for services to be inconclusive terms of contractor status of partner institutions (a), and could not find ceiling nor orientation value of proposal (b), both hindering our progress on preparing the proposal.

BIDDER RESPONSE & INSTRUCTIONS (special notes, section 4), there is a mention of "proposals submitted as partnerships" (2.technical proposal, bullet d). Whereas it is clear that proposals should indicate the lead institution, it is not clear whether institutional profile and track record for all partner institutions should be included. This is in particular important when institutional references are complementary. As well, are any other administrative requirements re. technical proposal expected from all the partner institutions (financial statements, certificate of registration, UNGM vendor no.)?

Answer:

If a proposal is submitted as a partnership between several institutions, an institutional profile and track record for all institutions (lead and partner(s)) should be included to provide relevant information necessary for a quality review of technical proposal. However, partner institution(s) should not submit administrative requirements such as financial statement, certificate of registration, UNGM vendor number technical bid and financial bid. These requirements are mandatory only for lead institution, which will, if selected, sign an institutional contract with UNICEF. Agreement(s) between lead and partner institution(s) are not responsibility of UNICEF.

Question 2:

General terms and conditions (Annex A) elaborates only about subcontractor relationship, and consider Contractor as a single entity. What is the status of non-leading project partners in the arrangement? (i.e. are both treated as contractors).

Answer:

As stated in General terms and conditions, UNICEF will sign a contract with only one institution (lead institution). That institution will be UNICEF contractor. Agreement(s) between lead and partner institution(s), that will be subcontractor(s) of a lead institution and contracted by lead institution, are not responsibility of UNICEF.

Question 3:

Is it possible for funding to be allocated/invoiced by each partner (in this particular case: two), according to clearly set work packages (and human resources) allocated in the technical proposal, as those milestones are achieved?

Answer:

Unfortunately, as per UNICEF supply policy, this is not possible. Contract will be signed only with lead institution (Contractor), and only invoices issued by Contractor can be paid. Financial arrangement(s) between lead institution and partner institution(s) are not responsibility of UNICEF.

Question 4:

We have failed to identify specification of a cost ceiling (or orientation value) to the value of the proposal in the request. In case this is not a standard UNICEF practice, such an information on available financial envelope would greatly help in formulating appropriate activities and approach/methodology in the technical proposal.

Answer:

We are not able, in line with UNICEF supply policy, to communicate and share information on available budget of the contract.