Clarifications of Solicitation Documents
Reference: RFP-2011-010

RFP: Development of a Management Plan for Environment Quality Authority

Issue Date: 27 June 2011

Closing Date: 14 July 2011 at 10:00 a.m (Jerusalem time)

Some prospective offerors have required in writing clarifications of the solicitation documents. Below please find the UNDP/PAPP official replies to the said queries.

1. In reference to the RFP Page 15: Kindly clarify how this training tour will be financed. Should the Consultant include a cost proposal for this item on our financial proposal, or will UNDP be financing the training tours?

Training tour expenses for EQA staff will be covered directly by UNDP/PAPP project. The consultant shall develop the agenda for the exchange visit, formulate learning objectives, expected results, detailed cost estimate and make the necessary arrangement for undertaking the exchange visit.

2. Page 15: Our understanding is that we will be fitting these deliverables into our work schedule and that the RFP does not specify any timeframes for each of these activities. Kindly confirm that our understanding for that is correct, and kindly advise if there are any additional known time limitations, if applicable.

The consultant shall highlight milestones for delivering the stated assignment deliverables into his proposed work-plan as deemed appropriate for achieving the assignment objectives within the overall assignment 10 months time framework.

3. Page 16: All reports will be submitted in English and there is no need for any Arabic translation. However, is there need for the Consultant to translate the Procedures and Manuals that EQA will be using?

All consultant submittals should be in English. However, the final accepted By-laws, standards, manuals and procedures shall be translated into Arabic.
4. Page 17: Our understanding is that there are not any specific formats/templates for the proposal. Is this correct?

There is no specific template for preparing the proposal. The consultant shall comply with the instructions to offerors stated at Annex 1 of RFP

5. Page 20: Will all the office supplies and the related office operation costs be covered by the EQA? In this case, the Consultant would not propose any financial allocations in the proposal for these aspects. Kindly confirm that our understanding is correct.

All office supplies and operational cost related to the consultant assignment shall be covered by EQA through UNDP/PAPP Project.

6. The Request for Proposal is only addressed to firms or can international NGOs submit proposal.

The offeror shall be registered as consultancy firm. NGOs are not eligible to provide the consultancy services under this RFP

UNDP reserves the right to effect payments in US Dollars at the UN operational rate of exchange at the time payments are issued.

For your kind attention and reference

Sincerely Yours,

Khaled Shihwan  
Officer in Charge  
UNDP/PAPP