Amendment No. 1 of Solicitation Documents
4 March 2013

RFQ: Provision of Support to the Palestinian Legislative Council Secretariat to set up a functioning Intranet Portal platform

Issue Date: 19 February 2013
Original Closing Date & time: 11 March 2013 @ 10 a.m.
Extended Closing Date & time: 14 March 2013 @ 10 a.m.

The following is considered as amendment No. 1 to the solicitation documents, which shall be deemed to form, be read as part of the tender. Please be informed the following:

➢ Please find attached the revised terms of reference (ToR) which supersede and prevails over the original ToR provided in the solicitation documents. Therefore, please discard the original ToR and consider the attached revised version. As a result of this amendment, the deadline to receive offers/proposals is hereby extended until 14 March 2013 @ 10 a.m.

➢ The following is UNDP’s answers to questions raised by the prospective Bidders

Q1: According to the RFQ page 9: Does the suggested consultants include (2 senior Intranet Developers, 1 Intranet developer, and 1 project manager)?
A1: The national contractor is expected to provide at least four national consultants from its roster of experts that meet specific requirements. The national contractor’s team should include, at least: 1 Project Manager, 2 Senior Intranet Developers and 1 Intranet Developer.

Q2: What do you mean by "Development of an Intranet portal is one of the key priorities in order to fulfill basic requirements for setting up a functioning Electronic Document Management System (EDMS)."?
Q2: As part of the review of Palestinian Legislative Council Secretariat’s ICT services a report was prepared that contains short and long term priorities for improved ICT service delivery in the PLC. One of the major recommendations suggested setting up an Electronic Document Management System (EDMS) in the PLC. EDMS as such is a broader framework for an e-Parliament document management system in the PLC. Intranet portal should aim to provide the broader framework for EDMS and other electronic modules.

Q3: Do you mean that you want to have an Electronic Document Management System in PLC Intranet Portal or it will be external Electronic Document Management System, or you mean you need a document library?
Q3: Please refer to the answer to Q2. In addition, we expect that any solution suggested and implemented will take into account recent improvements of ICT equipment and current human and financial resources in PLC Secretariat.
Q4: In the financial proposal, What is the Currency? Is it USD $ or what? And is it include the VAT?.
Q4: The financial proposal is requested to be submitted in US dollars, exclusive of all taxes as UNDP is exempt from taxes.

Q5: Will business automation- workflow- be part of the project implementation?
Q5: Analysis of all PLC Secretariat business automation/workflows of is expected to be done as part of the preparation of the analytical report on setting up of PLC Intranet Portal.

Q6: If so, can we have the details of the PLC processes that need automation?
Q6: Mapping of all PLC Secretariat business automation/workflows is one of the first tasks that the selected national contractor is expected to perform. Both UNDP Project Team and PLC Secretariat will assist the national contractor in this regards by sharing relevant documents.

Q7: Will software licenses be part of the cost estimates - and hence the budget- for the project?
Q7: Yes, software licences are part of the cost estimated for the setup of the PLC Intranet Portal. Please clearly indicate in the financial proposal all cost related to development and delivery of PLC Intranet Portal software solution.

Finally, please be informed all prices/rates quoted must be in **US Dollars** exclusive of all taxes, since the UNDP is exempt from taxes.

For your kind attention and reference,

Khaled Shahwan  
Deputy Special Representative  
Operations- UNDP/PAPP