

RfQ17/01494 National company/ organization to provide logistical support for organization of 8 (eight) training sessions aimed at provision of capacity development support to women mayors at their first mandate

Q.1 Are there any templates for the documents to be provided: company profile; detailed technical description of the offered goods; written self- declaration of not being included in the ineligibility list?

A: No, there are no specific templates provided by UN Women for these documents. The applicant can use its own forms.

Q.2 In case we are not a company offering catering services (we do not produce food and beverages), do we need to provide a food safety certificate for the company we will subcontract for such purposes?

A: Yes, all applicants should provide a food safety certificate, as this is one of the mandatory documents to be attached to the application. In case the applicant doesn't provide catering services and these are rented from a sub-contractor, the applicant should provide the name of sub-contractor and sub- contractor's food safety certificate.

Q.3 Is there any need to provide services of selection and invitation of participants, communications services?

A: No. The applicants should present their proposals only for services specified in the Annex 1 of the Request for Quotation.

Q.4 Who will provide teaching materials (training hand-outs, stationary, etc.)?

A: All other services and supplies necessary for proper implementation of the events will be provided by organizers, including teaching materials.

Q.5 Can the logistic company propose experts as well?

A: No. The applicants should present their proposals only for services specified in the Annex 1 of the Request for Quotation. All other services and supplies necessary for proper implementation of the events will be provided by organizers.