



Clarification Questions and Answers (as of August 26th, 2020)

RfP20/02105: EU4MD/ Brand Development for Cahul and Ungheni Regions

Question 1: Regarding provision of Section 4, pag.22 "Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability." What specific document shall be delivered?

Answer: Financial standing must be presented in Form D of Section 6 - Bidding Forms (that are also provided in Word format specifically for the purpose of being filled in). The documents required by that form are Finance Balance Sheets for the past 2 years.

Question 2: Regarding provision on pag.34 "Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?" Which documents shall be provided to establish compliance?

Answer: Documents to be provided are listed in Section 6, Form B.

Question 3: Regarding provision on pag.34 "Company Profile, which should not exceed fifteen (15) pages, including portfolio of relevant brands/brand books, promotion campaigns to be reflected" In a case of Joint Venture, 15 pages profile must be for each or as a whole?

Answer: This is indicative volume, as if it will be more than that it will take longer for the Evaluation Committee to evaluate. This sections does not refer to the Technical Proposal per se (methodology, approach, CVs of key staff etc.) but the company profile. In case of consortium/JV/Association it would be great to have presented profiles of all the parties involved.

Question 4: Regarding provision of Section5. TOR on pag.29 „Recommend on intellectual property rights applicable to brands protection in national and international settings" What specifically does it include? What kind of recommendations are supposed to be presented?

Answer: Procedure to register the brand for intellectual property protection. Providing consultancy on procedure and preparing documentation. Submission of documents to relevant authorities will be responsibility of Local Public Authorities.

Question 5: Regarding provision of Section5. TOR on pag.31 „LPA and business entities capacity development for usage of the branding related promotion techniques." What exactly is supposed to be provided to "Business Entities"? Training sessions? How many people must it include?

Answer: The companies, especially from tourist-oriented sectors to be trained to use the brand in their merchandising (i.e. menus, posters, pens) and promotion materials. 1 training session for up to 50 persons must be planned.

Question 6: Regarding Form F - Financial Proposal Submission Form – „Our attached Financial Proposal is for the sum of [Insert amount in words and figures]”. If the Pricing is not to be seen until we are asked to disclose the password for Financial Proposal, is Form F supposed to be together with Financial Proposal and "locked" by Password?

Answer: Forms F and G must be uploaded together with your proposal, however they must be password protected/encrypted. In case your technical proposal will pass the technical qualification of 700 pts from obtainable 1000 pts, you will be required (via a separate e-mail) to disclose your password for Forms F and G. This procedure is reflected in Section 2 of the RfP document, pts 27-30. Also, please, pay attention to the instructions of Section 2 pts 11 and 22.6.

Please, do not disclose your financial price in line item in e-tendering system, as per instructions reflected in the system. Your price in e-tendering must be 1\$.

Question 7: Regarding Form D - Qualification Form Financial Standing. If Official financial documents to be disclosed are in other language than English. Are we supposed to translate it into English?

Answer: Yes, because otherwise UNDP will not be able to check the bidder financial standing. An unofficial translation of these files would be much appreciated, also, because this is the language the proposal must be submitted in, as per Section 3 of the RfP document.

Question 8: Regarding provision of Section 5. TOR – „testing of English slogan, selection with 10 English speaking experts provided”. Who will ensure the 10 English speaking experts?

Answer: The contractor is responsible for identifying 10 Native English speaking experts and testing slogans in English. Testing via e-mails is sufficient. The copies of such e-mails must be provided.