

**RfP11/00422: RFP for designing, organizing and conducting a training on leadership skills for Senior Managers of the Secretariat of the Parliament of Moldova**

**Clarification Questions and Answers (as of 05/09/2011)**

Q1: Should travel costs and per diem costs be included in our proposal?

A1: Yes, travel and per diem costs should be included in the proposal.

Q2: Are UNDP or the Moldova Parliamentary Secretariat arranging the venue?

A2: UNDP Parliament Project will arrange the venue, so no need for the company to include this in the offer.

Q3: If submitting proposal via e-mail is a single copy (each) of the technical and the cost proposal sufficient?

A3: In accordance with Clause 15 (c) of the Instructions to Offerors (page 5 of the RFP document), "In case of electronic submission, the Offeror shall send two messages by e-mail to the following address: [tenders-Moldova@undp.org](mailto:tenders-Moldova@undp.org)". Please follow the instructions described therein, especially those related to password-protecting the financial proposal. Please also note that email messages should not exceed 5 MB in size. Further information is available under the Notice for electronic submission of offers published at the bottom of the tender webpage <http://www.undp.md/tenders/details/422/>.