



Questions and Answers

Request for Quotation RfQ13/00643

Services for organizing the conferences for the producers and exporters in fresh fruits, members of the Aid for Trade beneficiary associations

April 17, 2013

Q 1: The announcement documents do not stipulate that service provider should search/choose the premises where meals will be served. Please provide the contacts of the locations you collaborate with in order to communicate with reference to provision of meals.

A1: The offerors should indicate an average price for meals and coffee breaks (based on the local market prices). The premises should be proposed by service provider and its selection should be coordinated with the Project staff, upon communication on the location of conference facilities and considering the proximity of conference facility to the location where meals will be served.

Q 2: Please indicate if the information to be multiplied will be offered at least one day before the training, or the same day the training will take place.

A2: All training materials to be multiplied will be offered at least 2 days before the training. In rare cases, it may be sent for multiplication 1 day before the training.

Q3. The folders for participants usually include the information, notebook/blank papers, and pens. Please indicate in the folder will contain only the information, or also the additional items indicated. Who will provide the folders: UNDP or service provider? Do all the materials need to be labeled?

A.3 Yes, the folders will include informational materials, pens and notebooks. The folders, pens, and notebooks will be provided by the Project and will be branded. Service provider is responsible for printing out the information, for picking up the branded items (located in the Project office at LeRoi Business Centre), for preparing the folders, their transportation to the seminar premises and their distribution to participants.

Q4. Who will print the invitations to the seminars? If service provider, then should the invitations be printed on UNDP letterheads?

A4: Service provider will be responsible for printing the invitations on UNDP black and white letterheads.

Q5: Will UNDP provide envelopes with UNDP logo for distributing the invitations?

A5: No, the service provider will be responsible to prepare the envelopes for distributing the invitations. Please note that black and white logo should be printed on the envelope.

Q6. How should the seminar rooms be equipped (projector, screen, microphones)?

A6: The service provider will be responsible to pick up the screen and projector from the Project office (located at LeRoi Business Centre), install and reinstall the equipment at the seminar premises. No need for microphones.

Q7. Will you request visibility materials (for example banner) to be installed at the seminar premises? Who will be responsible for their transportation?

A7: Yes, UNDP banner will need to be installed at the seminar premises and the service provider will be responsible for its transportation to/from the premises.

Q 8: Please indicate the localities, or the distance from which the participants will travel to the seminar, and for which the local transportation services will be reimbursed. We need this information in order o give a more exact estimate of the cost.

A 8: As we do not have the list of confirmed participants, we do not hold this information to be provided to you. An estimative price of 10USD/participant has been included in the bidding documents in order to help the bidders make an average estimate for these costs.