

Q: In Page #8, Bidder's Information Form (Annex II-C), point 3, and in page #17, point C, its mentioned that the audited financial statements of the last 3 years are required, while in page #40, point A Mandatory requirement, its mentioned that the audited financial statements of the last 4 years are required, please let us know which one is correct (3 or 4 years).

A: Both will be accepted.

Q: In page #40 Mandatory requirement, its mentioned that 8 years of experience in the events management field are required, please let us know if its correct or not since you requested in the same paragraph only 4 years of financial statement. We are requesting a clarification on that point because the minimum required years of experience in all UN previous LTAs or events management was maximum 4 years, and in case the minimum required years of experience for this LTA was 8 years then we need to submit our proposal as a Joint Venture to meet the tender mandatory requirements.

A: Please note that the requirement of the number of years of experience is irrelevant to the requirement of the financial statements, as they are two different points. The number of years of experience is an indication of the position of that company in the market and the requirement of the financial statements is to indicate that the company meets its financial obligations with regards to the audits and transparency. It is worth mentioning that in other countries the number of years of experience exceeds the 10 years while the financial statements are required only for three years.

As for the LTAs requirements with other UN agencies, please note that it depends on each agency specific requirements and no obligation on the ILO to follow another UN agency.

It is up to each company to decide to do a joint venture and in case selected, the contract will be done with only one company of this joint venture that meets the mandatory requirements.

Q: In page #17, point 4. SUMMARY OF WORK DISTRIBUTION, would you please provide more information and clarification about this table as it's not clear for us.

A: As clearly indicated in that table, please indicate if the work will be done solely by the bidder (company) or the bidder (company) needs, for some tasks/ activities, to hire sub-contractor to perform those tasks/ activities. If the bidder will perform, the work solely, then there is no need to fill the parts of subcontractors. And if the bidder will use the service of others service providers, then please fill that part of the name of the sub-contractors (sub-service providers) details.

Q: In the Financial Proposal, there's no space in the template to sperate the cost of each governorate, please let us know how we should address this in our Financial Proposal.

A: Please feel free to adjust the financial proposal as you see relevant.

NO INFORMATION OF ANY FINANCIAL COST SHOULD BE SENT IN THE QUESTIONS NOR IN THE TECHNICAL PROPOSAL. PLEASE READ THE RULES CAREFULLY OF THE RFP TO AVOID BEING DISQUALIFIED, AS INDICATED IN PAGE 19 "X. Bidder(s) should not include any information or indications related to their Financial Bid in their Technical Bid. Such action will lead to disqualification of the entire Bid." THE BIDDING COMPANY MUST SUBMIT THE PROPOSED OFFER "TECHNICAL AND FINANCIAL PROPOSALS" IN SEPARATE DIGITAL FOLDERS MENTIONING "TECHNICAL PROPOSAL" AND "FINANCIAL PROPOSAL" ON EACH DIGITAL FOLDER SO THAT THE FINANCIAL INFORMATION COULD NOT BE REVEALED BEFORE FINANCIAL PROPOSAL OPENING.

Q: Are zip files/ extensions allowed for this RFP?

A: Yes.

Q: What is the size limit for the submission email so we can arrange our tender package accordingly?

A: The size limit is 19 MB. It is ok to use google drive link as well.

Q: Will this contract be awarded to one bidder exclusively?

A: Please refer to the RFP page 30.

Q: Can bidder submit a proposal only for one of the two cities, i.e. Baghdad or Erbil only?

A: This RFP for whole Iraq and not partially.

Q: What is the frequency of the events over the year? And what is the approximate duration of each event?

A: Depending on the project requirement and identified at the time of the request by ILO projects.

Q: What is the size and type of the events?

A: Depending on the project requirement and identified at the time of the request by ILO projects.

Q: Which hotel stars you require the proposal to include?

A: 4 and 5 stars in the capital. In the governorates especially in the south, the best value for money while preserving the good quality.

Q: What is the invoice payment term?

A: Bank Transfer within one month after submission of the invoice.

Q: Please specify the location for outside Baghdad.

Q: Please specify the location for outside Erbil.

A: As indicated in the RFP, the RFP covers Iraq with focus on Baghdad and Erbil. the exact locations cannot be specified now as it depends on the event itself. This question relates mainly to items from 12 to 17 which will be subjected to secondary bidding between contracted LTA holders as indicated in page 38.