

RFP/TECO/2021-01

“Technical assistance to develop and promote the tourism industry in Benin”

QUESTIONS AND ANSWERS

12 April 2021

Question 1

re Terms of Reference – Lot I: *‘The National Experts stated above to be hired within one month from the start of the project in consultation with the client.’* - Can the three national experts be identified and procured after securing the contract?

Answer 1

Yes. In consultation with the client - Government of Benin and UNWTO.

Question 2

Re Terms of Reference – Lot I: *‘The contractor will be required to travel to the Republic of Benin for field missions. The missions are of long duration as most project activities will be conducted in Benin itself.’* What are the UNWTO’s expectations around this requirement, given current Covid and In-country visit restrictions?

Answer 2

The expectation is that the field missions would be conducted as envisaged. If the emerging situation warrants a change in strategy that would have to be in consultation with the client and the UNWTO. The costs on account of reduced field missions would be adjusted accordingly on the basis of actuals and using a pro rata approach.

Question 3

Re Terms of Reference – Lot I: As well as the training itself there are several other workshops referred to; *‘Month 1: A one-day seminar with tour operators, government representatives, hotel industry professionals and other stakeholders. • Month 6: Two-day workshop for summarization and delivery of certificates.’* Please can you clarify expectations around these and whether there is scope for the successful tenderer to offer virtual events?

Answer 3

At present these are envisaged to be physical events, should the emerging situation warrant a change in strategy, that would have to be in consultation with the client and the UNWTO. Reduced costs would be adjusted accordingly on the basis of actuals and using a pro rata approach.

Question 4

Regarding the Lots – is there an expectation that different consultants will be appointed to the 3 lots? To what extent will there be coordination or liaison between the three ie is there an overall project manager?

Answer 4

While the intention is to have one entity to undertake all the 3 lots, in the event that upon evaluation it is found that no single entity is in a position to execute any of the three lots efficiently, then the committee can assign that lot to any of the bidding entities found to be the most suitable. In that case, UNWTO will act as liaison, as project manager, between the awarded bidders for each lot.

Question 5

Please can you supply a version of the annexes to be completed in word format, so that we may populate them for submission?

Answer 5

Annexes will be uploaded to UNWTO website in word format.

Question 6

According to the General Conditions of the Contract, the contractor should take out and maintain comprehensive general liability insurance. To obtain such insurance specifically for this project would be very costly. Given that such costs are not envisaged in the financial proposal, the company would have to bear the costs, which would make the project more expensive. In the country of registration of our company it is not necessary to maintain comprehensive general liability insurance to provide consulting services. Thus, is it still mandatory to take out and maintain such insurance?

Answer 6

According to the bidding documents (Document I section 3.2.2) "*submitting a bid shall be evidence that the Bidder accepts in their entirety, should it be awarded the contract, the terms and conditions set out in the model contract included in the tender documents (Document II)*".

If any of the conditions cannot be met, please indicate it in your proposal, so that it can be considered by the evaluation panel.

Question 7

Regarding the scheduling of the project and the current pandemic situation, how strict is the requirement of conducting work in Benin? Will there be a possibility to replace some working days in Benin with homeworking?

Answer 7

This project needs to be implemented on a priority basis and the implementation is envisaged as scheduled. Should the emerging situation warrant a change in strategy, that would have to be done in consultation with the client and the UNWTO. Reduced costs would be adjusted accordingly on the basis of actuals and using a pro rata approach.