

Public Tender N° RFP/BDOS/2019-01: Development of the `UNWTO Tourism 2030` Report

QUESTIONS AND ANSWERS

Question 1

Is it acceptable to propose an alternative timeframe and if yes to that extent can we deviate from the planned timeframe?

Answer 1

It is possible to propose an alternative timeframe as long as key findings, both quantitative and qualitative, in the form of a PPT and an Executive Summary are ready to be presented in the UNWTO General Assembly on 9 September.

Question 2

It is stated that the first draft needs to be delivered at the end of June and the second draft mid-July. It is however not stated clearly whether you expect to have a "draft report" or only the key findings and outcomes would suffice without elaborating on them extensively. In the Gantt chart it is stated that the final and complete report (here the word report is indicated) can be delivered after the 30th of August. May I kindly ask you to clarify this?

Answer 2

Both deliveries in June and July aim at the full report from which the key findings are to be extracted to presented on 9 September. The work of further revising and finalising the final full report can take place in September/October. A final draft of the report should be concluded for edition and design at the end of October.

Question 3

In the attached document we have been asked at section Annex 3 and 5 to include our signatory's National Identity Number. Can there be a way around this if we would not include her Passport number please (referring to the GDPR) and instead we would confirm her position within the University and a letter confirming that she is an authorised signatory? The same document would confirm this in the Annex 2.

Answer 3

It would be sufficient with a letter from the University confirming the signatory's entitlement to sign as an authorized signatory

Question 4

We are planning to have another partner in the project, but we would need to get their signed documents to us before we could send both to you. If I understood correctly all of their documents will need to be signed by them too and include both ours and their documents in the envelope.

If their signed document does not arrive on time could we include them as a subcontractor?

Answer 4

In case a partner is to be involved in the project, all administrative documents should be filled in and sign by both entities.

As to the possibility of subcontracting a part of the service, the matter is dealt with in Document II (Contract template) of the Tender Dossier, as follows:

Article 10 - SUBCONTRACTING

The Contractor shall engage no subcontractor to perform any work or services in connection with this Contract unless the Contractor shall have notified the UNWTO of the identity of the proposed subcontractor and the UNWTO shall have notified the Contractor of its approval of the engagement of the subcontractor. The approval by the UNWTO of the engagement of a subcontractor shall not relieve the Contractor of any of its obligations under this Contract or from its responsibility for the work or services performed by the subcontractor.

Leaving that aside, UNWTO has no further constrains on subcontracting.