

## Clarifications to queries from potential tenderers

**RFP/058/NIN/18, RFP/059/NIN/18, RFP/060/NIN/18 and RFP/061/NIN/18 (4 RFPs)**

16.12.2019: Please see below clarifications to queries from various potential bidders.

**Question 1:** could you please clarify, in site preparation you wrote 4 houses and in total amount you wrote 22 houses should we multiply this 4 houses by 22 (RFP/060/NIN/18)?

**Answer:** The Summary BoQs contains the total of the entire relevant package (RFP), which means that total quantity of activities/items planned under each individual house/BoQ must be equal to the quantity of that specific item in the summary. The “unit” of site preparation is “house”, which means one full house, and the quantity is 4, which means the site preparation in 4 houses in total.

**Question 2:** Regarding to the submission by email: shall we attach both the technical and commercial files in separated files but in the same email or we have to separate the technical in one email and the commercial in second email?

**Answer:** It is preferred that you submit your financial and technical offers in two emails, clearly marking the subject line with “Company’s name, RFP number, and Technical or Financial offer”. However, no bidder will be disqualified if it submits both Financial and Technical offers in one email as long as the financial offer information documents or files are not mixed with those of the technical offer documents or files.

**Question 4:** Any available pictures that shows the amount of rubble or damages that we can estimate the site preparation per each house?

**Answer:** The works are located in Zanjili area of Mosul city, the maps of each package is attached to the RFP packages. We don’t have the pictures, however, these houses are under “minor damage” category as per the categorization of Shelter Cluster.

**Question 5:** Can you please provide me how to send you the bids by email?

**Answer:** Although the RFP documents provide clear and concise information, please read the RFP documents carefully. If you decide to submit the offers via email, then it must be submitted **only to this email address; [rfp@unhabitatiraq.org](mailto:rfp@unhabitatiraq.org)** , copy to [Bozhan.hawizy@un.org](mailto:Bozhan.hawizy@un.org) , if an offer is submitted to any other email address, it will be disqualified. If a bid size is bigger, it can be submitted in multiple email messages but it is the bidder’s responsibility to mark the emails clearly so that it can be easily traced by our office (the subject lines shall clearly state for example, if a bidder “XY company” is submitting an offer for RFP059 in three emails, it shall write the subject line of the emails as follows: XY Company’ offer for RFP/059/NIN/18 – Part 1 of 3, XY Company’ offer for RFP/059/NIN/18 – Part 2 of 3 and XY Company’ offer for RFP/059/NIN/18 – Part 3 of 3)

***The time recorded in our inbox is considered as the time of submission, UN-HABITAT does NOT take responsibility for a delayed submission due to power break or glitch in the internet, etc. Therefore, please make sure that you submit your offer well on time because our experience has shown that over 10% of the bids are automatically rejected/disqualified because they arrived in our mailbox after the deadline!***