

## REQUEST FOR PROPOSAL: No. RFP/SOADEN/001/22

For the establishment of Frame Agreements for the Provision of Rental of Warehouses and Inventory Management Services for UNHCR Sub-Office Aden For 3 (Three) years, extendable for 2 (Two) years

### REQUESTS FOR CLARIFICATION

No.	Questions	Answers
Q1	<p>Kindly ask you to clarify the following points as they are mentioned in the TOR REF, RFP/SOADEN/001/22</p> <p>“Provision of electricity power 24 hrs /7 days a week, stand-by generators (including fuel) or solar power as a backup for power outage”</p> <p>1. We are going to submit offer for The inventory Management Services only, so is it the provider’s responsibility of this service to provide electricity power (generators ...etc) or it is the responsibility of the Landlord.</p> <p>2. You ask for SOPs, we cannot at tendering stage share all SOPs as it is top confidential but we can share some of them and if we won the tender we can share all of them.</p>	<p>Please find below clarifications to your queries:</p> <p>1- The bidder for the inventory management services is expected to equip the warehouse facilities with generators and to cover associated costs for its installation, running, maintenance, etc.</p> <p>2- Demonstrating SOPs should not necessarily be linked to any contractual arrangement a service provider or bidder may have with other clients. The bidder is simply expected to provide evidence in form of SOPs to enable UNHCR to understand their familiarity with the nature of services they can offer in line with the TOR. Therefore, SOPs must be submitted along with your Technical Offer to support your qualification criteria in the evaluation process.</p>
Q2	<p>1. Should the SOPs be in English language or it is acceptable to be in Arabic.</p> <p>2. We would very much appreciate to have an extension of the submission date for one additional week.</p>	<p>1- We strongly recommend that bidder shares available SOPs in English language, including translations from Arabic. As outlined in article number 2.4 of the RFP Cover Letter, the offer/s should be prepared and submitted in English.</p> <p>2- Kindly note that UNHCR cannot determine the need for extension of the submission deadline at this early stage, hoping the remaining 2 weeks period would enable you to submit competitive offer/s. However, as clearly indicated in article 2.6 UNHCR may at its discretion extend the submission deadline in written notification.</p>
Q3	<p>Appreciate your feedback for below questions:</p> <p>1- Please provide us with pictures and more explanation/ details of fabricated warehouses to be installed. Are they going to be dry or reefer, and do they need installation of electricity?</p> <p>2- What if we provide you with less or more than 13,000 square meters, shall we give our price based on given space?</p> <p>3- Is it possible to win the Management only in case our offer for management was perfect and our provided warehouses wasn’t good enough for UNHCR?</p>	<p>Please find below answers in response to your queries:</p> <p>1- Please find attached sample photo of the prefabricated warehouse (Mobile Storage Unit) used normally in UN relief operations for dry items storage (10m x 24m). Mobile lighting can serve the purpose when using such prefabricated warehouses, in case installed. You may wish to quote according to the available storage size you are willing to provide.</p> <p>2- As stipulated in article. 2.7 - Bid Acceptance of the ITB Cover Letter, “UNHCR reserves the right to accept the</p>

4- for (Casual labour) How about to provide you with cost per one labour /per one hour? (Recommend)  
5- It is preferred to provide you with cost of loading and unloading prices for each type of truck, can we?  
6- can we provide our cost per m2 for inventory management service? Because spaces might be different than 13,000 m2, and UNHCR might add or reduce its space in future.

whole or part of your bid or allow split or partial awards on this tender". Therefore, you may wish to quote for one or both lots of this ITB by filling in the required templates.

3- Kindly note cost for "Casual labourers" will be amended/replaced with a new template to indicate the cost "per man/per day". Kindly upload the revised Annex-D2 for Financial Offer Form for Lot 2 (Inventory Management Services) from either UNGM or Yemenhr.com starting from Sunday 23/01/2022, so previous form will no more be applicable in the bidding process.

4- Kindly note "Handling Costs" will be amended/replaced with a new template to indicate the cost "per truck/container and CBM". Kindly upload the revised Annex-D2 for Financial Offer Form for Lot 2 (Inventory Management Services) from either UNGM or Yemenhr.com starting from Sunday 23/01/2022, so previous form will no more be applicable in the bidding process.

5- Kindly note "Monthly cost (all-inclusive cost) for warehouse and inventory management services" will be amended/replaced with a new template to indicate the "Monthly cost per SQM". Kindly upload the revised Annex-D2 for Financial Offer Form for Lot 2 (Inventory Management Services) from either UNGM or Yemenhr.com starting from Sunday 23/01/2022, so previous form will no more be applicable in the bidding process.

In connection to the above, please also note that another amendment made to Annex-D2 for Financial Offer Form for Lot 2 (Inventory Management Services) to add "Work overtime per staff per hour" so you may consider the same in your Financial Offer using the final version that will be published on Yemenhr.com and UNGM on Sunday 23/01/2022.



Q4	<p>Kindly be noted that according to the warehouse management works, we will need to have unit pricing to calculate over time, So kindly accept to add this unit price to the Annex D2.</p>	<p>We also considered the option for “Work Overtime per staff per hour” in another amendment made to Annex-D2 for Financial Offer Form for Lot 2 (Inventory Management Services), so you may consider the same in your Financial Offer using the final version that will be published on Yemenhr.com and UNGM on Sunday 23/01/2022.</p> <p>We will also consider the extension of the bid submission deadline for this RFP for an additional period of 2 more weeks.</p>
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