

RFP/TECO/2021-03

"COVID-19 Tourism Recovery Technical Assistance in Dominican Republic"

QUESTIONS AND ANSWERS

Date: 3rd June 2021

Question 1

Is the 1m USD turnover obligatory to participate? Or is it that points are awarded according to turnover (e.g. if the company has a 600,000USD turnover over the last 3 years, they are not awarded the full 10 points but, let's say, 5 or 6 points)?

Answer 1:

The 1 million USD turnover is not an obligatory condition to participate. It is solely one of several evaluation criteria. The company with a lower turnover will not be disqualified. It will only be awarded less points in that specific segment.

Question 2

If participating as a Joint Venture, must the 1 million USD over the past 3 years be met by each member of a Joint venture or can this sum be covered by the JV as a whole?

Answer 2

In accordance with section 1.2.1 (a) Document I – Bidding information, of the bidding documents, all members of the joint venture are legally bonded by the bid presented, therefore for the purposes of scoring in that section, the 1 million USD turnover can be covered by the JV as a whole.

Question 3

The document indicates that: "The selected firm is proposed to identify and procure the national expert as described in Document III in consultation with the Government of the Dominican Republic and UNWTO after securing the contract. It is advised that an amount of EUR 69,000 is estimated towards the costs of the national experts".

Answer 3:

- Is this amount the minimum that should be allocated to national experts or can it also cover admin costs for these experts?
 - The estimated amount of EUR 69,000 is meant to cover the professional fees of the national experts. If deemed necessary, the selected company may reserve a percentage of this amount to cover administrative costs related to procuring the national experts.
- Does this amount include costs for the organization of local workshops (venue, refreshments, IT equipment...)? Or are these costs directly covered by the Government of the Dominican Republic?
 - These costs are expected to be covered by the Government and other project partners in the Dominican Republic.

- Do experts have to be identified / proposed at this stage and they will be confirmed / approved by the Government of the Dominican Republic and UNWTO after securing the contract?
 - Identification of national experts is not necessary at this stage. They can be identified by the time of signing the agreement / commencing project implementation in consultation with the Government and other project partners in the Dominican Republic. The national experts will require pre-approval by UNWTO.

Question 4

Support programme for tourism MSMEs: Is there a minimum number of tourism MSMEs that should participate in the activities?

Answer 4:

While no specific number is contained in the Terms of Reference, the Support Programm for Tourism MSMEs should count upon relevant stakeholder feedback. As one of the main aims of the output is to assist tourism MSMEs in adapting to the new reality of the tourism and travel industry, a good insight as to current challenges and opportunities will require, at least, a 15+ number in order to be representative. Feedback will surely vary according to MSME, but annexes (list of MSMEs, interview protocols, etc.) should be included in the final report, thus allowing UNWTO to review local conditions and implementation partner input.

Regarding the Tourism Masterclasses, the Terms of Reference states “available for a limited number of participants”. Depending on the venue and activity output, this can mean between 15 and 25 participants. Important here is to ensure an adequate learning atmosphere. If need be, a link could be facilitated, allowing hereby an unlimited number of participants to attend remotely.

Question 5

What is exactly the role of the Project Support Officer? What does the expert mean for you?

Answer 5:

The Project Support Officer will accompany the project throughout its entire duration and be primarily responsible for administrative and logistical needs. This includes: collecting relevant policy documents and data, identifying and setting up meetings with key stakeholders, assistance in identifying necessary workshop venues, assistance in arranging local transport needs, assistance in finding adequate national experts, liaison functions between project partners and similar responsibilities.

Question 6

When you say ‘Expert in diversification’, what do you mean and how do you expect its expertise to be proved?

Answer 6

Hereby we mean a Tourism Diversification Expert, that is, an expert capable of fulfilling the objectives detailed in point III.3 of the Terms of Reference.

Question 7

Which documents we have to provide to deliver a common proposal by 2 companies?

Answer 7

For detailed information, please refer to sections 1.2.1, 3.2.1 and 3.3.1 of Document I: Bidding Information; and Document IV: Annexes of the tender documents.

Question 8

How many tourism SMEs and MSMEs are planned to be selected for the technical support and assistance? It is important to have an approximate range to approach the proposal to the most suitable and viable methodology.

Answer 8:

While no specific number is contained in the Terms of Reference, the Support Programm for Tourism MSMEs should count upon relevant stakeholder feedback. As one of the main aims of the output is to assist tourism MSMEs in adapting to the new reality of the tourism and travel industry, a good insight as to current challenges and opportunities will require, at least, a 15+ number in order to be representative. Feedback will surely vary according to MSME, but annexes (list of MSMEs, interview protocols, etc.) should be included in the final report, thus allowing UNWTO to review local conditions and specific company input.

Question 9

In order to organise face-to-face meetings or workshops respecting all the biosecurity protocols endorsed by the DR authorities, we would like to know what the maximum capacity is.

Answer 9

Once the selection process has concluded, UNWTO will liaise with the Ministry of Tourism, JICA and the selected company to address all necessary Covid-19 issues. National Covid-19 regulations must be respected, a requirement that binds all project partners, hereby meaning that nothing will be requested that counteracts applicable regulations.