

Questions and answers

RFP/ROAM/2025-02 “Consultancy Services for a Study on Macaúba Oils for Sustainable Aviation Fuels (SAF) via HEFA Route for the UN Tourism Regional Office for the Americas in Brazil”

16 January 2026

Question 1: Evidence of past experience (certificates of completion)

For the purposes of evidencing past projects and publications under the technical evaluation criteria, could UN Tourism please clarify what forms of documentation are considered acceptable proof of satisfactory performance (e.g. certificates of completion, client reference letters, contracts and final deliverables, or published outputs), particularly in cases where formal certificates are not systematically issued by public or international institutions?

Answer 1:

For the purposes of evidencing past projects and publications under the technical evaluation criteria, UN Tourism accepts a range of documentary evidence demonstrating satisfactory performance. As stated under Minimum Qualification Requirements – Relevant Experience and Technical Expertise, acceptable proof includes institutional references, project records, or publications

In cases where formal certificates of completion are not systematically issued—particularly by public authorities, universities, or international organizations—bidders may submit client or institutional reference letters, signed contracts or agreements, final deliverables or executive summaries, published studies or peer-reviewed articles, or official links to publicly available outputs, provided that such documentation clearly demonstrates the bidder’s role, scope of work, and relevance to the subject matter.

Question 2: Counting projects versus publications

When a single project results in one or more publications (or when a publication draws on multiple related projects), should these be counted as a single item or as separate entries for scoring purposes under the technical evaluation criteria?

Answer 2:

According to section 6 of document I of the tender documents (page 8), for scoring purposes under the technical evaluation criteria, a project and its resulting publication(s) shall be considered as one single item, where the publication is a direct output of the same underlying project. This approach ensures consistency with Evaluation Criteria item 1.1 (Relevance of past projects/publications) and item 1.2 (Number of relevant past projects/publications), which assess experience based on substantive bodies of work rather than duplicative counting.

Similarly, where a single publication draws on multiple closely related projects forming a coherent research effort, it shall be counted as one relevant project/publication.

Question 3: Direct vs indirect relevance to HEFA-SPK

Could UN Tourism provide additional clarification on how “directly related” versus “indirectly related” experience to SAF via the HEFA-SPK pathway will be assessed, particularly for studies covering multiple SAF pathways or broader biofuels or renewable energy analyses?

Answer 3:

“Directly related” experience refers to projects or publications that explicitly analyze, model, assess, or implement Sustainable Aviation Fuels via the HEFA-SPK pathway, including feedstocks, certification, lifecycle assessment, or techno-economic analysis directly linked to HEFA-SPK.

“Indirectly related” experience includes broader studies on biofuels, renewable energy, or alternative SAF pathways where HEFA-SPK is not the primary analytical focus. In cases where a bidder presents a combination of direct and indirect experience, only the projects/publications directly related to SAF via the HEFA-SPK pathway will be considered for scoring, and indirect experience will not be aggregated with direct experience.

Question 4: Treatment of taxes and duties

Should the financial proposal include or exclude applicable taxes, duties, or similar charges, and will bids be evaluated on a tax-inclusive or tax-exclusive basis?

Answer 4:

As per the information requested in Annex V, price needs to be provided with charges and taxes and without charges and taxes.

Question 5: Currency of the financial bid

Should the currency of the bid be presented only in BRL?

Answer 5:

As per the information included in Documents II and V of the tender documents, the financial bid must be presented exclusively in Brazilian Reais (BRL)