

DATE: 03/09/2024

REQUEST FOR PROPOSAL No: RFP/GRC/2024/002

**FOR THE PROVISION OF LEGAL ADVISORY SERVICES TO THE REPRESENTATION OF
UNHCR IN GREECE**

- CLARIFICATIONS -

Questions - Answers

Q1: Is there any particular template to be followed for the submission of the technical offer?

The technical offer should be concisely presented and structured as per section 2.4.1. No particular template is required.

Q2: Shall Annex A be added in the Technical Offer?

Annex A – Terms of Reference describes in detail the tender requirements based on which the service provider needs to prepare the requested proposal. Section 2.4.1 outlines the content of the technical offer to be submitted.

Q3: May rates under Annex C be differentiated between services such as commercial law/labor law and tax law?

Rates should be in accordance with Annex C, points 1 and 2.

Q4: Regarding the Business registration certificate, would a certification by our professional regulatory body be accepted?

A certificate from the relevant professional regulatory body will be accepted.

Q5: Regarding the financial reports requested, are these intended to cover the last two years?

As per section 2.4.1 point a, financial (audit) reports of the last two fiscal years (2022, 2023) should be submitted.

Q6: What kind of documents should be submitted if the company is not already registered?

If the company is not already registered, all requested documents under section 2.5.1 should be submitted along with Annex D, as part of the technical proposal.

Q7: Regarding the solemn declarations required, is there any additional content that needs to be included, and should these be drafted in one or more specific languages?

Details of the required solemn declarations are under section 2.4.1 point a. Declarations should be submitted in English.

Q8: Is there a preferred format regarding the requested CVs?

There is no preferred format regarding the requested CVs.



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Q9: Is there a limitation on the number of individuals who can be designated for the role of Focal Person? Should the personnel certificates be annexed to their respective CVs?

UNHCR requires the service provider to designate a dedicated focal person, along with a backup, to serve as the account manager. This individual will be the primary point of contact, responsible for receiving and addressing all UNHCR requests, as well as coordinating the follow-up on any related issues. If the proposed personnel for the assignment have expertise in different areas, such as commercial law, taxation, labor law etc their CVs must be submitted along with all other requested documentation/certificates.