



*Empowered lives.  
Resilient nations.*

Date: Friday, May 04, 2018  
Reference: UNDP-IRH-RFQ-2018-03 - KDL  
Subject: Clarification Letter 1  
Deadline: Wednesday, May 09, 2018 17:00 pm (Ist Time) (UTC: +3)

Dear Sir/ Madam,

Please be informed that, further to inquiries from prospective Offerors, we are sending both the clarification request received and the respective UNDP response to all invited Offerors and posting on relevant procurement websites along with revised RFQ document in accordance with our standard practices.

Clarification Note:		
No:	Question	Answers
1	Should the (eight) final results all be in English? Or other languages also envisaged (or different versions)?	Yes, all in English.
2	Does previous material of these lectures exist from earlier editions? And would it be accessible to use?	Yes, it exists (video content from the lectures), but will not be relevant to preparing trailers promoting new lectures
3	Will the videos all have different goals (for instance; creating awareness, promoting specific event dates, promoting interactions etc...)?	Each video will promote one lecture. Each video will have the same goals of promoting the lecture, physical or online participation in the lecture, checking the website, post event content, etc.
4	Would you envisage this only being home-based?	Yes
5	Would you want to produce one teaser at a time, or eight at once?	The schedule will depend on the confirmed agenda of lectures, but generally it will be a production one at a time, before each lecture
6	Will all video content/footage for the teasers be provided by UNDP? Is the deliverable for production solely editing work, or would we also have to film content in Turkey?	UNDP will not provide the footage except for photos of the speakers and logos. All other content needs to be created by the offeror.
7	...., if the deliverable is solely post-production work (editing), would we be able to work from our offices in X country while communicating with UNDP in Turkey? Is this what is meant by the	Yes, location can be home based with online meetings.



*Empowered lives.  
Resilient nations.*

	location of work being "Home based with online meetings, regular email and phone cooperation"?	
8	Is this RFQ open to creative companies outside of Turkey?	RFQ is open to any eligible companies from around the world.
9	Do you have any examples of the kind of teaser required so as to best prepare our bid?	Various videos related to Kapuscinski Development Lectures, including past video teasers can be viewed here: <a href="https://www.youtube.com/playlist?list=PLCF3D6096F2AFAE14">https://www.youtube.com/playlist?list=PLCF3D6096F2AFAE14</a>
11	For the teasers, are they meant to be teasers for an upcoming live event, or will the lecture be recorded first and then posted at a later date?	The teasers should be ready before the events and promote the upcoming events.
11	Will new, original filming of lecturers in their place of original and other original be required in order to make the teasers, or will video of the lecturer be provided?	UNDP will provide content and logistics information about the lecture, including the photo of the speaker and necessary logos. All other content needs to be created by the offeror.

Please take the above clarification notes into consideration while preparing your quotation.

All other terms and conditions remain the same.

Thank you and best regards,

Procurement IRH Istanbul  
UNDP Europe & CIS  
Istanbul Regional Hub, Turkey  
[www.eurasia.undp.org](http://www.eurasia.undp.org)