

Request for Proposal – UNDP CYP RFP 105 2018
 Title: Proposal for Website Design, Development, Training and Maintenance

Clarifications no:1 dated 19 November 2018

	QUESTION	ANSWERS
1	Is there a preference for any specific open sources (Such as Drupal, Joomla, Liferay, WordPress) CMS?	No.
2	Will there be integration with any other application/website?	No. Links to be provided to UNDP Cyprus website.
3	Do you need any social sharing features built in (tweet, share, FB etc.)?	To be elaborated in the proposal of the offeror.
4	Is there any existing website for the cultural Heritage sites in Cyprus?	There is no existing website for the Technical Committee on Cultural Heritage.
5	What kind of data and information about the heritage sites would be published on the site?	Text and visual material including photos and videos.
6	Can you share some details about the sections for the website like Home, Publications, About Us, Heritage Sites etc?	Not available at this stage and expected to be elaborated in the proposal of the offeror.
7	The website will be multilingual and available in 3 languages (English, Greek and Turkish). The required content and publications for the site will be provided by UNDP to RMSI in the 3 languages. Please confirm.	Yes.
8	All the development work will be done at offsite including support & training through	Onsite training is required whereas support could be provided remotely.

	webex and no onsite visit is required? Please confirm.	
9	RFP Page no 7 it is mentioned "Provide onsite support and training of appointed TCCH staff in both the administrator interface and basic maintenance of the site architecture and design". What type of Onsite Support is required? Can we provide this support through remotely?	Yes, support can be provided remotely.
10	If we need to provide "Onsite Training", Please could you let us know what is the anticipated duration and number of participants in post-implementation training and extension exercises? Where this training needs to be conducted?	The training needs to be conducted in Nicosia, Cyprus for up to 5 individuals.
11	Will the Solution will be hosted on cloud environment, or in-house Data Centre? If yes, please could you let us know the hosting duration and configuration.	There is no in-house data center. Contractor will provide one-year website hosting service with the possibility of extension.
12	Approx. how many concurrent users will use the application?	There shouldn't be any number of limitation to the number of concurrent users/visitors of the website.
13	Please could you let us know the Name of UNDP Focal point. As it is required to fill "Form for Submission of Proposal (Annex 2)".	Please submit your proposal to UNDP solicitations.
14	As it is an UNDP RFP we believe there would be no tax components as UNDP would be exempt from tax. Please clarify if you would be deducting any taxes while making the payments to international bidders.	Please refer to clause 24 (Tax Exemption) of General Conditions.

15	Does the technical and financial proposals have to be submitted in a single e-mail or separate e-mails. Also does the financial proposal has to be password protected.	The technical and financial proposals should be separate. Please note that following the technical evaluation, offerors will be contacted to provide their financial offer only if they pass the score of 70%.
16	Is there a milestone-based payment percentage for e.g. 30% on Deliverable 1: Website Design and Development, 40% on Deliverable 2: Website Maintenance Deliverable 3: Website Hosting...? or the firm has to propose its own deliverable based payment percentages.	The percentages per deliverables are to be indicated in the financial proposals of the offerors.
17	Please could you confirm whether the international firms can submit the proposal in US Dollars and the payments would also be made to the firms in US Dollars.	The currency of the proposal is requested to be in Euro, otherwise it will be converted using the applicable UN exchange rate.
18	We also request to extend the proposal submission by 1 week as that would help the firms to prepare and submit a more responsive proposal.	Please see revision no:2 dated 14 November 2018.
19	Do we need to provide on-site training to the staff in Cyprus?	Yes.
20	Do you have any CMS preferences?	No.
21	Are you open to hourly cost for (ad-hoc) maintenance support or just the fixed cost?	Fixed cost.
22	Where do you plan to enter data for chart/graph generation purpose? because, in TOR, there is no section that outlines need of entering data from which the charts/graphs can be generated by TCCH staff.	To be elaborated in the proposal of the offeror.

23	I understand from the TORs that the TCCH so far does not have a website, the website would therefore be a new one and no take over and migration of data from an old website are required. Could you confirm?	Yes.
24	The TORs (p 10) inform us that the name and qualifications of the key personnel must be provided by the service provider “if required by the RFP”, however, at p. 5 (assessment of the proposal) the qualifications of the key personnel are taken into consideration for the evaluation of the proposal. Do you confirm that the technical proposal must present the cvs, names, qualifications of the proposed key personnel?	Yes.
25	We assume that part of the work could be carried out at the contractors’ premises, could you confirm?	Yes.
26	Will the content in Greek and Turkish be provided by the contracting Authority/UNDP Cyprus or will the service provider need to translate these contents?	Yes, it will be provided.