

RFP/UNDP/HDRO/001/2019

Questions and Answers (Round 2):

Question 1:

Offer to be submitted:

You mention that the response should be done separately for each lot. We would like to submit an offer for the 3 lots. Is it possible to submit one response and make the distinction for the languages only when needed?

Answer 1:

You have to submit a different proposal for each lot.

Question 2:

We are a linguistic partner of UNDP under an LTA agreement since 2016. Do we need to provide all financial statements and Statement of Satisfactory Performance?

Answer 2:

HDRO would need the company's audited financial statements for the past three years (to see any loss/es). Statement of Satisfactory Performance from the Top 3 clients refers to a self-statement from the Bidder on their Top 3 clients which they believe were satisfactory with the Bidder's performance/service.

Question 3:

Translation tests:

Could you please indicate the target audience for all languages (France, Spain, Simplified or Traditional Chinese)?

Answer 3: Please check previous reports for language and style: <http://hdr.undp.org/en/2018-update/download>

Question 4:

You mentioned that we should indicate the name of the translator who worked on the sample translation. For confidentiality reasons, we generally do not provide our translators' names but only initials. In the framework of this RFP, can we provide you with the initials?

Answer 4: As specified in the RFP we would need CVs of translators to be involved in the project.

Question 5:

Results of the RFP:

When will we receive the final decision? Will it contain all the detailed information regarding the rating per examined category?

Answer 5: We will notify on the company's selection or non-selection by end April 2019. Bid evaluation documents will not be shared with participating companies.

Question 6:

Volume of words to be translated:

The volume of words to be translated is different in Spanish. In total, you mention that there will be 31,000 words to be translated in Spanish for the Other elements (press kit, web content, etc.) and 25,000 words in Chinese and French. However, in the price grid the proposers need to fill-in, the total number of words is the same for all 3 languages (153,000 words). Could you please indicate which number should be considered?

Answer 6: That might be a typo. They should go with the same total (159,000 words)

Question 7:

Regarding the RFP/UNDP/HDRO/001/2019 for the Translation and Typesetting of the HDR and related products from English into Spanish and French, we would like to ask for another clarification:

In the ToR, for Lot 1, Spanish - Table 1: Inventory of Elements, English HDR 2019 and Overview (estimated) is mentioned that the Total words to translate (estimated) is 159,000 words, but, it is an inconsistency in Section 7 Financial Proposal Form, in point A. Cost Breakdown per deliverables for Lot 1 Spanish, Est. Quantity (Year 1) because is mentioned 153,000 words:

Could you please let us know if for Section 7, Financial Proposal Form we will use the provided Form or, a new form will be updated and posted on the tendering portal, with the updated wordcount of 159,000 words?

Answer 7: That might be a typo. Please read the estimated number of words as 159,000 words.

Question 8:

Would like to confirm if the forms are going to be provided in a editable version or if we need to reproduce the content in our paper documents.

Answer 8: HDRO posted another an additional pdf file that is generated from the original Word document as well as the Word document "Section 4-7 of the RFP document-".