



REQUEST FOR PROPOSAL

**LONG TERM AGREEMENT: GRAPHIC DESIGN, MM4P UNCDF
REF. NUMBER 53837**

**COMPILED ANSWERS TO APPLICANTS QUERIES
PUBLICATION DATE 29 MARCH 2019**

I writing to confirm the deadline for the submission for the bid mentioned above. On the UN tender notices page it is set to be on next Monday, the 25th. On the TOR it is set for April 8th. Would you be able to confirm this date?

The extended application deadline is 8 April 2019 at 6PM EST.

In order to show our previous experience in providing similar services as the one requested, can we include a permanent link to a portfolio (on Google Drive) in form E, section 1.3? If not, where can we include it?

Yes you can add the link in the form E section 1

In Form E section 3.1, bidders are requested to "Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement". Should we provide a spreadsheet for each one of the lots listed in the Deliverables section of the TOR (Section 5 c)?

Yes

Would you also want a breakdown of time allocation per each deliverable within each lot?

No

For the financial proposal, should we both fill in the price schedule for payments included in the TOR (Section 5 i) and table 1 of Form G (breakdown of professional fees)?

Yes

For Lot 3, Section 5 i. is the price schedule intended to indicate the number of days and cost per MINUTE for an Animation of 90 sec to 3 minutes?

No

For Lot 3, Section 5 i. Could we foresee different total costs according to the length of the animation?

Yes

For Lots 1, 2 and 4, could you provide us with a rough estimate of tables and graphs for the publications that foresee them?

Please see examples of recent publications with texts, images and graphs:

<https://www.uncdf.org/documents-and-reports>

In section 5, item i, LOT 3, the price per day of animations of 90 sec to 3 min is being required. The price of an animation may vary not only according to its duration, but to its complexity too (if it involves only graphic elements or the creation of a character, for example). Would it be possible to give more details about the requested animations and/or an example of an existing animation that would be similar to those that are being requested?

Please see examples of our animations:

<https://youtu.be/COggSfqh-hU>

<https://youtu.be/z8Rits1lUks>

<https://youtu.be/94LoWJK87gs>

According to section 5, item i, you need the price per day and per output. In order to calculate the total price per output I need to know if the estimated number of days is per product/service unit or for all requested products/services. For example, in Lot 1, the first requested service (reports) has 36 pages and the estimated number of days is 15. Do these numbers refer to 1 report or 3 reports (as the column QTY mentions a total of 3 reports)?

Please put the unit price per day.

The price per day, if we consider design/creation services is higher than desktop publishing services, for example, as different level of professionals are allocated. Could you give more details of each requested item? For example, if it requires a new design or if it is based in a previous publication, if it will require covers or special elements, illustrations, etc.

Please put the unit price per day.

The price per day should be a unique price, but the nature of the deliverables and the professionals required will determine the time allocation for the task, hence the final cost.

I am writing in regard to the above mentioned RFP, in order to kindly ask you to provide us with a Word format of the document (attached), if that would be possible.

The word document is available here http://procurement-notices.undp.org/view_notice.cfm?notice_id=53837

Lot 2: Infographics for the MM4P website data updates: could you please give an estimate on how many infographics are foreseen and of what complexity? Are there some infographics currently on the website that can be used as a benchmark?

Please see examples on our website and in the country specific pages <https://www.uncdf.org/mm4p>

Lot 2: could you provide a benchmark example for the "Research Highlight Infographics (+/- 4 p.)" for Malawi and Burkina Faso publications?

Please see examples of recent publications on our website <https://www.uncdf.org/documents-and-reports>

Lot 3: Animations of 90 sec to 3 min each. Workload and inherent prices can vary a great deal according to the length of the video (90 sec to 3 min is quite a broad range), and to the type of video requested.

Does this task entail the creation of a storyboard, script, the realization of tailor-made graphics / illustrations, the inclusion of voice-overs / music, subtitles

Yes.

Or will the video be animated with stock footage of images provided by UNCDF?

No.

If these options will be evaluated with the selected bidder in further stages, should we split the quote to offer different options?

Yes.

Basis the RFP notice on the UNGM portal for the Long Term Agreement: Graphic Design, MM4P UNCDF (Ref no: 53837), we intend to submit our proposal. We faced one unusual issue regarding the deadline of the submission of the proposal. Deadline on UNGM portal is 25th March 2019 while in UNDP/UNCDF procurement web portal and inside the RFP document is 8th April 2019. Kindly confirm which one is the correct deadline to submit the proposal.

The extended application deadline is 8 April 2019 at 6PM EST.

Can companies from outside Belgium can apply for this? (like from India or USA)

Yes this tender is international.

Do we need to come over there for meetings?

No unless asked to. You need to send a proposal and samples

Can we perform the tasks (related to RFP) outside Belgium? (like from India or USA)

Yes as long as you meet deadlines and quality.

Can we submit the proposals via email?

Yes the email is provided in RFP document.

Could you please supply me with the documentation relating to RFP 53837, the document loaded on the website does not seem to work properly.

The word document is available here http://procurement-notices.undp.org/view_notice.cfm?notice_id=53837

I would very much like to be considered for the above-referenced project, but am not a corporate entity. Can I bid on this project?

All the applicants have to be a legally registered entity.

I'm Trying to download the files of the RFP with Tor but i think is a problem with the server, I hope you can help us so we can apply for this opportunity

The word document is available here http://procurement-notices.undp.org/view_notice.cfm?notice_id=53837

I found the open Tender on the UNGM platform (<https://www.ungm.org/Public/Notice/85240>), but I cannot find any information about the documents we should to submit i order to make the proposal. Could you please help us with that?

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Under i. Price and Schedule of Payments you have a column for "Total cost per output". In the first row below the header it says Reports - MCF Closing Country, quantity of 3. Do you want the price for all three reports or only for one in the last column?

Please provide the unit price per day and the total price for all 3 reports.

Do you have files, like Indesign or Illustrator, or other graphic guidelines that we can build on? Or do we have to design everything from scratch?

Source files are available in InDesign.

In terms of tables and graphics, do you deliver Excel files and we create the tables and graphics out of it? Or do you have a different approach?

Yes we deliver Excel files.

Reference to the bid number 53837 published at http://procurement-notices.undp.org/view_notice.cfm?notice_id=53837, we are a communication agency located in Cairo-Egypt. Are we allowed to compete at this opportunity?

Yes this tender is international.

Do you have the editable files for the forms?

The word document is available here http://procurement-notices.undp.org/view_notice.cfm?notice_id=53837

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"Password for technical proposal must not be provided to UNCDF until the date as indicated in No. 14 (for email submission only)". Must technical proposals be password-protected, or do only the financial components require password protection?

Only the financial component needs to have a password.

We are a media agency based in Potsdam, Germany. Since Lot 3 is mainly interesting for us we would submit a proposal for a LTA regarding these animations.

But paragraph 2 of the RFP says: "Submitting Proposals for Parts or sub-parts of the TOR (partial bids) is not allowed."

Paragraph 20 declares: "UNCDF will award the contract to one proposer only."

Under

a. Specific Objectives

"UNCDF would like to enter into a non-exclusive Framework Agreement, also known as Long-Term Agreement (LTA), with at least three (3) firms that will perform the services described below on a need-basis."

and

"For the first year of the LTA, companies can submit an offer for any **one or all of the four (4) different lots** described below."

We not fully understand if it is possible to submit a proposal only for LOT 3 or if we have to submit if a proposal for all requested LOTS.

Yes you can submit a proposal for only one lot.

Please see the updated RFP (18 March 2019).

http://procurement-notices.undp.org/view_notice.cfm?notice_id=53837

Are work documents provide by UNCDF?

The documents for this RFP are available here http://procurement-notices.undp.org/view_notice.cfm?notice_id=53837

What we are submit after completing final work soft copy or printed copy (If Printed) what will be the requirement?

Only electronic copies of submissions are admitted.

What is Malawi Publication Pack?

What is Burkina Faso Publication Pack?

What is Malaysia Publications?

The details of the packs are in the Term of References available here http://procurement-notices.undp.org/view_notice.cfm?notice_id=53837