

## RESPONSE TO BIDDER #1

### **Consultancy: Production of Multimedia Products on Justice Reform in Support of the JUST Project**

**Question:** Is there anything preventing Canadian production companies from applying? / Can companies not base/register in Jamaica participate in this tender?

- ✓ No, this is an international consultancy. Firms should however observe the local/regional requirements as per the evaluation criteria.

**Question:** Should all signatures be in ink, or can they be digital signatures?

- ✓ Authenticated digital signatures are acceptable.

**Question:** Can meetings between our team and the UNDP team be done remotely (tele- or video-conference)?

- ✓ Yes, Tele or video conferencing can be done, however the awarded consultant will be required to be in Jamaica for a part of the consultancy. Expense associated with same should be listed in the financial proposal.

**Question:** Is the pre-proposal conference on Oct. 7 mandatory? Will you be releasing a transcript or questions and answers from the conference, afterward?

- ✓ No, the conference is not mandatory. The transcript will be posted on the UNDP Procurement Notice site and within e-tendering.

**Question:** Will our team be responsible for writing the scripts, or do you have drafts we would review and edit?

- ✓ All Scripts have been finalized, so the awarded consultant will not be required to write the scripts. Editing maybe required if necessary.

**Question:** Is there copywriting involved in the newspaper ads, or just graphic design/visual layout?

- ✓ Minimal copywriting from other content is required.

**Question:** Do you have examples you can provide of the deliverables requested?

- ✓ Please refer to the Request for Proposal (RFP) pages 17 and 18 titled 'Payment Terms'

**Question:** Is there a minimum technical proposal score?

- ✓ Only consultants achieving a minimum of 700 points will be considered technically competent.

**Question:** How do you determine a "technically compliant" technical proposal?

- ✓ A technically compliant proposal is one that meets most of the requirements as per the evaluation criteria. The areas being assessed includes expertise of the firm, technical proposal and personnel.

**Question:** Is a password required for both the technical and the financial proposal?

- ✓ A Password is not required for the technical proposal, one is required for the financial Proposal. The financial proposal must be submitted as a separate document from the technical proposal.

Prepared by:-

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