

*23.June.2016*

### **Clarifications No. 1**

***Ref. no. 30157/ UNCDF/ 2016– Entering into a Long Term Agreement (LTA) for the Provision of Photography and Videography Services for UNCDF Bangkok Regional Office***

Please find below answers to queries sent by bidders.

#### **Question 1:**

The request in the proposal only states general interest in rates of videographers and photographers whereas interest in the overall film production, post production and media production costs are not stated. Videographers and photographers day rates only cover a small percentage of a complete video and/or photo production.

#### **UNCDF Answer 1:**

Companies are asked to quote for the daily rate of the photographer/ videographer as per given description. Noting that Film production, film making, post production are services that can be provided by the same individual assigned for the specific assignment as applicable, however in order to allow companies to include their Management Fees, please see attached amended price schedule sheet.

#### **Question 2:**

Also it would be important to know a raw list stating the estimated volume of the requested production service: how many locations, where, how many summits, conferences etc.. A general media service coverage is a complex thing in calculation and as videography and photography normally are services where specialized freelance personnel matching the requested portfolio are selected, day rates of this personnel is never a stable number. In order to present a more conclusive proposal it would be very interesting to get closer information.

#### **UNCDF Answer 2:**

There is no specific number of volume as this LTA will be used by several offices, however most of the services shall be used by UNCDF Bangkok Office more than other parts in Asia.

#### **Question 3:**

In SECTION 7, we noted that there should be a detailed cost breakdown including estimates for reimbursable and out-of-pocket expenses. However, page 29, no.3 states that “a separate TOR with clear deliverables, budget and timelines will be prepared and agreed prior to each

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assignment within the terms of this ToR". What level of breakdown do you require in the submission?

**UNCDF Answer 3:**

No breakdown is required. Please refer to the amended Price Schedule Sheet under Section 7.

**Question 4:**

Must each position be represented by a different staff? Can 1 staff hold 2 positions?

**UNCDF Answer 4:**

One staff for each position is required as there may be a requirement that both services could be required at the same time in different locations.

**Question 5:**

For certain assignment, assistant(s) will be necessary. Do we specify this as a breakdown additional cost?

**UNCDF Answer 5:**

Please see amended price schedule sheet.

**Question 6:**

What is UNCDF travel rules and regulations?

**UNCDF Answer 6:**

Expenses related to travel shall be paid in line with UNCDF rules, for example ticket fare only for economy class, the daily substance allowance for that specific location to which the consultant shall be assigned shall be paid, Terminal expenses and other fees as applicable. Note that, all relevant expenses shall be negotiated and agreed upon with the company under each ToRs as applicable as and when travel is required.

**Question 7:**

Will prints be required?

**UNCDF Answer 7:**

All final products will be in electronic form.

**Question 8:**

Regarding the language of the proposal, it says that all literature needs to be in English- what of official documents? We are a French company with a branch in Thailand, so should we have all our document translated into English? Articles of association, the company affidavit, the foreign business license, VAT registration, accounts etc?

**UNCDF Answer 8:**

Kindly note that all required documents requested in the subject RFP that are not in English must be translated to English.

**Question 9:**

Can you please tell me how much work is intended within the LTA? If not clear, could you tell me how work was done in 2015?

**UNCDF Answer 9:**

Please see answer to Question No. 2.

**Question 10**

About the photo database, can you tell me if you are interested in a digital asset management device? We can propose one that helps with filtering and upload onto social media. Or may be you already have a team managing this?

**UNCDF Answer 10:**

Please note that any suggestions of services offered by the company are welcomed.

**End of Clarifications.....**