

**Request for Proposal: Production of five Whiteboard Animation Videos that showcase the role biodiversity in achieving Sustainable Development Goals in the Republic of South Africa**

Responses to questions received

- 1. In TOR Section D – Annex 2, after price, it states “lump sum, all inclusive.” How do we protect ourselves financially from instances where UNDP requested additional work outside of the scope they agree to in the bid?**

A contract will be issued based on the proposal, so UNDP will not request any additional work. As stated in the RFP, payments will be output based. It is up to the bidders to estimate the resources it will take to get the output done. This is the logic behind requesting the project methodology and the lump sum bid. Lump sum bids are required for evaluation purposes, without them, one company's bid cannot be evaluated/compared against the other bids.

- 2. Can we insert our Terms and Conditions under the table in Section D or E? Can these terms be included in the contract, if our firm is awarded it?**

No. The sample contract and General Terms and Conditions are included in the RFP so bidders can access them before submitting their proposals. Bidding to the process implies acceptance of GTC; see Section “criteria for award” (pg. 4) in the RFP

- 3. Can we insert our Compensation & Terms of Payment Guidelines**

Payment terms must follow the specifications in the RFP. No other payment terms will be considered or can be inserted.

- 4. Can we insert additional payment terms for the client to agree to**

Same as question 4, payment terms can't be modified.

- 5. Would a contract amendment take place if additional services were needed beyond the scope of work we bid?**

Yes. At this stage bidders must specify the price per output, which should include all of the estimated tasks it would take to get the output done. Extra work does not mean extra tasks to get the requested deliverables. It means that additional deliverables are requested. Proposals shall clarify these differences.