

Questions and Answers – Round 1

Date: 27 February 2020
Reference Number: UNDP/HDRO/RFP/2020/005
Title: Provision of Editing and Production Services for UNDP Human Development Report (HDR) and its Overview
Closing date of tender: 9 March 2020 at 3PM EST (New York time)

TO ALL INTERESTED COMPANIES

SUBJECT: QUESTIONS AND ANSWERS – ROUND 1

INFORMATION: The following are questions received from bidders and their respective answers

Question 1: Form G: Financial Proposal Form | Table 1b: Breakdown of Travel and related costs

In the table: Description: Ticket cost | UOM: Trip | Quantity: 1

Is this relevant to this RFP? If it is, please can you expand what would be the purpose and nature of trip and who is expected be the travelling party?

Response: Yes, this is relevant. Please refer to Section 5: Terms of Reference, page 28 *“The work is expected to be performed at the contractor’s location with one trip to UNDP Office in New York for a one-day meeting to deliver the ‘wall-session’ as explained above...”*

Question 2: Table 2: Breakdown of Price per Deliverable/Activity

In the table: No. 1 | Deliverable/Activity description: HDR Wall session and structural editing

Please clarify what is **Wall session**?

Response: The editors will lead a structural editing session at the HDRO office, commonly known as “wall session”, where the materials are placed on walls, then the editors would discuss the structure and organization of the materials with the team and propose the best way forward in terms of the report’s structure.

Question 3: Layout

Is it in English? Is this RFP for layout work only or would creation of a design package (InDesign) also be required? If design creation is also required, would UNDP also need layout in any other language, or just in English?

Response: Yes, it is in English. Layout work is done in InDesign.