



TO ALL INTERESTED BIDDERS

**Question & Answer Clarifications to vendors questions regarding  
RFP/BPPS/2020/2526 – Video Production Services: User Guidance for IATI Query Builder**

1. **Question:** Regarding '*The video package will largely pull from live footage of the Query Builder in action (screen grab videos)*': Does this mean we'd have access to the Query Builder and grab live footage or that relevant footage will be provided to us?

**UNDP Response:** The selected vendor will have access to the website and can pull live footage from there.

2. **Question:** The total would be 4 videos?

**UNDP Response:** Yes

3. **Question:** Does UNDP/IATI have its own brand identity for this project?

**UNDP Response:** Yes, a branding guide and some basic graphics will be provided by IATI/UNDP

4. **Question:** "Scripts will be provided to us"; do you have a sample available?

**UNDP Response:** There is not yet a sample available, but videos will be approximately 3-5 minutes in length.

5. **Question:** Is there a reference video for the project?

**UNDP Response:** We don't have a reference video, but the specifications are noted in the RFP.

6. **Question:** I couldn't find the style of animation expected in the RFP.

**UNDP Response:** We are looking for standard 2D animation.

7. **Question:** In the RFP it says, "*The contractor should also prepare to develop around two minutes of animations across the four videos, which should be costed in the bid.*" Does that mean two minutes of animation in each video (so a total of 8 minutes of animation) or two minutes' worth of animation altogether?

**UNDP Response:** We are estimating about two minutes total needed. The two minutes would be allocated across the four videos.

8. **Question:** Who are the end users of the video, are they experienced technical users or laypeople?

**UNDP Response:** They will be development professionals who are somewhat familiar with transparency data, but a low level of expertise should be assumed.

9. **Question:** What will the content of the animations be?

**UNDP Response:** This is to be worked out in the storyboarding phase.

**10. Question: Is there a preference for the editing software (Avid, Adobe Premier Pro or Final Cut X)?**

**UNDP Response:** Any industry standard tool will be fine.

**11. Question: Is there an approximate word count for each script?**

**UNDP Response:** The scripts are to be worked out during the storyboard phase, but each video should be no more than about 5 minutes.

**12. Question: What variety of French, Spanish and Portuguese is required for the translations?**

**UNDP Response:** European French and Portuguese, Latin American Spanish.

**13. Question: Will subtitles in the foreign languages be required or translated VO and any onscreen text in the video graphics?**

**UNDP Response:** Translated voiceover and text/graphics.

**14. Question: Is there an approximate word count for each script?**

**UNDP Response:** The scripts are to be worked out during the storyboard phase, but each video should be no more than about 5 minutes.

**15. Question: Are digital signatures acceptable?**

**UNDP Response:** Yes

**16. Question: Will any other country office besides NY be involved in the production and if so which ones?**

**UNDP Response:** This is to be worked out in the storyboarding phase, but all coordination would be done by our team in NY. We would also cover costs of filming interviews, as needed.

**17. Question: Is there an incumbent vendor for this?**

**UNDP Response:** No

**18. Question: Will the final scripts be provided, or will some script editing be needed?**

**UNDP Response:** Scripts will be provided to the selected vendor, however there may be some simple edits needed to meet best practice standards (we would depend on the expertise of the vendor for this).

**19. Question: Are any captions/subtitles required?**

**UNDP Response:** No

- 20. Question: What institutional graphics will be provided (i.e. branding elements in addition to icons and images)?**

**UNDP Response:** This would be a suite of institutional branding and simple graphics that have been developed for other projects.

- 21. Question: On submission documents, the official company documents are in the local language, do we need to translate and notarize them, for example registration papers, tax payment certification, licenses and accreditation?**

**UNDP Response:** Yes, all documents must be translated to English.

- 22. Question: Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. We don't need to send them if we don't have them right?**

**UNDP Response:** Kindly indicate that whatever is not applicable to the company and include the explanation along with the submission.

- 23. Question: Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List of Other UN Ineligibility List – should this letter be in a plain-text form?**

**UNDP Response:** No particular format is required for this declaration. Plain text will be acceptable.

- 24. Question: CVs demonstrating qualifications must be submitted if required by the RFP – should this letter be in a plain-text form, any obligatory elements should be included in the CVs?**

**UNDP Response:** Plain text is acceptable. The CV just need to contain information that would allow the evaluation panel to assess the capability of the applicant against the listed competencies needed for this RFP.

- 25. Question: Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.; We don't such documentation. Can provide documents that we send to tax office, will this suit the request?**

**UNDP Response:** Please provide whatever official tax documentation is available and applicable for the company.

- 26. Question: Can the technical requirement email include several documents or it should be one document that will include all the documents?**

**UNDP Response:** The technical proposal email can contain several document attachments. If the attachment is too big, several emails will do provided it is indicated that the email is part of the technical submission. The financial proposal needs to be a separate email that is password protected (the hiring team will request the password at a later time, should the submission succeed in proceeding to the next step in the evaluation process).

- 27. Question: Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.; We don't such documentation. Can provide documents that we send to tax office, will this suit the request?**

**UNDP Response:** Please provide all official tax documentation applicable for the company.

**28. Question: To confirm, is it just the financial proposal that needs to be password protected?**

**UNDP Response:** Yes, only the financial proposal needs to be password protected. The password will be requested later should the submission succeed in moving on to the next step in the procurement process.

**29. Question: Do you have a budget maximum or budget range for the services? To confirm, is it just the financial proposal that needs to be password protected?**

**UNDP Response:** The budget has not been established in advance of receipt of proposals. Evaluation of submissions will be assessed against the technical and financial proposal assigned 70% and 30% weight respectively. We invite all interested bidders to seek clarification on any technical detail that is not already specified in the RFP which would hopefully help shape your proposal better. The UNDP external website provides more details on UNDP procurement practices, guidance and tools. Including our procurement methods.

**30. Question: Will proposals from non-US based companies be accepted**

**UNDP Response:** Yes

**31. Question: RFP Page 1: Please confirm that we should attach two separate password-protected PDF files (one Technical, one Financial) within one email?**

**UNDP Response:** Please send two separate emails, one for the technical proposal and another for the financial proposal. Only the financial proposal needs to be password protected (password to be requested by the hiring team at a later time).

**32. Question: RFP Page 7 (Section A - Qualifications of the Service Provider): Is it possible to provide a list of essential documents to ensure we are meeting the requirements?**

**UNDP Response:** All the documents listed in the box "Qualifications of the Service Provider" in Annex 2 must be provided for the proposal to be considered complete. Kindly submit all applicable documents, if any of the items listed does not apply to the company kindly indicate this in the submission.