

BID BULLETIN No 1

Bid reference: RFP-YEM-0008-2021

BID SUBJECT: PROVISION OF LOCAL MULTIMEDIA & COMMUNICATION SERVICES

This Bulletin 1 (Amendment on the bid documents to provide the followings:

- 1- Respond to the Bidders queries provided during the Pre-bid meeting hold through Zoom link on 7th Feb.
- 2- Provide the revised TOR and revised Submission Form F
- 3- Extend the deadline through 28 February 2021

Bidders' Queries and UNDP Responses

RFP Reference Number: RFP-YEM-0008-2021, PROVISION OF LOCAL MULTIMEDIA & COMMUNICATION SERVICES

A Prebid meeting was in through Zoom link. Three bidders participated in the meeting online and have raised the queries. UNDP was represented by both by Communications Team Leader and unit members and Procurement.

Question 1

The bidder asked for clarification on the category of "Artist". They also asked to specify the number of targeted pages in terms of designing, as designing one card is different than designing a book or a report, etc. Additionally, they commented on the possibility of including more units of measure especially for *voice over* since it could be per second, hour and so on.

Answer 1

All points were taken in consideration by communications team. The artist category will be expanded to indicate different type of arts such as animator, illustrator, graphic design. In addition to the unites of charge included in the financial proposal, more units will be added like, hour and product, for easier calculation of fees.

Question 2

The bidder brought attention to the necessity of adding international expertise into the Voice Over category as it is usually used for video products and in English. They also asked to move all designing works under the Graphic Designing category not under printings. They also recommended to add Copy Editing into the Financial Proposal.

On the operations side, they recommended to add the travel, transportation, and accommodation items to the financial proposal list. They also advised to add a new category to respond to any new unlisted/unclear services such as social media boosting and influencers, youtubers etc. to be added under Third Party Services with fixed amount of admin fees. Finally, they proposed to add International Expert to documentary videos.

Answer 2

The UNDP Yemen Communications Team agreed to add the proposed items and to amend the existing ones in the ToR as per recommendation. The team also agreed to revise the whole Financial Proposal to reflect all changes proposed in the meeting.

Questions 3

The bidder asked about the necessity of using the bank forms provided within the RFP, given that the bank has its own similar forms.

Answer 3

The UNDP Yemen Procurement Officer indicated that it is necessary to use and fill the UNDP provided forms, but that the banks own forms can be provided in addition.

Question 4

The bidder asked on which channel they can submit proposals, in addition to the online e-tendering platform.

Answer 4

The procurement officer confirmed that the only method of submission is through the e-tendering platform.

Question 5

The bidder mentioned that there might difficulties faced in terms of the turn round time when sending teams to the field. Two days is not enough for collecting materials, editing, and uploading them to cloud.

Answer 5

Communications teams understood the difficulty and agreed to deal with missions to rural and distant areas differently, with more time allowed.