

RFP/03/2022 – Graphic Design

Request for Clarification via Email

I am emailing to find out about the turnaround times for the first drafts of the products as specified in the TOR.

Are these timeframes guides, or are they strictly to be adhered to? For example: Product 1 – First draft available 5 days after reception of the document.

Response times for first drafts of products are generally time guides but should be followed as closely as possible. As many times we also have urgency in the products, and we ask that they be delivered in less time than expected deadlines.

Should English be considered for all the items from the kits of products 1 to 9 will only be developed in English, or should any other language be considered? both Portuguese and English are needed, with predominance of Portuguese

Product 2 – STANDARD KIT for Country Work Plan (CWP) in each PALOP and TL (Seminars/Workshops/Conferences)/2022 Edition :

- Could you kindly clarify the exact quantity of products to develop under this item? Should we consider the development of 13 Units of a 7 items Kit per country ((13*7)*6)? These are estimated quantity of product, but it can be more or less, or yet, complementary inter country. We mean that, we can complement with more products in a country using the products that wasn't used in other

Product 3 – STANDARD KIT for 6 Pro PALOP-TL ISC Communities of Practice (CoP) of PALOP and TL/2022 Edition:

- Do we have to produce three different versions of the Kit, or will the same Kit be translated into 3 different languages? We expect to have 6 community of practice in this year, so, in each of them there will produce a listed group of products on the ToR. they could be in Portuguese or English. or both

Product 4 – Publications and special editions:

- The total number of products is 11, but on the column, the quantity is written as 10. Should it be considered eleven products? There are 11 products
- On products 4,5 and 7, it is asked to develop two guidelines/manual (2*80 pages); 2 handbooks (2*80 pages), and two newsletters (3*10 pages), the number multiplied between the parenthesis represents the number of different versions or will we be dealing with different idioms? the number multiplied between the parenthesis represents the number of different versions, and each of them could have or not English version

Product 6 – STANDARD KIT Visibility for Training program with ISCTE-IUL/2022 Edition:

- The Teaser for the social network should be a .GIF or an image? normally is an image, but if we chose a GIF we pay for it
- In this product, it is asked to develop 8 kits for the webinar series, but on the description of services, it is asked to prepare 2 standard kits. What is the quantity that we should consider for the proposal? Develop 8 kits for the webinar series

Product 8 – Launching E-learning Course Visibility:

- Should be considered only one idiom for the video motion for the presentation of e-learning? subtitles in Portuguese and perhaps English
- The video motion should have a voice-over? If so, in which languages? no
- Will the video have subtitles? If so, in which languages will these be delivered by UNDP? subtitles in Portuguese and English
- Do we have to produce 12 different graphic designs for the Kit for launching 12 e-learning courses Pro-PALOP-TL SAI? yes, each one has its particularity, although common visual identity

Product 9 – Mailchimp Template:

- Regarding these products, do we only have to produce 1 layout for each of the 4 Mailchimp templates pages or do we have to produce 21*4 templates as stated in the quantity column? In fact, there are - 3 newsletter (one for each) ; 3 group of podcasts (one for each); 11 e-learning course (one for each); the other 4 page MailChimp is an extra that could be necessary

Regarding the Technical Proposal Evaluation – Form 1, point 1.2 - “Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills)” is evaluated in 30 points. A higher score is obtainable if the company doesn’t need to subcontract any specialized worker because they have all the resources available. Is it obtainable for companies looking to subcontract a specialized worker? We confirm that a higher score is obtainable for the company that doesn’t need to subcontract, and lower points on the company that will subcontract. The points will depend on the level of subcontracting.