

QUESTIONS AND ANSWERS REPORT

To: Bidders
From: UNDP Syria
Subject: Media Plan for CULTURAL HERITAGE PROJECT
Reference: UNDP-SYR-RFP-018-22
Date: 20-04-2022

UNDP Syria Procurement Unit has received questions regarding the subject Tendering Procedure. All questions received to-date are documented below with respective answers.

The bid closing date will be extended till 4-05-2022 at 2:00 pm

Questions and Answers		
1	Q. A.	Is it one event for the 3 locations or 3 similar events? final event for all locations
2	Q. A.	Should we specify the place for hosting the event? UNDP will choose the place
3	Q. A.	Are the 600 participants residing in Syria? Yes
4	Q. A.	How many of them will need transportation and accommodation? No transportation and no accommodation
5	Q. A.	AS for the Social media platforms and accounts can you make the following points clear: Do you want normal accounts or verified account? Both accounts are required
6	Q.	according to annex 2 scope of work “ the contractor will be responsible for verifying the scope of the indicated deliverables” so our question here is, should we participate in the process of choosing the locations of the cultural heritage or they are already chosen? And in case they were chosen is it possible to replace them or add to them?

	A.	They are already chosen. No possibility for replacement
7	Q.	In your ROP you have asked to host a web site, should we Create or just develop the site?
	A.	Create and develop
8	Q.	At your TOR, second Progress report you have mentioned printing some media posters (billboards , banners ...) are there specific sizes for them?
	A.	Billboards 13X 5 m, Banners 85 x 200 cm
9	Q.	At your TOR, second progress report you have asked for TV and Radio Coverage for some events, are the channels should be local or international?
	A.	Only in local ones
10	Q.	5- At your TOR, section C , Qualification of key Personnel, you have asked that the team leader must have a master degree in Social Science or Development Studies or Media, Is it possible that the team leader specialized in Architecture, Archeology, Business Administration, or Economical Studies?
	A.	Yes

All other terms and conditions remain unchanged