

**RFP-2014-33****Long Term Agreement for Editorial Services in English and French****Answers to questions submitted****16-Dec-2014**

1. Option for electronic submission: Option for submitting electronic copy of the proposals through secure mail ids, please confirm if we can post our Technical and Financial proposals through our secure mail IDs?  
*Yes, as long as they are submitted to the indicated addresses and information is available during the whole period of technical and financial evaluation.*
2. Is there any sample materials for Level 1 and 2 editing that UNAIDS could share so that we could understand the concept.  
*Unfortunately, there is no sample of unedited text; you will find the difference into the RFP.*
3. Will there be any other format of inputs apart from PDFs like word documents and spread sheets?  
*Initial editing will always be done in Word documents, with graphics sometimes supplied in the form of Excel or PowerPoint files. Only proofreading is done on PDF files.*
4. We assume the PDF inputs to be provided with access rights to correct changes in Adobe Pro? Please confirm?  
*Proofreading comments are to be supplied in Adobe Sticky Notes, a feature in Acrobat Reader.*
5. Is it mandatory that the contractor should propose for the both English and French editing or they could also propose for English language alone?  
*You can also propose for English language alone.*
6. It's our understanding that your RPF seeks a LTA of initial 2 years, with addition 1 plus 1 year extension: sum total of a possible 4 year total period. Please advise:
  - a. How many hours per week of editing work are expected (this allows us to structure competitive pricing)  
*We can't estimate our next needs, UNAIDS can't guarantee hours per week of editing work. However the RFP indicates the maximum number of words expected per day for editing in section 1.3.1*
  - b. As to the mode of transmission for edited information - both receiving and transmission of completed work  
*Files will be sent and returned by email.*
7. Paragraph Number 1.3.1 Key Requirements: Although you do not give a precise definition of proofreading, we understand it as 'We understand the requirement for proofreading to entail a simple grammatical and layout check. This does not, unless specified by the client, involve any change to sentences or style of the document. It is a simple typographical error check prior to the publication or distribution of a document.' Would this be a fair assessment?  
*This understanding is correct.*

8. Paragraph Number 1.3.2 Reporting Requirements: could you clarify what is meant by a 'Final Report per assignment requested'? We understand interim progress reports as we provide to these to the organization for our current translation LTA but we have never been asked for a 'Final Report'.
- LTA holders will be requested to provide a final invoice and short summary of the work conducted after each assignment in order to accept the work delivered and process the payment.*
9. Paragraph Number 1.10.2 Information of Firm/Organization Submitting Proposal: Within section 2.1.1, could you clarify what 'total FTE involved from the company' means?
- Full Time employment (FTE) namely number of staff directly involved in the assignment as well as indirect support. In case of single person company, this would not apply.*
10. Paragraph Number 1.10.2 Information of Firm/Organization Submitting Proposal: Within sections 2.1.4.1 and 2.1.4.2 could you clarify if the roles and responsibilities of the client and contractor refer to what was expected each to provide/deliver and any input they had or does this refer to something else?
- The roles and responsibilities of the client and contractor refer to what was expected each to provide/deliver.*
11. Could you clarify if you require samples or references for this RFP?
- Samples and references are strongly recommended.*
12. Paragraph 1.7: Contents of the proposal: Where can we find the RFP\_RFPCompleteness.doc referenced in this paragraph?
- The requirement is not applicable to this RFP, please disregard*
13. We are unable to access the WHO style guide ([http://intranet.who.int/homes/whp/documents/sg13\\_web\\_v4%20pdf%20-%20adobe%20reader.pdf](http://intranet.who.int/homes/whp/documents/sg13_web_v4%20pdf%20-%20adobe%20reader.pdf)) and Annexure 1 and 2 mentioned in page 5 of the RFP -2014-33 Request for Proposal.pdf. It would be of immense help if we could get access to these documents for better understanding of the requirements.
- The WHO Style Guide, UNAIDS Editorial Style Guide and the Word Document Formatting guide have been posted in the UNAIDS website at*  
<http://www.unaids.org/en/requestforproposals/RFP-2014-33>
14. Regarding the editing style and terminology to use, as the RFP doesn't list the mentioned annexes (1, 2 and 3), would it possible to send us the UNAIDS house style guide that is referred to as Annex3? We are already familiar with Annexes 1 and 2 and have the documents available.
- The WHO Style Guide, UNAIDS Editorial Style Guide and the Word Document Formatting guide have been posted in the UNAIDS website at*  
<http://www.unaids.org/en/requestforproposals/RFP-2014-33>
15. In the company information section, the RFP also states the need to include the last 3 financial audit statements. We would love to submit an official document proving the financial health of our company, however, this is still a new company (less than a year old), and such documents are not available. Our staff includes editors that have over 10 years of experience, and we really hope this issue will not prevent us from bidding to this RFP.
- Please provide the financial statements and your editors' experience.*
16. 1.7: Contents of the Proposal. Where can I find the document RFP\_RFPCompleteness.doc? It is not hyperlinked in the PDF file I have.

*Please refer to question 12.*

17. 1.10.4: Financial Proposal: The "overall quotation" mentioned here--is that based on our per-1,000-word rate, times however many words we expect to do in the two years of the initial contract? Or for one year? Or for approximately 850,000 words total, perhaps divided by six (the number of English editors you are seeking)? Please clarify.

*Please refer to question 6.a*

18. 1.7 Contents of the Proposal. Proposals may offer services for the total requirement or for part of it only. The bidder shall indicate precisely which specific goods and/or services it intends to provide by completing form RFP\_RFPCompleteness.doc.

- a. This form was not included in the documents related to this RFP. How can we obtain this?

*Please refer to question 12.*

- b. Do we submit this form with the technical proposal?

*Please refer to question 12.*

19. The "total requirement" in this case: what does this mean when UNAIDS says it intends "to grant Long Term Agreements with at least 6 qualified editors in English and 3 in French to have editorial capacity during critical periods of the year"?

*This means that UNAIDS intend to enter into long term agreement with 3 qualified editors in French and 6 in English. These multiple LTAs are meant to cover all our needs especially at times when we may have competing projects.*

20. 1.10.2 Information of Firm/Organization submitting Proposal, 1.3 Audited financial statements for the past three (3) years: My query is that although we have a well-established company since 2005 in a country XXX, how we will be applying for this bidding opportunity through our US registered company which is less than 1 year old. Since the US based company has been established only recently so auditing has not been done yet, so we cannot provide last 3 years audited financial statements for this company. Operations and management of both the companies are same. Is it possible to provide last 3 years audited financial statements for our parent company, although we still apply our US registered company?

*Audit reports should be provided for the company responding to this bid. No other reports (audits) would be accepted in lieu of the bidder as it would not have any legal/accounting value.*

21. Paragraph 1.3.1: Several mentions are made of documents appended as Annexes 1 through 3, but later in the RFP, Annex 1 is indicated to be the Proposal Submission form (see paragraph 1.10.1) and not the documents mentioned earlier. Which is correct, and where can the documents indicated in 1.3.1 to Annexes 1 through 3 be found? They do not appear to be attached to the RFP document.

*In attachment.*

22. Paragraph 1.10.2: Regarding information about the submitter of a proposal, the RFP states that "in the case of individuals, a brief summary of qualifications and expertise is requested to be attached." Does this mean that individuals are only required to submit their qualifications and expertise, and not information such as legal status, audited financial documents, and so on?

*This understanding is correct.*

23. Paragraph 2.4: No mention is made of an editing test in the section on the evaluation of proposals. Does that mean that proposals will be evaluated entirely on their scores, without another round of evaluation that consists of an editing examination?

*While tests are not specifically described in the RFP documents, UNAIDS envisages to invite bidders having passed the Technical threshold to such an exercise before the financial opening.*

24. Would you please advise the amount of the previous winning bid for the above referenced work. According to the RFP, the previous Bid Ref is RFP-2013-03.

*Please find below the UNAIDS expenditures for 2014 and 2013:*

- 99,700 USD for 2014
- 87,700 USD for 2013
- The results of the previous are RFP are posted in

<http://www.unaids.org/en/aboutunaids/workatunaidssecretariat/requestforproposals/2011-34>

25. We are unable to see the Acknowledgment Form and ask that you reroute it to us to complete and send back to your office.

*In attachment.*

26. There is no specific price quotation form to fill in the proposed quote for your evaluation.

*Please provide your own specific price quotation form.*