

**RFP-2010-30**

**Review to analyze and synthesize AIDS related components of country MDG reports  
and related information**

**Questions submitted by potential bidders**

**26-Nov-2010**

### **Section 1.3**

**Question: Can you give more detailed information on the subject of budget,  
amount of scheduled working days and timeline of the project?**

Answer: The RFP includes information on tasks to be performed and reporting requirements, and based on that information we expect that the bidders would estimate a volume of work and number of working days required for them to complete the assignment as well as the budget.

**Question: is there an ultimate end-date for the main product to be delivered?**

Answer: The ultimate end-date for the main product to be delivered is 15 February.

#### **Section 1.3.1**

**Question: To seek clarification about the following: “All the documents will be  
provided by UNAIDS, and they are either in English, French or Spanish”. Could  
we have a more detailed breakdown of the materials in question by language?  
In particular, how many documents are in French and how many are in  
Spanish?**

Answer: Of the country reports around 15 are in French and maximum 5 are in Spanish. Of the regional reports 1 is in Spanish. The rest of the documents are in English.

**Question: Is there an ultimate end-date for the main product to be delivered?**

Answer: The ultimate end-date for the main product to be delivered is 15 February.

**Question: Will you be able to give us an update of how many intentions to bid  
have been received once the deadline is over?**

Answer: No, we cannot release this information

#### **Section 2.7.2**

**Question: In what form do you need the proof of contractual programmes? Self  
declarations, or do you expect more official proofs like copies of contracts?**

Answer: Self declarations are sufficient

**Question: Can you please explain what is meant by “company certifications”?**

Answer: Any certification the company have for any recognized standard like ISO standards in Environment, Management, Quality, Medical, etc...

**Question: Is a sworn statement satisfactory in order to declare or deny pending lawsuits?**

Answer: Sworn statement is satisfactory.

### **Section 2.8**

**Question: This paragraph states that "The financial proposal should be submitted in the file format supplied by UNAIDS and using the template distributed with the RFP". However, no file format was supplied with the RFP. Can we then submit our own template, following the requirements from paragraph 2.7.4?**

Answer: Please note that for this particular RFP we did not provide a specific file format to be used for the financial proposal. Please use any adequate format containing the applicable entries specified in section 2.7.4

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