

21 February, 2011

## **ANSWERS TO RFP-2011-04: Web administrator for UN Cares**

Item 1) In section 2.8, Format and Signing of Proposals, it initially states that the proposal must be separated into two documents (technical and financial) and mailed to a specific address with specific packaging requirements.

It then says that an alternative is to send the two documents by email to two specified addresses.

It then says that it is required to put each document in separate binders (and other requirements are identified).

The implication is that if I email the two documents to the identified email addresses, I still need to create hard copies, place them in binders as described, and mail them to you at the specified address.

Is this correct?

**Answer:** Bidders have the option to submit their proposals electronically to the email address provided OR in an envelope to the UNAIDS HQ in Geneva. Bidders do not need to submit both.

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If I choose the option of mailing the two documents in enveloped as identified at the beginning of section 2.8, I still need to mail an additional package containing the binders.

Is this correct?

**Answer:** If the bidder chooses to send a courier to UNAIDS HQ, a single package is needed. The package will contain 2 internal envelopes. The first internal envelope should contain the technical proposal without financial offer information, and the second internal envelope with the financial offer.

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Toward the end of section 2.8 it states: "The responses to the functional requirements should be submitted in the structure provided in this RFP. The financial proposal should be submitted in the file format supplied by UNAIDS and using the template distributed with the RFP and only within the sealed financial proposal in a separate CD from the technical proposal. The proposed timeline project plan should be either in MS Project MPP, XLS or PDF format."

The structure provided in this RFP is ambiguous, however I have made my best attempt to provide a structure that is logical, readable, and in accordance with the requirements of the RFP. However, I have found no "file format supplied by UNAIDS" nor "template distributed with the RFP" as referenced in the above paragraph. Again, I have created a financial proposal that is, I hope, logical, readable, and in accordance with the requirements of the RFP. Is that acceptable?

Answer: Apologies for not providing the financial offer template. Financial offers from bidders will be accepted following any structure as long as the details of the costs proposed are provided.

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