

Updated March 8, 2011

No.	Inquiries	Response / Clarification
1	Is it possible to alter the report structure supplied to suit our consortium, we would like to offer the best we can with regards to our offer and also be allowed the freedom to express our capabilities too. We are finding that the current report structure provided by the RFP is slightly different to the way in which we would like to express our bid.	For fairness purpose and so that we can compare different bids, we do require bidders to provide all the information requested and to follow the current structure of the bid. However, if there is some additional information that a bidder wishes to share which they feel will be helpful to their application, they are free to do so.
2	We would like to send sample copies of our work over the years, will you be accepting elements of achieved work with regards to our capabilities, even though this is not a stipulated requirement in the RFP, it would help us to ensure that we provide all elements of our capabilities and professional experience.	<p>Samples of your work can be submitted by courier or electronically by using an FTP or other service since it is likely email will not handle this type of files due to its large size. UNAIDS will not provide an FTP address and bidders are free to choose the service of their preference (internal to their companies or commercial)</p> <p>If you choose to make available the files electronically please note that it is important the files remain available for download at least 15 days after the closing date of the proposal.</p>
3	Your pricing table for the case studies gives 3 columns after the item (Standard hourly/daily rates, Available for UNAIDS & Standard rate per daily	<p>We have revised the pricing schedule form, so please use the new form.</p> <p>To clarify the pricing schedule is divided into two parts.</p>

	<p>assignment.)</p> <p>Some of the case studies involve more than one days filming or the use of multiple services – to reflect the overall cost is it okay for us to change the column headings to: Standard Daily rate, Units/days, Total cost</p> <p>That way we will be able to give you an overall budget for each case</p>	<p>The first page is the universal or average cost of the enumerated services, regardless of country or city. Please fill these out for items 1.1-1.8 and 2.1-2.11.</p> <p>Then the universal pricing schedule is followed by a pricing schedule for each case study. Please fill this out as you think appropriate for each mission, with the appropriate number of days and staff you estimate is needed.</p>
4	<p>Just one question – the bid mentions loading video and pictures onto a ftp (page 10 specifications) but I cant seem to find the ftp address – would you be able to provide that ?</p>	<p>Samples of your work can be submitted by courier or electronically by using an FTP or other service since it is likely email will not handle this type of files due to its large size. UNAIDS will not provide an FTP address and bidders are free to choose the service of their preference (internal to their companies or commercial)</p> <p>If you choose to make available the files electronically please note that it is important the files remain available for download at least 15 days after the closing date of the proposal.</p>
5	<p>1] 1.4. Legal</p> <p>a) Should we list all pending legal actions brought against us ?</p> <p>b) What is the difference between the actions to be mentioned under 1.4.2 and those to be mentioned under 1.4.3 ?</p> <p>2] 1.5.2 Certification</p> <p>What are the nature and the purpose of the</p>	<p>1.4.2 is concerning any suits concerning patent infringement and 1.4.3 concerns general criminal and civil suits. We only need to know if it is in excess of 100,000 USD and if it concerns a video news report or photographic news reports.</p> <p>The purpose of knowing a company's certification status</p>

	<p>“accreditation (ISO 9001 and alike) or an on-going accreditation process by a certified accreditation body” that AFP should communicate?</p>	<p>is to have public recognition of an organization’s quality assurance. If you would like more information on ISO 9001, here is a link:</p> <p>http://www.the9000store.com/Step1-what-is-iso-9001.aspx?gclid=CJua0u_LvKcCFUcQfAodQSqklw</p>
6	<p>1] RFP Paragraph 2.8 (3rd paragraph, second bullet) : « Signed Proposal Submission Form (see Annex 1 to this RFP) ». This seems to be a mistake, shouldn't it be Annex 4 ?</p> <p>2] Annex 3, below the table : « Agreed and accepted, in four (2) original copies on _____[date] ». How many copies should we submit ?</p>	<p>1] Yes it should be see Annex 4 to this RFP.</p> <p>2] You should submit two original copies.</p>
7	<p>Do you mean 8-10 mission a year, or 8-10 missions for the entire period of the contract?</p>	<p>We mean 8-10 missions a year. Indeed that is the low end of the scale. It is quite likely to increase to around 12-15 missions a year.</p>

[END]