

Response to Queries

RFP-2011-41: Photography Services Long Term Agreement

September 26, 2011

1. When will the contract between UNAIDS and the winning bidder start?
We estimate that a contract could be issued approximately six weeks after the closing of the bid. Ideally, we would like the work to begin before the end of October 2011. However, proposals with later proposed start dates will be fully considered.
2. When will the first photo assignment under that arrangement take place?
The first assignment date is not yet known. But based on the program of the organization, we assume that we will have photographic needs before the end of the year 2011.
3. In 1.3.1 under "Photographs of essays and documentaries" you mention "3-6 missions in a year". Can you tell us the average numbers of days a mission would take?
Each mission usually would last an average of 3-4 days, depending on the story covered and the locations.
4. In 1.3.1 under "Global requirements", would it be possible to receive a list containing the UNAIDS keywords?
We are including the UNAIDS taxonomy as additional pages in this Response to Queries document. Please note that this is the minimum required and those keywords should also follow standard dictionary key wording.
5. Can you specify in more detail what is understood by "short narrative of event"?
A short narrative of event (for the purposes of reporting requirements section 1.3.2) is defined by the title of the event, and a summary of how, from the bidders' perspective, the event took place on a photographic, organizational, logistical and human point of view.
6. Can you specify in more detail what is understood by "photo usage consent form"?
In order to be able to use the images taken during the events, we require all photographers to provide the consent forms completed by the persons photographed allowing us to use the photograph. This is especially a sensitive topic with some populations such as People living with HIV who might not want their image to appear around the world. We must have their written consent in order for the image to be usable.
We have 3 types of consent forms; the facilities consent form, the group consent forms, and the individual consent form. We recommend that all bidders read and understand the consent forms.
All our consent forms are available here:
<http://www.unaids.org/brandbuilder/en/photography/>

7. **Paragraph 2.7.2: Information of Firm/Organization submitting proposal** . Would it be possible to get more detailed information on what you expect to get on the following items:

- 1.1 Corporate Information
- 1.1.3 Organization Structure
- 1.2 Staffing Information
- 1.4 Legal Information
- 1.5 Contractual Relationships
- 1.5.2 Company Certifications
- 2.1.1 Project Description (specifically the meaning of the abbreviation “FTE”)

In the case of companies UNAIDS would like to assess the capacity of the company to deliver the services for UNAIDS.

Describe your company as well as any relationship with subsidiaries and parent companies

1.1.3 How is your company structured in terms of offices and organizational structure in each relevant office

1.2 How many staff (fixed and temporary) you maintain in the relevant offices

1.4 Please refer to guidance in 1.4.1 to 1.4.3

1.5 Please refer to guidance in 1.5.1 and 1.5.2

1.5.2 If your company has any internationally recognized certification for the field of interest.

2.1.1 Description of major projects accomplished by the company that are relevant to this RFP.

FTE stands for Full-Time Employee

8. **2.7.2 Information of Firm/Organization submitting Proposal / 2. Experience and Reference Contact Information / 2.1 Project Name (project one)**; we understand that we have to hand in at least 3-5 detailed examples. Is the structure for these 3-5 reports the one that is outlined under 2.1 to 2.1.5?

UNAIDS would like to see detailed examples of 3-5 of your previous projects. You may use the structure from 2.1 to 2.1.5 in order to achieve this. The aim being able to demonstrate the contractor's ability to deliver a solution that substantially demonstrates the functional and technical requirements of this RFP, you may decide that this is not the best way to describe the relevant information for projects 2 -5.

9. What is meant by “Project one”? Is the structure for these 3-5 reports the one that is outlined under 2.1 to 2.1.5? If not, what do 2.1 to 2.1.5 refer to?

The term Project one refers to the first project the bidder decides to describe. The Paragraphs 2.1 to 2.1.5 refer to the structure that UNAIDS would like to see from all bidders for at least the first project (Project One). UNAIDS wants all bidders to follow this structure. This will allow a side-by-side evaluation of projects based on the same elements.

10. Paragraph 2.7.3: Technical proposal; under g) you wish to receive curriculum vitae of senior professional members of the team at each office. How extensive has the Curriculum Vitae to be?

UNAIDS would like to have enough information about the photographers available for the bidders and their experience in the field. Please refer to section 3.4 for the weight of the qualification of the photographers on the evaluation of proposals received.

11. Paragraph 2.7.3 Technical Proposal - d) Proposed approach, methodology, timing and outputs Do we have to include the costs for the solutions that we present for the three case studies?

Yes, UNAIDS would like to see a full description and detail of the costs of those case studies, as if they were real missions.

12. Do these Curriculum Vitae relate to those members of the team that would be involved in the “case studies”, or the ones that are involved in the project that we need to explain in 2.7.2, or do you really need them for all possible senior team members world-wide that would be needed for any given assignment that we would do for UNAIDS in the future.

We would like to see a range of curriculum vitae from fixed staff and stringers that you may be using for UNAIDS in the future, specially for staff available in less developed countries and economies in transition, they could relate to the case studies, but it is not compulsory.

Type of Document	
	Feature story
	Press release
	Press statement
	Photo gallery
	Speech
	Fact sheet
	Media advisory
	UNAIDS Publication
	Document
	Country Report
	External document
	PCB
	UNAIDS RFP
	Policy
	Epidemiology

Article Types	
	Analysis
	Award
	Data
	Editorial
	Event
	Guideline
	Interview
	Policy
	Tool
	Michel Sidibé, UNAIDS Executive Director, EXD
People	
	Ban Ki-moon, United Nations Secretary-General
	Paul De Lay

	Jan Beagle
	Dr Nafis Sadik
	Emmanuel Adebayor
	Naomi Watts
	Michael Ballack
	Her Royal Highness Crown Princess Mette-Marit,
	Her Serene Highness Princess Stephanie
	Toumani Diabaté
	Lebo M
	Annie Lennox
	James Chau
	Jimmie Earl Perry
	Preity Zinta
	Amr Waked
	JYJ

Cosponsors	
	UNHCR;
	UNICEF;
	WFP;
	UNDP;
	UNFPA;
	UNODC;
	ILO;
	UNESCO;
	WHO;
	World Bank;

Topics	
	Advocacy
	Aid effectiveness
	Behaviour change communication

	Blood safety
	Campaigns
	Care
	Children
	Civil society
	Community mobilization
	Condoms,
	Criminalization HIV transmission
	Cultural practices
	Demographic impact
	Disability
	Donors
	Economic costs
	Economic crisis
	Education
	Epidemiology
	Faith-based organizations
	Female condoms
	Financial support
	Food security and nutrition
	Gender equality
	Gender-based violence
	GIPA, greater involvement of people living with HIV
	Global issues
	Harm reduction
	Health sector
	Health systems strengthening
	Health and development
	HIV post-exposure prophylaxis
	HIV Prevention
	HIV testing and counselling
	HIV Treatment

	HIV trials
	Home and community-based care
	Human rights
	Indigenous peoples
	Injecting drug use
	Innovative financing
	Intellectual property
	International leadership
	Male circumcision
	Maternal mortality
	MDG, Millennium Development Goals
	Media partnerships
	Men and boys
	Men who have sex with men
	Microbicides,
	Migrants, mobile workers
	Monitoring and evaluation, M&E
	National leadership
	National responses
	Opportunistic infections
	Orphans, vulnerable children
	Palliative care
	PCB, Programme Coordinating Board
	Pediatric HIV
	People in education sector
	People living with HIV, PLHIV
	Preventing mother-to-child transmission, PMTCT
	Prison settings, prisons
	Private sector
	Property inheritance rights
	Psycho-social support
	Punitive laws

	Refugees, Internally displaced persons
	Resources and funding
	Science and research
	Security, emergencies, humanitarian response
	Sex workers and clients
	Sexual and reproductive health
	Sexual minorities,
	Sexual transmission of HIV
	Social change communication
	Social media
	Social protection and support
	Sport
	Stigma and discrimination
	Technical support
	Traditional, alternative medicine
	Transgendered people
	Travel restrictions
	Tuberculosis, TB
	UN plus
	UNAIDS governance
	UNAIDS in action
	UNAIDS Strategy
	UNGASS
	Uniformed services
	Universal access
	Vaccines
	Women and girls
	Workplace
	Young people

_Regions

Asia Pacific	American Samoa, ASM
Asia Pacific	Australia, AUS
Asia Pacific	Bangladesh, BGD
Asia Pacific	Bhutan, BTN
Asia Pacific	Brunei Darussalam, BRN
Asia Pacific	Cambodia, KHM
Asia Pacific	China, CHN
Asia Pacific	Cook Islands, COK
Asia Pacific	Christmas Island, Pacific Ocean
Asia Pacific	Christmas Island, Indian Ocean, CXR
Asia Pacific	Commonwealth of the Northern Mariana Islands, MNP
Asia Pacific	Curaçao
Asia Pacific	Democratic People's Republic of Korea, PRK
Asia Pacific	Democratic Republic of Timor-Leste, TLS
Asia Pacific	Fanning Island
Asia Pacific	Fiji, FIJ
Asia Pacific	French Polynesia, PYF
Asia Pacific	Guam, GUM
Asia Pacific	Hong Kong Special Administrative Region of China, HKG
Asia Pacific	India, IND
Asia Pacific	Indonesia, IDN
Asia Pacific	Japan, JPN
Asia Pacific	Kiribati, KIR
Asia Pacific	Lao People's Democratic Republic, LAO
Asia Pacific	Macao Special Administrative Region of China, MAC
Asia Pacific	Malaysia, MYS
Asia Pacific	Maldives, MDV
Asia Pacific	Marshall Islands, MHL
Asia Pacific	Micronesia (Federated States of), FSM
Asia Pacific	Mongolia, MNG
Asia Pacific	Myanmar, MMR
Asia Pacific	Nauru, NRU
Asia Pacific	Nepal, NPL
Asia Pacific	New Caledonia, NCL
Asia Pacific	New Zealand, NZL
Asia Pacific	Niue, NIU
Asia Pacific	Pakistan, PAK
Asia Pacific	Palau, PLW
Asia Pacific	Papua New Guinea, PNG
Asia Pacific	Philippines, PHL
Asia Pacific	Pitcairn Island, PCN
Asia Pacific	Phoenix Islands
Asia Pacific	Republic of Korea, KOR
Asia Pacific	Samoa, WSM
Asia Pacific	Santa Cruz Islands

Asia Pacific	Singapore, SGP
Asia Pacific	Solomon Islands, SLB
Asia Pacific	Sri Lanka, LKA
Asia Pacific	Thailand, THA
Asia Pacific	Tokelau, TKL
Asia Pacific	Tonga, TON
Asia Pacific	Trust Territory of the Pacific Islands, PCI
Asia Pacific	Tuvalu, TUV
Asia Pacific	Taiwan, China, TWN
Asia Pacific	Vanuatu, VUT
Asia Pacific	Viet Nam, VNM
Asia Pacific	Wallis and Futuna Islands, WLF
Caribbean	Anguilla
Caribbean	Antigua and Barbuda, ATG
Caribbean	Aruba, ABW
Caribbean	Bahamas, BHS
Caribbean	Barbados, BRB
Caribbean	Bonaire
Caribbean	British Virgin Islands, VGB
Caribbean	Cayman Islands, CYM
Caribbean	Cuba, CUB
Caribbean	Dominica, DMA
Caribbean	Dominican Republic, DOM
Caribbean	French Guiana, GUF
Caribbean	Grenada, GRD
Caribbean	Guadeloupe, GLP
Caribbean	Guyana, GUY
Caribbean	Haiti, HTI
Caribbean	Jamaica, JAM
Caribbean	Martinique, MTQ
Caribbean	Montserrat, MSR
Caribbean	Netherlands Antilles, ANT
Caribbean	Puerto Rico, PRI
Caribbean	Saint Kitts and Nevis, KNA
Caribbean	Saint Lucia, LCA
Caribbean	Saint Vincent and the Grenadines, VCT
Caribbean	Suriname, SUR
Caribbean	Trinidad and Tobago, TTO
Caribbean	Turks and Caicos Islands, TCA
Caribbean	United States Virgin Islands, VIR
East and Southern Africa	Angola, AGO
East and Southern Africa	Botswana, BWA
East and Southern Africa	Comoros, COM
East and Southern Africa	Eritrea, ERI
East and Southern Africa	Ethiopia, ETH

East and Southern Africa	Kenya, KEN
East and Southern Africa	Lesotho, LSO
East and Southern Africa	Madagascar, MDG
East and Southern Africa	Malawi, MWI
East and Southern Africa	Mauritius, MUS
East and Southern Africa	Mayotte
East and Southern Africa	Mozambique, MOZ
East and Southern Africa	Namibia, NAM
East and Southern Africa	Reunion, REU
East and Southern Africa	Rwanda, RWA
East and Southern Africa	Seychelles, SYC
East and Southern Africa	South Africa, ZAF
East and Southern Africa	Swaziland, SWZ
East and Southern Africa	Uganda, UGA
East and Southern Africa	United Republic of Tanzania, TZA
East and Southern Africa	Zambia, ZMB
East and Southern Africa	Zimbabwe, ZWE
Eastern Europe and Central Asia	Albania, ALB
Eastern Europe and Central Asia	Armenia, ARM
Eastern Europe and Central Asia	Azerbaijan, AZE
Eastern Europe and Central Asia	Belarus, BLR
Eastern Europe and Central Asia	Bosnia and Herzegovina, BIH
Eastern Europe and Central Asia	Bulgaria, BGR
Eastern Europe and Central Asia	Croatia, HRV
Eastern Europe and Central Asia	Cyprus, CYP

Eastern Europe and Central Asia	Czech Republic, CZE
Eastern Europe and Central Asia	Estonia, EST
Eastern Europe and Central Asia	Georgia, GEO
Eastern Europe and Central Asia	Hungary, HUN
Eastern Europe and Central Asia	Kazakhstan, KAZ
Eastern Europe and Central Asia	Kyrgyzstan, KGZ
Eastern Europe and Central Asia	Latvia, LVA
Eastern Europe and Central Asia	Lithuania, LTU
Eastern Europe and Central Asia	Malta, MLT
Eastern Europe and Central Asia	Poland, POL
Eastern Europe and Central Asia	Republic of Moldova, MDA
Eastern Europe and Central Asia	Romania, ROM
Eastern Europe and Central Asia	Russian Federation, RUS
Eastern Europe and Central Asia	Serbia and Montenegro, SCG
Eastern Europe and Central Asia	Slovakia, SVK
Eastern Europe and Central Asia	Slovenia, SVN
Eastern Europe and Central Asia	Tajikistan, TJK
Eastern Europe and Central Asia	The Former Yugoslav Republic of Macedonia, MKD
Eastern Europe and Central Asia	Turkey, TUR
Eastern Europe and Central Asia	Turkmenistan, TKM
Eastern Europe and Central Asia	Ukraine, UKR
Eastern Europe and Central Asia	Uzbekistan, UZB
Latin America	Argentina, ARG
Latin America	Belize, BLZ
Latin America	Bolivia, BOL
Latin America	Brazil, BRA
Latin America	Chile, CHL
Latin America	Colombia, COL
Latin America	Costa Rica, CRI

Latin America	Ecuador, ECU
Latin America	El Salvador, SLV
Latin America	Falkland Islands, FLK
Latin America	Guatemala, GTM
Latin America	Honduras, HND
Latin America	Mexico, MEX
Latin America	Nicaragua, NIC
Latin America	Panama, PAN
Latin America	Paraguay, PRY
Latin America	Peru, PER
Latin America	South Georgia
Latin America	Uruguay, URY
Latin America	Venezuela, VEN
Middle East and North Africa	Afghanistan, AFG
Middle East and North Africa	Algeria, DZA
Middle East and North Africa	Bahrain, BHR
Middle East and North Africa	Canary Islands
Middle East and North Africa	Djibouti, DJI
Middle East and North Africa	Egypt, EGY
Middle East and North Africa	Gaza
Middle East and North Africa	Iran (Islamic Republic of), IRN
Middle East and North Africa	Iraq, IRQ
Middle East and North Africa	Israel, ISR
Middle East and North Africa	Jordan, JOR
Middle East and North Africa	Kuwait, KWT
Middle East and North Africa	Lebanon, LBN
Middle East and North Africa	Libyan Arab Jamahiriya, LBY
Middle East and North Africa	Morocco, MAR
Middle East and North Africa	Oman, OMN
Middle East and North Africa	Palestinian Territory, Occupied, PSE
Middle East and North Africa	Qatar, QAT
Middle East and North Africa	Saudi Arabia, SAU

Middle East and North Africa	Somalia, SOM
Middle East and North Africa	Sudan, SDN
Middle East and North Africa	South Sudan, SSD
Middle East and North Africa	Syrian Arab Republic, SYR
Middle East and North Africa	Tunisia, TUN
Middle East and North Africa	United Arab Emirates, ARE
Middle East and North Africa	West Bank of the Jordan
Middle East and North Africa	Yemen, YEM
West and Central Africa	Ascension Island
West and Central Africa	Benin, BEN
West and Central Africa	Burkina Faso, BFA
West and Central Africa	Burundi, BDI
West and Central Africa	Cameroon, CMR
West and Central Africa	Cape Verde, CPV
West and Central Africa	Central African Republic, CAF
West and Central Africa	Chad, TCD
West and Central Africa	Congo, COG
West and Central Africa	Cote d'Ivoire, CIV
West and Central Africa	Democratic Republic of the Congo, COD
West and Central Africa	Equatorial Guinea, GNQ
West and Central Africa	Gabon, GAB
West and Central Africa	Gambia, GMB
West and Central Africa	Ghana, GHA
West and Central Africa	Guinea, GIN
West and Central Africa	Guinea-Bissau, GNB

West and Central Africa	Liberia, LBR
West and Central Africa	Mali, MLI
West and Central Africa	Mauritania, MRT
West and Central Africa	Niger, NER
West and Central Africa	Nigeria, NGA
West and Central Africa	Saint Helena, SHN
West and Central Africa	Sao Tome and Principe, STP
West and Central Africa	Senegal, SEN
West and Central Africa	Sierra Leone, SLE
West and Central Africa	Togo, TGO
West and Central Africa	Tristan da Cunha
North America	Bermuda, BMU
North America	Canada, CAN
North America	Greenland, GRL
North America	St Pierre and Miquelon, SPM
North America	United States of America, USA
Western Central Europe	Andorra, AND
Western Central Europe	Austria, AUT
Western Central Europe	Belgium, BEL
Western Central Europe	Denmark, DNK
Western Central Europe	Finland, FIN
Western Central Europe	France, FRA
Western Central Europe	Germany, DEU
Western Central Europe	Gibraltar, GIB
Western Central Europe	Greece, GRC
Western Central Europe	Iceland, ISL
Western Central Europe	Ireland, IRL
Western Central Europe	Italy, ITA

Western Central Europe	Liechtenstein, LIE
Western Central Europe	Luxembourg, LUX
Western Central Europe	Monaco, MCO
Western Central Europe	Netherlands, NLD
Western Central Europe	Norway, NOR
Western Central Europe	Portugal, PRT
Western Central Europe	San Marino, SMR
Western Central Europe	Spain, ESP
Western Central Europe	Sweden, SWE
Western Central Europe	Switzerland, CHE
Western Central Europe	United Kingdom of Great Britain and Northern Ireland, GBR
Western Central Europe	Vatican, VAT

Multimedia	
	Audio
	Video
	Photo
	Presentation
	Interactive

Events	2011 ICAAP
	2011HLM
	2010 Millenium Development Summit
	2010 International AIDS Conference Vienna, AIDS2010,
	2010 World AIDS Day
	2010 International Women's Day
	2009 World AIDS Day
	2009 ICAAP
	2009 IAS
	2008 World AIDS Day
	2008 ICASA
	2008 High-level meeting on AIDS
	2008 EECAAC
	2008 International Women's Day
	2008 International AIDS Conference Mexico
	2007 World AIDS Day
	2007 World TB Day
	2007 ICAAP
	2007 IAS
	2007 ASEAN
	2007 FORO
	2007 CONCASIDA
	2006 World AIDS Day
	2006 EECCAAC
	2005 CONCASIDA
	2005 World AIDS Day

Special Keywords	
	UNGASS08
	UNGASS2010Report
	NCPI08
	countryestimationreport
	UAProgress2008
	UNGASS08Report
	ctrysit2008
	UNGASSreport2003
	NASA
	UNGASSreport2005
	UNGASS06Report
	SIE
	Former EXD

	Online Donations
Other Organizations	
	GCWA
	WAC
	IAS
	PEPFAR
	PANCAP
	DFID
	IPPF
	UNITAID
	Clinton Foundation
	OAFLA
	UPU
	IATT
	GBC
	ECOSOC
	CARICOM
	IDLO
	IIEP
	UNWOMEN
	CCO
	ICW
	CND
	MERG
	ASEAN
	IFRC
	GNP+
	aids2031
	GFATM
	European Union