

Response to Queries

RFP-2011-43: Local Photography and Video Services in Switzerland

22 January 2012

- 1. Section 1.2.4 Video services: Video journalists with both outstanding reporting and technical skills; capable of filming, producing and editing broadcast-ready quality images and audio. What do you mean by: reporting and producing?**

Reporting:

In case of missions or essays or documentary type missions, UNAIDS is looking for video Journalists with not only the technical skills (using a camera) but also the reporting/journalistic skills.

Producing:

UNAIDS refers to the production of a video documentary as the capacity of planning and filming the required footage, with the ad-hoc angles and people in order to deliver the final product once it has gone through editing phase.

- 2. Section 1.5.2 Company Certifications and certification status?**

If the company has any certifications (ISO, etc.); or is pending specific certifications, please provide the information under point 1.5.2

- 3. Section 2.1 Project Name (project one)?**

UNAIDS is asking for a list of similar projects or missions to those required in the Request For Proposal in order to evaluate their competences and skills in the specific field.

- 4. Section 2.1.1 Project Description including but not limited to project starting date and duration, project and contract value, and total FTE involved form the company What does FTE mean?**

FTE stands for Full Time Equivalent.

- 5. Section 2.7.2 Information of Firm/Organization submitting Proposal**

In case of a registered business, we would need the general information on the company, thus allowing us to evaluate the capacity of providing the service required at time of contracting.

6. Could you please give more details on what is the bidder expected to produce on the case studies? (Annex 1)

The case studies are based on real-life previous missions for UNAIDS. We expect bidders to provide us with a workflow and clarification on how they would deal with those missions. Bidders should provide background information on their workflow, planning, gear used when applicable, processes, and how they plan to ensure a successful mission.

7. On the Financial Proposal, how many hours do you expect for a full working day? and half day?

The hours estimated for one day are 8 working hours, spread out between 7am and 10pm.

In the case of missions requiring longer hours. We would add the additional hours based on the ½ day rate. (ie: 8 hours work = 1 day rate, 12 hours work = 1 + ½ day work, etc.)