

QUESTIONS ON RFP 2011-48

Q1 . “A floor space of 160 square meters (typically but not necessarily 10m x 16m) has been allocated in the exhibition area for the booth.”

Please verify the dimensions of the booth space in square feet (30x50?) and the booth type (island, etc).

Usually the booth is 16mx10m. Instead of having cubical style sections for each agency we hope to have an island sections for each agency in a more open style booth or a design that can allow the free flow of people especially on the days with heavy traffic.

Q2. “UNAIDS Secretariat...seeks to commission the design, production, management and dismantling of an exhibition booth to accommodate publications, electronic media...”

Does the UNAIDS Secretariat seek to own the booth structure, furniture and audio/visual equipment, or rent them once for the 2012 Conference?

Typically UNAIDS pays the bidder to have the booth up fully equipped booth for the entire duration of the conference. It is upto the bidder to buy or rent the equipment, but UNAIDS does not own the furniture nor equipment. At the least we may take the posters.

Q3. “To facilitate this, draft designs will need to be presented electronically at times specified below. “

Is an initial concept design required to be included in the initial bid?

Yes all bids must be accompanied by both initial concept designs and financials bid.

Q4. “Bids over USD 100,000 for the Joint UNAIDS Exhibition booth will not be considered. “

Does this budget include shipping to and from the conference, drayage, installation and all other show services associated with the UNAIDS exhibition booth at the conference?

The budget includes all costs related to the booth build up and dismantling. UNAIDS pays no further funds to the bidder related the booth after the agreed cost.