

RFP-2012-20 Web content writing services

Answers to questions from potential bidders

Q1. Is UNAIDS considering company application or are you only seeking applications from individuals?

A. UNAIDS intend to work directly with individuals providing the services. You company can submit a bid as long as specific individuals meeting the requirements are proposed the services to UNAIDS if awarded the contract.

Q2. Could you give me any indication of the anticipated volume of work involved on this contract?

A. UNAIDS publish an average of 15 to 20 stories per month, out of which it is estimated 8-10 will be outsourced to external suppliers (Section 1.3.1 of the RFP).

UNAIDS intends to award several LTA as a result of the RFP to have enough capacity available in case of unavailability of suppliers at a given time.

Q3. Is it possible for us to submit a bid for two writers from our team? Or do you need just one individual?

A. Yes, submitting your bid including more than one individual is accepted since we intend to award more than 1 LTA as a result of the RFP.

Q4. Can you give me any indication of what has been paid historically as an arithmetical mean per story?

A. UNAIDS as part of its procurement process will not release its budget or historical payments and bidders are requested to propose the best and most cost-effective solution to meet UNAIDS requirements, while ensuring a high level of service. Your price proposal would constitute 30% of the total scoring

**Q5. 2.7.3 Technical Proposal:
Section b)'Understanding of the Requirements for Services, including Assumptions'
Are bidders simply being asked to state that they understand the type of stories required and the conditions attached?**

A. UNAIDS is looking for your understanding of the scope of work and activities requested under the LTA. The bidders may choose to flag here any constraints for the delivery of services or value-added activities during the performance of the services. Any assumption made for the provision of services such as key factors to consider by UNAIDS or inputs required from UNAIDS should also be indicated in this section.

Q6. 2.7.3 Technical Proposal: Section e) asks us to indicate the maximum number of stories we would be able to do a month. But earlier (Contents of the Proposal), it says that candidates must offer 'services for the total requirement'.

A. Section e) is intended to know the availability and the workload that can be assigned to each candidate per month.

The “contents of the proposal “section asks the bidders to ensure they have the capacity to offer ALL services requested. In this case, research, write and edit regular feature stories in English.

Q7. The RFP acknowledgement form asks for a company name. Is it ok to leave this blank as I don't have a company? At the end it asks for name and title of authorising officer. Presumably I just leave that blank as well.

A. In those two instances, the name of the individual bidder can be used in lieu of the company name and as the authorising officer.

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