

RFP-2013-17 TSF ESA

Answers to questions submitted by potential bidders

13 August 2013

1. *Paragraph 1.3.2, 1.3.3, and 2.7.4-* In section 1.3.2, the RFP states that an independent external evaluation of the TSF will be conducted by UNAIDS after 18 months. This external evaluation will be covered by UNAIDS. In section 1.3.3 and page 17 however, the RFP requests that the offeror budget for 2 external financial audits. Can UNAIDS confirm if these audits are different from the external evaluation referenced in 1.3.2 ?

Answer: Yes, these are different than the external evaluation referenced in 1.3.2. UNAIDS will undertake an external independent evaluation of the TSF following 18 months of operation. This will be at UNAIDS own cost. As part of the reporting requirements the TSF will be required to undertake an annual financial audit. Costs for the financial audit need to be included in the budget submitted.

2. *Paragraph 2.7-* Please confirm which staff CVs should be included in this submission.

Answer: Abridged CVs of senior staff members of the bidding organization who will be responsible for managing the TSF contract should be included in the submission. If personnel for the TSF has been identified this information can be included under the proposed organization and job descriptions. (2.7.3 point 5)

3. *Paragraph 2.7.2 - Information of Firm / Organization submitting Proposal.* This section requests for information such as audited financial statements for the last three (3) years (section 1.3) and this would exceed 15 pages. Does this form part of the annexes and is it subject to the 15 page limit?

Answer: Copies of the audited statements would be included in the annexes. The annexes are not part of the 15 page limit for the technical proposal.

4. *Paragraph 2.7.3-* May offerors submit appendixes/ annexes in addition to the list of required proposal documents?

Answer: Yes offerors can submit annexes in addition to the list of required proposed documents.

5. *Paragraph 2.7.3, #9-* Can UNAIDS please specify the level of detail you would like reflected in the two-year work-plan?

Answer: The two year workplan should include sufficient detail in order to evaluate the overall strategy outlined, efficiency of the approach and the timeframe proposed.

6. *2.7.3 Technical Proposal.* This section states that “The Technical Proposal must include the following information and should not exceed 15 pages plus annexes.” Is it possible to revise this to exclude annexes?

Answer: The annexes are in addition to the 15 pages of the Technical Proposal.

7. *Paragraph 2.7.4-* Will offerors be allowed to include indirect costs as allowable costs?

Answer: Yes. Any indirect costs will form part of the total budget for the purpose of cost comparisons between bidders.
