

## RFP-2013-30

### Event organizer for meeting of the UNAIDS & Lancet Commission: Defeating AIDS - Advancing Global Health 13-14 February 2014, London UK

#### Answers to questions from potential bidders 20-November-2013

1. Has the venue been confirmed? Can you tell me if a venue has been chosen for this event at this stage?  
*The venue has been chosen but not fully contracted. The event will take place in the Charing Cross/St. James area.*
2. If not confirmed are there any venues you have in mind?  
*See above.*
3. What is the total number of attendees expected to attend?  
*We are expecting between 100 and 150.*
4. What is the format for both days? Can you give me an overview of the intended general format of the 2 day event please  
*90 minute sessions with brief prepared presentations from amongst the participants, followed by facilitated discussion. There will be a morning and afternoon coffee breaks plus lunch.*
5. Will there be an evening event on 13 February.  
*We anticipate that there will be a seated dinner in a historical venue but is still to be confirmed.*
6. How many speakers are there?  
*There may be a handful of prepared speeches over the course of the two days however 60% of the participants will be eligible to be speakers in that they will have the right to make an intervention.*
7. What was the total budget for the first meeting?  
*The costs of the two meetings cannot be compared because of the difference in location and format of the meeting. The first meeting was hosted by the Government of the Republic of Malawi therefore plenty of expenses that will be incurred for this meeting were sponsored for the last.*
8. **(1.3.1) Key Requirements/Pre-Event**  
Does 'meeting logistics' refer to solely the elements required for the specific *meeting* element (i.e room set up, sim trans, coffee breaks etc) or does it refer to the broader scope of the meeting as a whole – i.e attendee accommodation etc .  
*It refers to the specifics surrounding logistics in London which would include both "room set up, sim trans, coffee breaks" and "attendee accommodation". All aspects of the meeting will have guidance and input from the UNAIDS secretariat.*
9. **(1.3.1) Key Requirements/Pre-Event**  
The phrase "Liaise with UNAIDS organizers and local partners" seems very open ended, can you please clarify a) the expectation in terms of liaison and b) what UNAIDS define as local partners.  
*Perhaps it is best to start with b) the definition of "local partners": those individuals, companies or public entities based in the UK that are providing a service or otherwise involved with the execution of the event. In turn, a) the expectation is that the event service provider would serve as the contact and connection between UNAIDS focal points and those local partners, establishing or building on relationships to help ensure cooperation and delivery of the highest quality possible.*
10. **(1.3.1) Key Requirements**  
When 'Hotel' is referred to should we understand it to mean the meeting venue? Or accommodation also?

*Participants will be meeting in the same venue as they are accommodated in.*

**11. (1.3.1) Key Requirements/On-Site**

The Responsibilities onsite refer to numerous suppliers - not previously mentioned, please clarify UNAIDS' expectation in regards to the 'execution of on-site logistics' associated with these third parties and confirm if our involvement will only be required on-site

*It is anticipated that the event service provider would have a presence onsite to liaise with suppliers such as but not limited to AV, IT, interpretation, hotel, catering and transportation.*

**12. (2.7.2) Information on Firm**

Which response email address should this information be sent to as part of our submission?

*Information about the firm is part of the Technical Proposal and should be sent to [TechnicalBids@unaid.org](mailto:TechnicalBids@unaid.org)*

**13. (2.7.2) Information on Firm Q1.2.2**

When asking about the 'number of consultants employed on similar projects', please clarify if this refers to a) number of FTE's employed in Operations Project Management b) the number of freelance consultants used to support FTEs c) something else ... please explain your expectation

UNAIDS is looking for a) and b) to understand better the capacity of the bidder to execute such high level events.

**14. (2.7.2) Information on Firm Q1.5.2**

Please can you clarify your expectations in terms of certifications/certification status

UNAIDS would like to have information regarding the assessed quality of the services to be provided by the organization, any ISO certification, or official body certification related to the services to be provided could be included.

**15. (2.7.3) Technical Proposal**

Can The Technical Proposal be supplied in the same document as the Information on Firm (2.7.2)

Yes, the Information on Firm is part of the Technical Proposal.

**16. (2.7.4) Financial Proposal**

Please can you provide your definition of a 'sealed' price component?

The actual monetary offer for the services proposed by the bidder in the Technical Proposal which must be sent in a separate email to [FinancialBids@unaid.org](mailto:FinancialBids@unaid.org)

**17. (2.7.4) Financial Proposal**

Should this document be a 'budget' only or part of a document containing additional text (notes, rationale, inclusions/exclusions)

The Financial Proposal may include additional text necessary to understand the offer and must be itemized to the maximum extent possible.

**18. (2.7.4) Financial Proposal**

Please confirm that this element of our submission is purely our 'Management Fees' for this event?

Please confirm or clarify that where you request our Proposal includes "all the goods or services to be provided" that this excludes all third party costs such as hotel/AV/vehicle transfers/meeting/venue rental/F&B etc etc

*Correct, this would be Management Fees and not include third-party costs, unless these are necessary for the performance of the services in which case they should be included.*

**19. (2.7.4) Financial Proposal**

In order to provide the costs for 'design concept, development, typesetting, amends and artwork', and as there is no mention of Design Requirement in Section 1.3 of the RFP, we will need a more detailed brief as to specifically what this relates to? Volume required? What mediums are to be used? Details of Brand Guidelines

In order to provide costs for printing, and as there is no mention of Printing in Section 1.3 of the RFP please advise **what** is needed to be printed? How many copies? Colour of black and white? Any specific additional requests.

In order to provide costs for delivery, and as there is no mention of Delivery in Section 1.3 of the RFP please advise what is to be delivered and to where

*This generically refers to any standard documents the event organizer would anticipate having with an event of this nature: identification signage for drivers for airport transfers, directional signage at the hotel, name plates for meeting or meals, access control badges for participants, etc.*

*Brand guidelines would be provided as needed.*

*All specific meeting publications (programme, agenda, back-ground documents) would be developed, designed and executed by UNAIDS.*

#### **20. (2.7.4) Financial Proposal**

In order to provide costs for Travel and Per Diem Costs, is this purely for our on-site team of Project Managers? If not please clarify for how many people and their origin points.

*This would only be for on-site staff of the event management company. UNAIDS will cover all travel and per diem costs for its staff and participants.*

#### **21. (2.7.4) Financial Proposal**

In order to provide costs for Other Costs, is this purely related to costs associated

*This would only be for other costs of the event management company. UNAIDS will cover all other costs for its staff and participants.*