

**Reference: RFP 2014-03**

**Question 1**

Request you to clarify the following point and also to mention which all is mandatory, to become eligible for bidding and qualify the technical bid:

**2.7.2 Information of Firm/Organization submitting Proposal**

The following information must be provided in order to ascertain capabilities to deliver the work proposed.

Information of Firm/Organization submitting Proposal
1 Company Information
1.1 Corporate information
1.1.1 Company mission statement (if applicable)
1.1.2 Quality Assurance / Quality Control mechanisms in place at the company
1.1.3 Organization structure
1.1.4 Geographical presence
1.2 Staffing information
1.2.1 Number and Geographical distribution of staff
1.2.2 Number of consultants employed on similar projects in each of the past three years
1.3 Legal information
1.3.1 History of Bankruptcy
1.3.2 Pending major lawsuits and litigations in excess of USD 100,000 at risk (indicate particularly those by licensees or patent infringement)
1.3.3 Pending Criminal/Civil lawsuits
1.4 Contractual relationships
1.4.1 Contractual programmes (with other UN agencies or International Organizations)
1.4.2 Company Certifications and certification status
1.5 Proposed sub-contractor arrangements including company information (as above for each subcontractor)
2 Experiences and Reference Contact Information (list and provide up to five (5) detailed examples of relevant experience gained within the past five years of the issuance of this RFP that demonstrate the contractor's ability to deliver a solution that substantially demonstrates the functional and technical requirements of this RFP)
2.1 Project Name (project one)
2.1.1 Project Description including but not limited to project starting date and duration, project and contract value, and total FTE involved from the company
2.1.2 Status (under development/implemented)
2.1.3 Roles and responsibilities (list and clearly identify the roles and responsibilities for each participating Organization)
2.1.3.1 Client Role and Responsibility
2.1.3.2 Contractor Role and Responsibility. Previous contractor role in project
2.1.3.3 Third party contractors Role and Responsibility. Previous specified 3rd party role in project.
2.1.4 Team members (indicate relevant members of the team from the project that will be used in the performance of services)

**Bidders are requested to answer as much as possible, questions not answered don't disqualify.**

**Question 2**

Is there any special 'theme' for the design that is preferred by you.

**The conference is on HIV and AIDS.**

**Question 3**

- Do you have any previous stand designs or photos of your stands in the past? We would like to review the types of stands you have had in the past to give us an indication of your desired stand designs.

**See Page 6**

**Question 4**

- With regards to your cosponsor spaces, will they be having meetings within their allocated spaces, if so how many people would you like their desks to be able to sit comfortably?

**No meeting in the booth**

**Question 5**

- Do you have an overall budget you are aiming at spending on the stand? Our designers like to work towards a budget as it allows them to design something that fulfils all of your requirements while sticking within your budget requirements. We wouldn't want to design something that is not within budget.

**As per UNAIDS procurement policy we are not in the liberty of releasing the budget, however UNAIDS is looking for the most cost-effective solution satisfying the requirements expressed.**

**Please note that 40% of the total points allocation correspond to the financial offer with the lowest bidder been allocated 40 points.**

**Question 6**

**Paragraph Number 1.1**

Question: Is there an available budget range to work to?

**See response to question 5**

**Question 7**

**Paragraph 1.2**

Question: How many bidders are there?

**The RFP is an open competitive process. There is no predefined bidder's list and any bidder qualified with the requirements expressed in the RFP can submit an offer to be considered.**

**Question 8**

**Paragraph 1.3**

Question: Reference is made to "The exhibition space during the conference will be open to the public.." Can you provide further insight into the event audience and the anticipated visitors to the booth, their expected interest range (healthcare professionals, international delegate, school or college parties, potential volunteers, etc)?

**Delegates are researchers, scientists, clinicians, health care providers,, students, healthcare professionals, volunteers, activists, UN staff.,**

### Question 9

#### Paragraph 1.3

Question: Reference is made to “an exhibition booth to accommodate publications, electronic media and other display materials.” Can you indicate how booth support items from co-sponsors will be handled and shipped, such as the publications and other display materials and is it a requirement that the logistics of the shipping to/from the exhibition of these items is to be factored into the bidders considerations and costs?

**Bidder is not responsible for the shipping of the publications. UNAIDS and co-sponsors will provide electronic media to be loaded on computers, Hard copies will be handled by UNAIDS and co-sponsors.**

### Question 10

#### Paragraph 1.3.1.1

Question: Can you provide a copy of the hall plan showing the booth location and orientation?

**Hall plan details are not finalized yet and the location for UNAIDS booth has not been assigned.**

**UNAIDS is asking bidders to propose economical and flexible designs that can be subject to minor modifications depending on the final location assigned for the booth. In case the requirements from UNAIDS to the winning bid exceed the allowances made in the offer, UNAIDS can consider minor changes to the budget.**

### Question 11

#### Paragraph 1.3.1.1

Question: We have noted the request to have a booth WiFi service. It would be our recommendation that if this is for the purpose of providing delegates with a download of content facility, it could prove problematic. Competing WiFi signals within trade exhibitions cause very slow down-load speeds or failures. We have alternative and robust suggestions, but would like to understand in more detail how this service is to be used and rough guide to the quantity of publications, files sizes and anticipated frequency of down-load requests.

**All documentation will be loaded on the computers. We will offer to the delegates the option to download the document immediately, to subscribe to newsletters, to receive the documentation by email, to visit the co-sponsors website.**

**Size of publications are not confirmed but it could be around 500MB.**

**WIFI signal can be setup using different channel, encryption key, hidden SSID.If WIFI is not possible then wired (LAN) connection is requested.**

### Question 12

#### Paragraph 1.3.1.2

Question: Please provide via web-link or drop box, branding guidelines for UNAIDS and co-sponsors exhibitors with high-res logo references for use within the booth design visuals **<http://goo.gl/kybrmT> for sample only, final version of images will be provided later.**

### Question 13

#### Paragraph 1.3.1.2

Question: Please provide via web-link or drop box, a range of generic images (10-15 off) to be used in the booth design visuals

**<http://goo.gl/7Y3vy4> for sample only, final version of images will be provided later.**

#### Question 14

##### Paragraph 1.3.1.5

Question: Reference is made to “*Previous Booth Samples provided*”. None were provided, please provide

**[See Page 6](#)**

#### Question 15

##### Paragraph 1.3.1.5

Question: Reference is made to “*A photo gallery of the Joint UNAIDS Booths at past two international conferences attached*”. None were attached, please provide

**[See Page 6](#)**

#### Question 16

##### Paragraph 1.3.1.6

Question: Reference is made to “*Technical guidance is available from two manuals.*” When the ISET website is accessed it asks for you to create an account and login details. Once logged in it will only allow you to book exhibition space therefore access to the two manuals to provide technical guidance is not available. Please provide either access to the two manuals or pdf copies

**[The official organizer of the meeting has not released these Guidelines, they will be released only in March.](#)**

**[UNAIDS will consider changes in the design offered by the winning bid when they are based on technical considerations imposed by any of these guidelines.](#)**

#### Question 17

Do you need specific storage areas for publications for all the co-sponsors?

**[1 to 2 shelves to display hard copies for each co-sponsors and UNAIDS. UNAIDS will handle the storage area which is usually outside the boot.](#)**

#### Question 18

Where can we obtain the material handling and labor charges in Melbourne. Who is the official contractor and has he already published the rates. If Yes, then where can we get the information and if No, can we quote as per assumption now and will charge as per actual later.

**[The official contractor is the Schenker group, Freight Forwarding Tariffs are now shared in UNAIDS website and also the Shipping Guidelines for AIDS 2014](#)**

#### Question 19

1.3 – Is it the intention of UNAIDS to own the exhibit and/or all IT equipment, or rent a custom display meeting the IT requirements for a single use at the 2014 AIDS Conference in Melbourne?

**[After the dismantling of the booth UNAIDS does not own the equipment but reserve the rights to keep the photos images. Bidder is responsible to ship back or to recycle locally or to dispose the materials, UNAIDS is not responsible for the dismantling.](#)**

#### Question 20

2.7.4 – Is there a budget, or budget range to use as guidance for the design and fabrication of the UNAIDS exhibit so that we do not under or over-design? Budgets designated for past exhibit design might be of help as well.

**[See response to question 5](#)**

**Question 21**

2.7.4 – Please specify if and which show services the bidder should include in the financial proposal (electrical service, daily booth cleaning, carpeting, etc). Should the cost of those services be detailed in e) Other Costs?

***Bidder is not responsible for these costs. UNAIDS will pay the expenses of the exhibition area like electricity bill, daily cleaning.***

**Question 22**

1.3.1.4 – Are there plans to re-use this exhibit at other conferences after the 2014 AIDS Conference in Melbourne? Return shipping is requested, but post-show storage and inventory of the exhibit is not mentioned as a requirement.

***The bidder is responsible to recycle the materials. Bidder is responsible for the dismantling, recycling or disposing the materials.***

**Question 23**

1.3.1.1 – Do each of the Cosponsoring organizations or the Secretariat require an individual storage area?

***1 to 2 shelves to display hard copies for each co-sponsors and UNAIDS. UNAIDS will handle the storage area which is usually outside the booth.***

**Question 24**

1.3.1.5 – “A photo gallery of the Joint UNAIDS Booths at past two international conference is attached” ...please provide electronic versions of the past exhibits, as the gallery was not attached to the RFP.

***See images in the following pages***



[UNAIDS Booth in Washington DC 2012](#)







[UNAIDS Booth in Vienna 2010](#)

**JOINT UNAIDS EXHIBITION BOOTH  
INTERNATIONAL AIDS CONFERENCE 2010, VIENNA AUSTRIA**





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UNAIDS Booth in Mexico 2008

